

UI ELIGIBILITY REQUIREMENTS

You must:

- Have lost your job through no fault of your own (laid-off, furloughed, company closure, or lack of available work), or had your hours significantly reduced.
 - **DLT will contact your employer to confirm the reason for separation**
- Have earned a minimum amount of pay
- Be available to work and able to report to full-time work on a regular basis.

You may not be eligible for unemployment benefits if you quit your job without good cause or if you are fired for misconduct connected with your job.

**Still Unsure if You Qualify?
When in doubt, APPLY!**

Unemployment Insurance (UI)

✓ CHECKLIST

- Have all required documents ready.
- Apply as soon as you are unemployed.
- Respond to all requests for information.
- Request a benefit payment every week until you return to full time work, as instructed in the department mailings.
- Look for work and be ready to accept work.



NEED HELP LOOKING FOR WORK?

Visit One of Our Career Centers

DLT Career Centers provide the following services through a one-on-one meeting:

- **Resume Assistance**
- **Interview Skills and Techniques**
- **Job Search Assistance**
- **Career Planning**
- **Information on training opportunities**

Career Center Locations

Providence

50 Sims Ave, Providence, RI 02909

West Warwick

1330 Main St., West Warwick, RI 02893
(401) 462-4100

Woonsocket

219 Pond St., Woonsocket, RI 02895
(401) 235-1201

Hours: Mon-Thurs: 8am - 4pm | Fri: 10am - 4pm

For Translation Services

Email: dlt.languagehelp@dlt.ri.gov



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DLT Department of Labor and Training
RHODE ISLAND

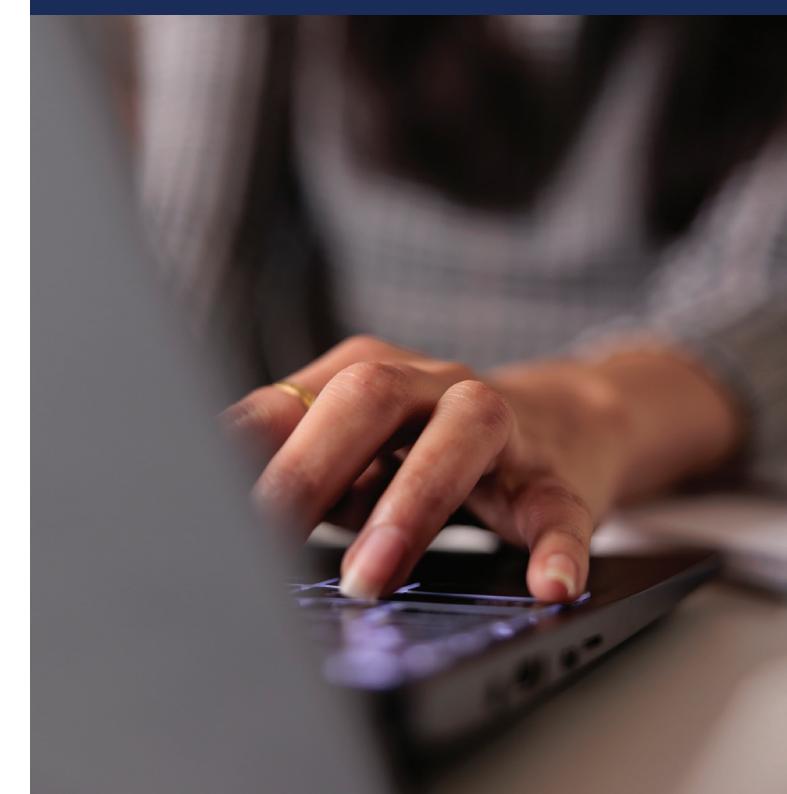
Income Support

HOW TO APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS

A step-by-step guide

UI is a program that provides temporary financial assistance to workers who have lost their jobs through no fault of their own (laid-off, furloughed, company closure, or lack of available work), or had their hours significantly reduced.

Funding for UI Benefits comes from taxes paid by employers.
No money is deducted from your wages to pay for UI benefits



STEP 1: GET READY

To help avoid unnecessary delays in receiving your benefits, please have the following information when you apply:

- Social Security Number (SSN)
- **NON-US Citizens can apply using Alien Verification Number or employment verification number**
- Driver's license number or other state government ID number
- Access to a computer and wi-fi connection – if you need access to technology, you can visit any DLT career center or the Public Library
- A valid email address
- The names, addresses, phone numbers, reason for separation (ex. fired/laid-off), and dates of employment for all employers where you have worked in the last 18 months, and your pay rate from each employer
- Bank account and routing numbers for direct deposit for your payment. (Electronic Payment Cards (EPC) are also available)
- The name and local Union number, *if applicable*
- The names, social security numbers (SSN), and dates of birth for all dependent children, *if applicable*.

STEP 2: APPLY!

Make an account on DLT's secure online unemployment system, UI Online. Once your account is created, log in using your username and password to apply and see the status of your claim.

You should apply for UI benefits IMMEDIATELY!

Apply as soon as you are unemployed - Don't wait.

Visit bit.ly/APPLY4RIUI or



Scan me with phone's camera

Apply for UI Benefits in the state in which you worked even if you live in Rhode Island but work in another state.

STEP 3: AFTER YOU APPLY

- **There is a 7-day unpaid waiting period at the start of your new claim. The 7-day period is a Sunday through Saturday in which your earnings are less than your Benefit payment.**
- Within **10** business days of filing, you will receive a **Monetary Determination Form**.
 - This does not mean you qualify, but it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- The maximum length of regular unemployment benefits is **26** weeks.
 - Partial UI benefits can extend beyond the typical 26 week maximum.

What to do if you're denied benefits

If you are denied benefits and disagree with the decision you may appeal the decision and must do so in writing within fifteen **(15) days** to the Board of Review.

To appeal a decision, scan the QR code below



RESPONSIBILITIES WHILE COLLECTING

- You must request for a benefit payment **every week**—online or by phone—and report any gross wages (commissions, tips, bonuses, etc.) earned in the previous week.
- Be actively looking for full-time jobs and applying for them. You must be able to accept a job offer if one is made to you.

Visit bit.ly/UI-FAQs for **frequently asked questions**, or scan the QR code.



A NOTE FOR CLAIMANTS

You may be selected to participate in the **Reemployment Services and Eligibility Assessment (RESEA) program**. You will be notified of your selection through a letter in the mail. If selected, you must meet with a DLT Job Coach who will help you improve your resume and interviewing skills, review job leads, and discuss your rights and responsibilities while receiving unemployment insurance.

QUESTIONS?

We're here to help.

Contact the DLT Call Center for help – **(401) 415-6772**

or

Complete our help form so we can contact you by scanning below



UI Help Form

Having an issue with your UI claim?

Completing this form is the fastest way to let us know that you are having trouble filing your claim, requesting payment, or accessing your UI Online account, or are experiencing any other issue with your claim. Once completed, someone from the Department will contact you within 2-3 business days at the number you provide.

Only submit this form once: **multiple submissions will be deleted**.

**This form is for UI claimants only. TDI claimants should contact dtid@dti.ri.gov or the TDI call center at 401-462-8420.*

* Required

1. Full name *

Enter your answer

2. Phone number *

Enter your answer

3. Email address *

Enter your answer