

# WE ARE YOUR DOL



Department  
of Labor

## 10 THINGS YOU MUST DO When Filing for Unemployment Insurance

Unemployment Insurance (UI) provides temporary income to workers who lose their jobs through no fault of their own. UI benefits come from contributions paid by employers. Deductions are never made from a worker's paycheck. To collect benefits, you must be ready, willing and able to work, and you must diligently look for work. Not everyone who loses a job has a right to Unemployment Insurance.

### **TELL US WHY YOU ARE NO LONGER WORKING**

Make sure you give us true and complete information about why you lost your job.

### **REPORT EACH DAY YOU WORK.**

You must report any day you work when you claim your weekly UI benefits. This includes part-time, temporary or unpaid jobs.

### **BE ACCURATE**

Carefully read all letters and electronic messages the Department of Labor sends to you. Follow the instructions and return all forms by the deadline. This will help prevent delays in your benefits.

### **BE AVAILABLE TO WORK**

You must be able to take a job right away. Every week, you must verify that you were ready, willing, and able to work.

### **LOOK FOR WORK**

You must search for work each week and keep an online or written Work Search Record.

### **MAKE A WORK SEARCH PLAN**

Contact a New York State Career Center to get help planning your work search. Go to [www.labor.ny.gov](http://www.labor.ny.gov) to find the location nearest you. You may also call **800-447-3992**. Choose your language and pick option 3.

### **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. You may be eligible for partial benefits if you get part-time work.

### **READ YOUR CLAIMANT HANDBOOK**

It tells you about your rights and responsibilities while collecting Unemployment Insurance. It also lists additional benefits and services you may be able to get. You can find the handbook on our website at [www.labor.ny.gov/uihandbook](http://www.labor.ny.gov/uihandbook).

### **AVOID FRAUD**

Do the right thing and follow the rules. If you do not follow the rules, you could face serious legal consequences.

### **IF YOU DON'T KNOW, ASK FOR HELP**

Our representatives can help. Call **888-209-8124**, send us a secure message through your online account, or go to our website for answers.