



WORKER'S GUIDE

TO

UNEMPLOYMENT COMPENSATION



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<http://jfs.ohio.gov>

WORKER'S GUIDE TO UNEMPLOYMENT COMPENSATION

THIS BOOKLET contains general information regarding your responsibilities and rights to receive unemployment benefits. The information is not law – it is provided only to assist you in the unemployment claims process. The purpose of Unemployment Insurance is to offer basic protection against economic insecurity. The program helps unemployed workers while they look for work. The money for your unemployment benefits comes from employer taxes. Workers do not pay any part of the cost of unemployment benefits. No deductions were made from your wages to help pay for this program.

Notice to claimants

Federal law requires you to furnish your social security account number on the claim application in order for your application to be processed. Authority for this requirement is provided in Title III of the Social Security Act and the Internal Revenue Code of 1954 [26 U.S.C. 85, 6011(a), 6050B, and 6109(a)]. ODJFS will use your social security number (1) to report your unemployment compensation to the Internal Revenue Service as potentially taxable income; (2) as a record index for processing your claim; (3) for statistical purposes; (4) to verify your eligibility for unemployment compensation and other public assistance benefits; and (5) as otherwise required or permitted under applicable federal or state law, including Chapter 4141 of the Ohio Revised Code.

Filing an Application

Applying for benefits

To file a new application for Ohio unemployment benefits or to reopen an existing Ohio claim, you can:

- File online at <http://unemployment.ohio.gov>.
- You may access our website 24 hours a day, 7 days a week. Limited service may be available while our system is being updated nightly. Check the website for available services.
- File by telephone at 1-877-OHIOJOB (644-6562) or TTY: 1-888-642-8203.
- Business hours are 7:30 a.m. – 4:30 p.m., Monday – Friday (except holidays). Peak call times are Monday and Friday. For faster service call on Tuesday, Wednesday or Thursday or file online. When you call, please be sure to have paper and a pencil ready.

Information needed when applying

You should be prepared to provide the following information when you file a new application:

- Your social security number and either your driver license or state ID number
- Your name, address, telephone number, and e-mail address
- The name, address, telephone number, and dates of your employment with each employer for whom you worked during the past 6 weeks
- If you had out of state employment within the previous 18 months, the name, address, telephone number, and dates of your employment for each employer with whom you worked out of state during the past 18 months
- If you were separated from military service with any branch of the U.S. armed forces within the past 18 months, your discharge papers (form DD-214, member 4)
- If you were employed by the federal government within the past 18 months, the SF-8 and/or SF-50 form given to you by your government employer at the time of your separation

- The reason you became unemployed from each employer
- Dependents' names, social security numbers, and dates of birth
- If claiming dependents, your spouse's name and social security number
- Alien Registration Number and the expiration date of your work authorization (if you are not a US citizen or National)
- Your regular occupation and job skills

Claiming a dependent child

You may claim as your dependent a child, step-child, or adopted child under 18 years of age for whom you provided more than 50 percent of the cost of support during the 90 day period prior to filing your application. You may also claim as your dependent a child, stepchild, or adopted child 18 years of age or older who is mentally or physically disabled and unable to work if you provide proper documentation of the disability. Your dependent(s) will not be allowed if you have a spouse who filed for unemployment compensation within the past year and received an increased weekly benefit amount because she/he claimed dependents.

Claiming a dependent spouse

You may claim as your dependent your spouse who lives with you, if during the 90 day period prior to filing your application, he/she had income less than 25 percent of your base period average weekly wage and you provided more than 50 percent of the cost of his/her support.

When to file an application for benefits

You should file your application as soon as you become unemployed. Your claim will begin the Sunday of the calendar week in which it is filed. Waiting more than a full week to file your application will postpone the beginning of your claim and no benefits will be paid for weeks of unemployment that occur prior to the week of filing.

