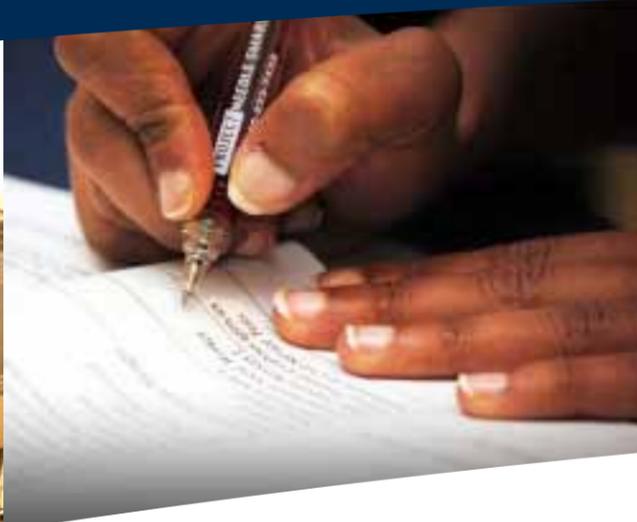


10 Things You Must Know When Filing for Unemployment Insurance



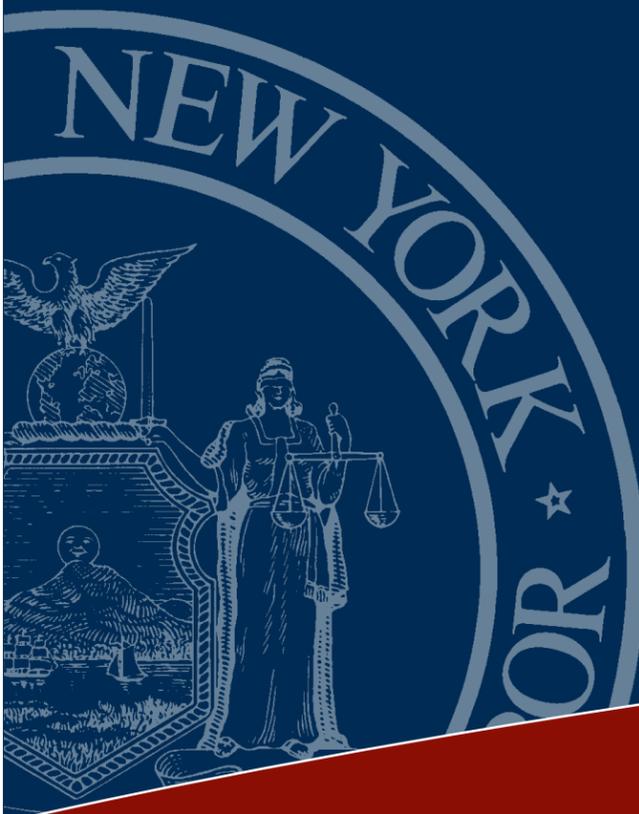
Unemployment Insurance (UI) provides temporary income to eligible workers who lose their jobs through no fault of their own.

UI benefits come from taxes paid by employers. Deductions are never made from a worker's paycheck.

To collect benefits, you must be ready, willing and able to work.

Not everyone who loses a job has a right to UI.

- 1. Tell us why you are no longer working.** Make sure you give us accurate and complete information about the reason you are no longer employed.
- 2. Report each day you work.** You must report any day you work -- including part-time, temporary or unpaid jobs.
- 3. Be accurate.** Carefully read all letters sent to you by the Department of Labor. Follow instructions and submit all requested forms as soon as possible to prevent errors in benefit payments.
- 4. Be available to work.** You must be prepared to accept immediate employment. You must verify each week that you are able, available, and willing to accept suitable work.
- 5. Actively look for work.** You must consistently search for work each week and keep a written record of every employer you contact.
- 6. Make a Work Search Plan.** Contact a Workforce Career Center for help planning an effective work search. Go to our website: www.labor.ny.gov for the nearest location or call 1-800-447-3992, select your language and choose option 3.
- 7. Stop claiming benefits as soon as you return to work.** Do not wait for your first paycheck. You are no longer eligible for benefits when you start working a full-time job. Benefits are reduced for part-time work.
- 8. Read your Claimant Handbook.** It advises you of your rights and responsibilities while collecting UI and of additional benefits and services that may be available to you. You can find the handbook on our website.
- 9. Avoid UI Fraud.** Do the right thing and follow the rules when you collect benefits. Failure to follow the rules can have serious legal consequences.
- 10. If you don't know, ask for help.** UI representatives are available to help you. Call **1-888-209-8124** or go to the website for answers.



www.labor.ny.gov

