



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 it.
- 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.



Department of Employment and Economic Development

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?

If you are unemployed or your work hours have been reduced, applying is the first step to find out if you are eligible.

When you apply, we will ask you for the information we need to determine if you are eligible. We may also ask your recent employers for information and will notify you by mail when we have made a determination.

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

GET READY!

When you apply, besides your basic contact information, have the following ready:

- 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 rather than an unemployment debit card (you can also request direct deposit at a later time).
- 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 (not mandatory to apply)
- 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 click **Applicants** and then **Apply for Benefits**.
- 2 At the login page, enter your Social Security number and click **Start**.
- 3 Click **Start the Unemployment Benefit Application**.
- 4 Enter the information requested. At the end of the application, you will be able to review the information you entered and make changes before submitting your application.
- 5 Click **Submit the Unemployment Benefit Application**. There will be a confirmation page showing that you have successfully submitted the application.

AUTOMATED PHONE

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.

Frequently Asked Questions (FAQ)

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 what your weekly benefit amount will be 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 state maximum that is currently \$658.

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

Yes. You must make a request for benefit payment every week – online or by phone. When you make your weekly benefit payment request, you are asked 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 first has a nonpayable week. This is the first week you have requested a benefit payment and would be eligible for a payment. The nonpayable week is never paid.