What to expect

Whether you file your application by telephone or on the Web, the process will take about 20 – 25 minutes. If you are filing online and are disconnected, you can use your Username and PIN to log back into the application and resume answering questions. The information you have entered will be

retained for 24 hours from the time you begin a new application. Your application is not considered “filed” until you certify and receive a confirmation number. Keep this deadline in mind if you are disconnected or if you choose to sign off and sign on again at a later time.

Restarting a Claim for Benefits

Restarting a claim for benefits

If you are determined eligible for unemployment benefits, your benefits are payable during a 52-consecutive week period (called a benefit year). Within the benefit year, you have a limited amount of money from which to draw your benefits (called total benefits payable). If during the benefit year of your current claim you return to work and are separated or you have earned gross wages greater than your weekly benefit amount, you must file an application to reopen your claim—even if you continued to submit weekly claim forms during your employment.

To reopen, **access your claim online at <http://unemployment.ohio.gov>, or dial 1-877-OHIOJOB (644-6562)** during the first week you are unemployed or have gross earnings less than your weekly benefit amount. Waiting more than a full week to file an application to reopen your claim may prevent benefit payment for weeks of unemployment that occur prior to this date.

Information needed when reopening

You will be required to provide the name, address, and dates of employment with each employer for whom you have worked since you last claimed benefits. You should have this booklet and your ID documents (state driver license, state identification card) for reference when you file.

Filing Weekly Claims For Benefits

Filing weekly claims

You accomplish this by filing claims for a week or weeks of unemployment for which you want to receive benefits. When you file, you will respond to

questions concerning your activity and status for each week. When you file a weekly claim, you will respond to questions concerning your activity and status for each week. Answer all questions honestly. Ohio law provides penalties including fines and/or imprisonment for fraud. *Remember, if you do not file a claim for a week of unemployment, you will not receive benefits for that week.*

For your convenience, you may file your weekly claims in two ways:

- Online: You may file online at <http://unemployment.ohio.gov>. If you did not file your application online, the first time you access your claim online you will need to enter your User Name (social security number) and your PIN.
- Automated Telephone System: You may call **1-877-OHIOJOB (644-6562)** if you have a touch-tone telephone. To access the telephone system you will need your social security number and your PIN.

If you do not have access to either a touch-tone phone or the Internet, please contact your processing office. The name and phone number of that office was provided on the New Claim Instruction Sheet that was mailed to you when you filed your initial application.

Your Personal Identification Number (PIN)

The first time you file a new claim, you will be provided a PIN number. You will use this PIN to access your claim through the automated telephone system or online. You are responsible for the security of the PIN. Your PIN is an electronic signature and has the same legal authority as your signature on a paper document. Do not give your PIN to anyone. You are responsible for all claims filed and all information given to this department using your PIN and Social Security Number. You may be subject to fraud charges if you allow someone else to use your PIN to file for benefits. If you believe someone knows your PIN, if you forget your PIN, or if you want to change your PIN for any reason, you may request a new one either by calling the automated phone system or by calling your processing center. Your new PIN will be mailed to you. To recover a forgotten PIN, you may also use your “hint” question online.

When to file weekly claims

Weekly continued claims for benefits are normally filed on a bi-weekly

basis. However, you may claim the first three weeks after filing a new claim on a weekly basis and then switch to bi-weekly. Each week starts on Sunday and ends Saturday. You can file your continued weekly claim no earlier than the day after the week ends, and no later than 21 days after the last day of the week.

For example, in the chart below, the individual filed an initial claim on Tuesday of Day 3. The claim is effective on Sunday, Day 1. He/she should file the first continued weekly claim for week ending Day 7 on Sunday, Day 8, the next one for week ending Day 14 on Sunday, Day 15, and the third for week ending Day 21 on Sunday, Day 22.

