

UNDERSTANDING UNEMPLOYMENT INSURANCE

Navigate the application process and save time by watching several informative and easy-to-understand videos on how to file for unemployment insurance.

TOPICS INCLUDE:

- **How to file a claim**
- **What happens after filing**
- **How to file a weekly claim report**
- **How unemployment benefits are paid**
- **Where to find answers to many frequently asked questions**

At the Idaho Department of Labor, we're here to help. Thanks for watching.

labor.idaho.gov/uivideos

SEARCH FASTER

Make looking for work and watching instructional videos a little faster at your local library with free public computers, high-speed Internet and Wi-Fi access.

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TEN TIPS

FOR CLAIMING

UNEMPLOYMENT INSURANCE BENEFITS

Protect yourself from charges of fraud and overpayment and make sure your benefits arrive on time by following these simple rules:

ONE File your own claim. As a claimant, you are held accountable for the information and answers you provide. Never let someone else enter your weekly report and don't ever share your PIN.

TWO Report all former employers and why you left your last job, whether it was full time, part time, casual or temporary.

THREE Report all gross wages – cash, check or by other means – for each week you work while collecting unemployment, including part-time or temporary work.

FOUR Be able, available and willing to accept suitable work for the entire week claimed.

FIVE Register for work; develop a plan. You must register for work with the Idaho Department of Labor to receive benefits, and we can help you develop a work search plan - free of charge. Learn more at labor.idaho.gov/jobseeker.

SIX Actively look for work – and keep records for – at least two work-search contacts per week or your benefits may be denied.

SEVEN Keep your address current. Read your mail. You'll receive letters outlining what you need to do to maintain eligibility. Some involve appointments for mandatory in-person employment assessments. Others include year-end tax information and determinations. Ignore the mailings and you could lose your benefits.

EIGHT Going back to work fulltime? Stop filing for benefits! If you continue to collect benefits after you've gone back to work full time – even if only until your first paycheck arrives – you will be required to repay the benefits, plus penalties and interest, and you could face criminal charges for fraud.

NINE Be honest. Ignoring the rules or providing false information leads to serious monetary penalties, loss of benefits and possibly jail.

TEN Know your responsibilities. Ask for help. Do not guess or assume anything when filing your claim. If you have any questions about the information you receive or enter into our system, contact your nearest local office.

Learn more about collecting unemployment insurance at labor.idaho.gov/uitips