

UNEMPLOYMENT INSURANCE

Managing Your Unemployment Insurance Claim

Tips for Completing the Continued Claim Form

Unemployment Insurance (UI) benefits are paid after a properly completed and signed Continued Claim form is submitted to the Employment Development Department (EDD). You will receive a Continued Claim form within 10 days of EDD processing your application for UI benefits. If you are determined initially eligible after filing your application for benefits and you meet all eligibility requirements on the Continued Claim form you return to us, a check is issued with another Continued Claim form. Claim forms are submitted every two weeks.

To prevent delay in receiving benefits, the following are tips for completing the Continued Claim form:

→ *Read the handbook.*

- ✓ A Guide to Benefits and Employment Services handbook is sent when a claim is filed and it explains how to properly complete the claim form.

→ *Use blue or black ink when completing the form.*

- ✓ Avoid colors like pink or red. They cannot be read by our electronic scanners.

→ *Mark the answers by completely filling in the box.*

- ✓ Be sure to answer every question.
- ✓ **DO NOT** use an "X" to mark your answer.

→ *Report gross wages (monies earned before taxes) in the week physically worked regardless of when the paycheck was received.*

- ✓ Review hourly wage or pay information for accuracy in reporting gross wages.
- ✓ If working part-time, it is recommended to utilize a calendar and post hours worked throughout the week. Total hours worked and calculate earnings on a weekly basis (Sunday through Saturday). This calendar can be a reference in properly completing the Continued Claim form.

→ *If reporting wages, complete ALL the fields within the rows associated with that week.*

- ✓ For example, if wages are reported in the week on the claim form, each week's row within the table must be completed.
- ✓ The "Date Last Worked" is the last day physically worked within each week.

→ *Use a ruler under each question to ensure the correct Yes/No box is being selected.*

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- ***If there is a change of mailing address, completely fill in the box on Question #8 and post the new address on the back of the form.***
- ***Don't forget to sign the form.***
 - ✓ Keep your signature within the space provided to not conflict with the answers marked on the claim form.
- ***Complete and mail the Continued Claim form on the date shown on the front of the form. Benefits cannot be paid until a properly completed and signed form is submitted.***
 - ✓ **DO NOT** mail the claim form early – the check will not be processed. You will be mailed a duplicate claim form to be completed and mailed again, which will delay your check.
 - ✓ **DO NOT** mail the claim form late – the check will not be processed. Complete and mail the Continued Claim form on the date shown on the front of the form. If you mail the claim form more than 14 days after the last week ending date on the form, we will have to determine if there is a good reason for mailing the claim form late. This is done by a telephone interview and results in benefits being delayed and possibly denied.
- ***Be sure you carefully remove the perforated portion of the form and keep that portion for your records. Fold the form as it was originally folded when you received it and insert it into the provided envelope, making sure the EDD address appears in the envelope window.***
- ***DO NOT send the form to any other address or send via overnight mail as this delays payment.***
- ***DO NOT enclose any other forms or correspondence with the Continued Claim form.***