	SUN	MON	TUE	WED	THU	FRI	SAT
Week ending Day 7	1	2	3	4	5	6	7
Week ending Day 14	8	9	10	11	12	13	14
Week ending Day 21	15	16	17	18	19	20	21
Week ending Day 28	22	23	24	25	26	27	28

After the first three weeks, you can continue to file claims weekly only if you authorize ODJFS (1) to deposit your unemployment compensation directly into your bank account *and* (2) to issue all correspondence electronically, rather than through the postal system.

If you do NOT authorize ODJFS to directly deposit your benefits into your bank account *and* issue only electronic correspondence, you will be converted to a biweekly (every other week) claim schedule. Instructions for requesting direct deposit and electronic correspondence are included in this booklet.

For example, in the chart on page 7, the individual has filed for the first three weeks of benefits and has not authorized either direct deposit or electronic correspondence. He/she is switched to bi-weekly filing and would not file for week ending Day 28 and week ending Day 35 until the day after the second week of the bi-weekly period ends, Day 36.

	SUN	MON	TUE	WED	THU	FRI	SAT
Week ending Day 7	1	2	3	4	5	6	7
Week ending Day 14	8	9	10	11	12	13	14
Week ending Day 21	15	16	17	18	19	20	21
Week ending Day 28	22	23	24	25	26	27	28
Week ending Day 35	29	30	31	32	33	34	35
Week ending Day 42	36	37	38	39	40	41	42
Week ending Day 49	43	44	45	46	47	48	49
Week ending Day 56	50	51	52	53	54	55	56

Requesting direct deposit and/or electronic correspondence

You can request your benefits be paid by direct deposit at any time by accessing your claim online at <http://unemployment.ohio.gov> or by calling your processing center. If making this election online, go to the Main Menu and choose “Update Direct Deposit Information.” You must provide your bank’s name, complete address, your account number and the bank’s routing number. See example below for obtaining your account number and the bank’s routing number.

MARK STONE
MELISSA STONE
 914 UPPER CREST LANE
 ANYWHERE U.S. 12345

0301
 9-58781234

Date _____

Pay to the order of _____ \$

Dollars

YOUR FINANCIAL INSTITUTION
 ANYWHERE U.S.

For _____

⑆ 23456780 ⑆ 12345678 ⑆ 0301

Bank Routing Number Account Number Check Number

You can use these same methods to request that all notices are provided to you electronically. If making this election online, go to the Main Menu and choose “Update Personal Information.” You do not have to choose electronic correspondence to have your benefits deposited directly into your bank account. However, you *must choose both* to receive your benefits weekly rather than bi-weekly.

Establishing Eligibility

You must meet the following basic requirements to have your application for unemployment benefits allowed.

1. You are unemployed at the time you file your claim.
2. You have worked in a sufficient number of weeks and earned sufficient wages in “covered” employment during the base period of your claim. See below for specifics regarding these terms.
3. You are not unemployed due to a “quit” that is determined to be without just cause or a “discharge” that is determined to be with just cause.
4. If you previously established a claim, you must have had six weeks of “covered” employment and earned three times the average weekly wage in work performed since that first application before you can establish another new claim.

Weeks worked

You must have worked in a minimum of 20 weeks in covered employment during the base period. This may be for any number of employers who pay unemployment taxes.

Minimum earnings

If you file your application during 2005, you must have an average weekly wage of at least \$186 during the base period before taxes or other deductions. This wage amount changes each year and applies to the year you file your application – not the year worked.

Covered employment

Employment is considered “covered” if your employer was subject to the unemployment compensation payroll tax for your wages.

Base period

The regular base period is the first four of the last five completed calendar quarters, before your claim begins.

