



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.
- You are now not working, or you are working less than you use to.
- It's not your fault you lost or quit your job.
- You are ready and able to work.
- You are looking for work. This is usually not required during time of 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.

For faster help once the call is answered, press 1 for English or 2 for Spanish, wait until the voice stops talking, press 6, next press 7, then press 3 and you will be transferred to an operator.

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](#).

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. SSI treats UI money as unearned income, thus it has a significant impact on monthly SSI payments. Report all the UI money you get, to SSI each month. You can report this income by visiting, calling, or writing [local Social Security Office](#).

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