



Have You Lost Your Job or Lost Hours at Work?

If so, there is a program called Unemployment Insurance or UI, that may be able to help you get some work benefits including money.

To apply for this program, you must fill out an application which is called filing a **Claim** and you also must meet all the program rules.

Program Rules

- Program rules are met:
- If you made enough money during the time you worked.
- If you are now not working, or you are working less than you use to.
- If it's not your fault you lost or quit your job. At this time, Claims are permitted if you voluntarily quit your job due to concerns about COVID-19.
- If you are ready and able to work.
- If you are looking for work. This is not required during the current public health crisis and generally not during an emergency or disaster.

When to File a Claim

Anytime you lose your job or start working less than you use to. If you filed a Claim within the last year and didn't use all your UI benefits you must reopen your Claim to get benefits again.

Information You Need to File a Claim

- Your first and last name.
- Your social security number.
- The month, date and year you were born.
- An email address.
- A phone number.
- A mailing address.
- Name, mailing address, dates worked, and wages for all jobs you worked for in the last 18 months. You can find this information on your check stubs or W2 form.
- Last day you stopped working and why you stopped working.
- How much money you made the last week you worked at your very last job.

How to File a Claim

Filing a Claim Online is the fastest and easiest way to file a Claim, but you can also file a Claim by phone or by mail.

Online

If you file a Claim Online, you have to register for UI Online first at [UI File a Claim Online](#) and follow the steps or view the video, [UI Online Overview and Registration \(YouTube\)](#).

After submitting your claim, you will see a confirmation page. Write your confirmation number down and keep your number for your records.



Phone

Call 1-800-300-5616, Monday through Friday from 8 a.m. to 12 noon.

Smart Phone App

An app called [DoNotPay](#) may be able to help you process your claim for free. [According to this article](#), “The app features a chatbot that asks you questions to gather the information necessary to apply for state unemployment insurance. It then mails in a paper application or submits the information by fax or through the state's unemployment website during off-peak hours.”

Mail

Print the paper application, fill out the application, then mail the application [Paper Application in English](#) [Paper Application in Spanish](#)

After You File Your Claim

You will be mailed important information about your Claim and the UI program. Be sure to read and respond to all requests to avoid payment delays.

For more information, refer to the [After You File](#) web page.

After your Claim is filed and accepted, generally you must certify each week that you are looking for work. If you aren't looking for work, you must give a reason. Although you do not need to look for work

during the current public health crisis, you must provide a reason. Indicate that you are not looking for work due to being a non-essential worker during the COVID-19 outbreak or something similar.

Important: Most UI customers are required to [register for CalJOBS](#) and create an online resume that can be viewed by employers. You must meet this requirement within 21 days of receiving your *Notice of Requirement to Register for Work* (DE 8405) form. Failure to meet this requirement can result in a delay or loss of UI benefits. Watch [How to Register for CalJOBS and Post a Resume \(YouTube\)](#) for more information.

SSI - people who receive SSI are **required** to apply for unemployment compensation if you lose your job. Report this income by visiting, calling, or writing your [local Social Security Office](#). Additionally and importantly, SSI treats UI money as unearned income, and so it has a significant impact on monthly SSI payments and may therefore impact your Medi-Cal (if you receive it through your SSI). Because of this potential impact, depending on your situation you may want to quit your job instead of accepting termination and getting UI. Otherwise, you may need to apply separately for Medi-Cal using your income level as the reason for eligibility.

Need Help? Call your Regional Center Service Coordinator or ask support staff.