



How to Apply for Unemployment Insurance Benefits



Unemployment Insurance (UI) CHECKLIST

- Apply as soon as you are unemployed. Look for work and be ready to accept work. Request a benefit payment every week until you return to work full-time.
- Remember your password and keep it private.
- Respond to all requests for information.
- Keep the address on your account up-to-date for at least four years after your last request for a benefit payment.
- Call UI Customer Service if you have questions, Monday through Friday, 8 A.M. to 4:30 P.M.

Twin Cities area: 651-296-3644

Greater Minnesota: 1-877-898-9090

TTY – for the hearing impaired: . . 1-866-814-1252

QUESTIONS?

Speak to a customer service representative, Monday through Friday, 8 A.M. to 4:30 P.M. (If you need a language other than English, follow the voice prompts to speak to a representative and request an interpreter.)

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Esta información está disponible en español en el internet en: http://www.uimn.org/uimn/images/Spanish_UI_Brochure_How_To_Apply.pdf o llamando al siguiente número.

Muaj cov kev qhia no sau ua Lus Hmoob nyob rau (hauv internet) saum huab saum cua: http://www.uimn.org/uimn/images/Hmong_UI_Brochure_How_To_Apply.pdf los yog hu rau tus xov tooj nram no.

Macluumaadkaan waxaa lagu helaya af-Soomaali ayadoo internetka laga galo: http://www.uimn.org/uimn/images/Somali_UI_Brochure_How_To_Apply.pdf ama la soo waco lambarka telefoonka hoose.

This information is available in an alternative format for individuals with disabilities by calling 651-259-7223.



DEED is an equal opportunity employer and service provider.

Minnesota Unemployment Insurance Program

P.O. Box 4629

St. Paul, MN 55101-4629

General Information

Go online at www.uimn.org for general information about unemployment insurance benefits.

How to Apply for Unemployment Insurance Benefits in Minnesota

Online or by phone Monday through Friday, 6 A.M. to 6 P.M.

Should you apply for unemployment benefits?

You should apply if you recently lost your job or your hours have been reduced. The application is how we decide if you are eligible for benefits.

When you apply, we ask you questions to decide if you are eligible. We also ask your recent employers the same questions. We will mail you a determination that tells you if you are eligible for benefits.

Apply as soon as you are unemployed. Don't wait to apply or you may lose some benefits.

GET READY!

We need the following information when you apply:

- Social Security number
- Driver's license number or other state government identification number
- Employment history for the past 18 months, including:
 - Each employer's name, address, and phone number
 - Dates of employment (month and year)
 - Pay rate
 - Reason you no longer work for the employer
- Your bank account and routing numbers if you want direct deposit
- If you are not a United States citizen you need your work authorization document
- If you served in the U.S. military in the last 18 months you need your DD-214, Member 4
- If you were a federal employee in the last 18 months you need your SF-8 and SF-50



ONLINE

- 1 Go to www.uimn.org select **Applicants** and then **Apply for Benefits**.
- 2 Enter the information requested.
- 3 At the end of the application, you will be able to review your information and make changes before you submit your application.
- 4 Select **Submit the Unemployment Benefit Application**
- 5 A confirmation page will display showing that you successfully submitted the application.

AUTOMATED PHONE

available in English, Spanish, Hmong, or Somali

Call one of the following phone numbers:

Twin Cities area: 651-296-3644

Greater Minnesota: 1-877-898-9090

TTY – for the hearing impaired: 1-866-814-1252

- 1 Make your language choice: press 1 for English, 2 for Spanish, 3 for Hmong, or 4 for Somali. (If you need another language, press 1 and follow the voice prompts to speak to a representative and request an interpreter.)
- 2 Enter your Social Security number and choose **Apply for Benefits**.
- 3 Enter the information requested on the phone keypad.
- 4 You will finish the application by speaking with a customer service representative.

What can I expect after I submit an application for benefits?

After you apply, you will receive in the mail:

- Instructions on how and when to Request Benefit Payments
- An *Information Handbook* with instructions and answers to many of your questions—also available online at www.uimn.org
- A *Determination of Benefit Account* showing your weekly benefit amount and your total amount of benefits, if you are eligible

If I am eligible for benefits, how much will I receive?

Your weekly benefit amount will be about 50 percent of your average weekly wage, up to the current state maximum of \$683.

To receive benefit payments, do I need to do anything besides apply?

Yes. You must make a request for a benefit payment every week—online or by phone. When you make your weekly request, we ask you to report any income, if you are available to accept work, and if you are looking for work.

If I am eligible, when should I receive my first payment?

The earliest you could receive a payment is about three weeks after you apply. The law requires that everyone has a nonpayable week before benefits are paid. This is the first week you request and are eligible for a payment. The nonpayable week is never paid.