

EDD OFFICE NAME
PO BOX
CITY, CA ZIP CODE



EDD Phone Numbers:

English: 1-800-300-5616
Spanish: 1-800-326-8937
Cantonese: 1-800-547-3506
Mandarin: 1-866-303-0706
Vietnamese: 1-800-547-2058
TTY: 1-800-815-9387

Claimant Name
Claimant Mailing Address
Claimant City, State, ZIP Code

Mail Date:
SSN:

NOTIFICATION OF UNEMPLOYMENT INSURANCE BENEFITS ELIGIBILITY INTERVIEW

Why am I receiving this notice?

A potential eligibility issue has been identified with your Unemployment Insurance (UI) claim. You have been scheduled for a phone interview to provide information to an EDD representative. The Department will use the information you provide to determine if you can be paid UI benefits. **If you are not available for your phone interview, a decision will be made based on the available information, which may result in a denial of benefit payments.**

_____ between _____ a.m. and _____ a.m. Pacific Time

An EDD representative will call you at the following number. Translation services are available at no cost.

What should I expect during the interview?

You will be asked questions about your claim. Sample questions appear on the back of this notice. Be prepared to answer these questions during the interview. You have the right to request more time to prepare, submit evidence, present witnesses, and be represented by any person at your own expense. If you need more time, you must reschedule your appointment prior to the time and date listed on this form. Rescheduling your interview may delay your benefit payments as you have already been scheduled to the earliest appointment available.

The EDD may contact former employers or other witnesses to verify your statements or obtain information. You may dispute any statements or evidence they provide.

How does this affect my benefit payments?

Benefits cannot be paid until the interview process is complete, the EDD determines you are eligible, and you certify for benefits. If you are currently requesting benefits, submit your bi-weekly certifications online, by phone, or by mail while this issue is being resolved.

If you are not eligible, you will receive a notice by mail with the denial reason and information on how to appeal the decision, if you choose to do so. If the EDD determines you made a false statement or withheld information to obtain benefits you were not entitled to receive, you will be required to repay the full amount, plus any penalties.

To reschedule your appointment, update your phone number, or certify for benefits, use UI OnlineSM at www.edd.ca.gov/UI_Online or call one of the toll-free numbers listed above.

For information on how the EDD applies law and policy to determine eligibility, see the UI Benefit Determination Guide at www.edd.ca.gov/UIBDG.

PHONE INTERVIEW INSTRUCTIONS

During the phone interview you may be asked some of the following questions:

NOTE: Questions will depend on the reason you have been scheduled for a phone interview.

SAMPLE