If your claim begins between these dates: Your base period will be:

October 4, 2004 through January 1, 2005	July 1, 2003 through June 30, 2004
January 3, 2005 through April 2, 2005	October 1, 2003 through September 30, 2004
April 4, 2005 through July 2, 2005	January 1, 2004 through December 31, 2004
July 4, 2005 through October 1, 2005	April 1, 2004 through March 31, 2005
October 3, 2005 through December 31, 2005	July 1, 2004 through June 30, 2005

Note: If you worked 20 weeks, but the weeks do not fall within the **regular base period** or your average weekly wage was less than the established minimum within the **regular base period**, you may still be able to establish a right to benefits if the weeks fall within the alternate base period. The alternate base period is the last four completed calendar quarters before your claim begins. The alternate base period may be used only if you do not qualify for benefits using the regular base period.

If your claim begins between these dates: Your base period will be:

October 4, 2004 through January 1, 2005	October 1, 2003 through September 30, 2004
January 3, 2005 through April 2, 2005	January 1, 2004 through December 31, 2004
April 4, 2005 through July 2, 2005	April 1, 2004 through March 31, 2005
July 4, 2005 through October 1, 2005	July 1, 2004 through June 30, 2005
October 3, 2005 through December 31, 2005	October 1, 2004 through September 30, 2005

Reasons for unemployment

Lack of work

If you were laid off due to a “lack of work” (for example, your job was abolished, the business closed, or the plant shut down), you will be considered as unemployed through no fault of your own. Your employer will be asked to verify the reason for your unemployment.

Voluntarily quit or left your job

If you quit your job when the option of remaining employed existed, you will be considered to have caused your own unemployment. To establish eligibility for benefits when you voluntarily quit, you must show that you had “just cause” for leaving the work. Some examples of reasons for quitting your job that may establish “just cause” are:

- Your employer failed to meet terms of the employment agreement.
- Your employer failed to provide proper safety measures required by law.
- Your work violated accepted moral or legal standards.

The burden is on you to produce information that you had “just cause” for quitting your employment. The legal standard under Ohio law that determines whether a quit is for “just cause” is whether the action taken was one that would be taken by an ordinarily prudent person under similar circumstances.

Discharged or fired

If your employer dismissed you from your job, you may not be eligible for benefits. By law, the employer must establish that your discharge was for just cause.

Some examples of the reasons for discharge that may establish “just cause” are:

- You violated established company rules.
- You neglected your job responsibilities.
- You disregarded the employer’s interest.
- You performed your work poorly.

However, if the sole reason for discharge is that you refused to perform duties that were known to endanger your health or violated accepted legal standards, your discharge will not be considered to have been for just cause.

A DETERMINATION OF UNEMPLOYMENT COMPENSATION will state whether your application for unemployment benefits is allowed or disallowed and will provide you with specific information as to the reason(s) for being allowed or disallowed.

Remember, if you disagree with any determination, you have appeal rights.

Re-qualifying for benefits

If your application for unemployment benefits was disallowed because of the reason for your unemployment, you can re-qualify by meeting ALL of the following requirements:

- You must obtain new employment in “covered” employment and work at least the number of re-qualifying weeks and earning the amount of wages indicated in your DETERMINATION OF UNEMPLOYMENT COMPENSATION notice.
- You must file a new application for benefits. Any entitlement will be

based on and effective with the new application.

- You must meet all other requirements for establishing eligibility for benefits.

Determining weekly benefit amounts

Your weekly benefit amount is computed at 50 percent of your average weekly wage during your base period. However, in no case may the weekly benefit amount exceed the state's annually established maximums. The maximum levels are based on the statewide average weekly wage and the number of dependents claimed. The 2005 maximums for each dependency classification are given in the following table:

Number of Allowable Dependents	Dependency Classification	If your Average Weekly Wage was:	Then your Maximum Weekly Benefit is:
0	A	\$662 or more	\$331
1 or 2	B	\$802 or more	\$401
3 or more	C	\$892 or more	\$446

Other Eligibility Considerations

Once your application is allowed and your benefit amounts are established, other factors will be considered before you are paid benefits for weeks of unemployment.

Unemployed due to a labor dispute

If you are unemployed because of a labor dispute other than a lockout, you will be disqualified from unemployment benefits during the dispute. On the other hand, if you became unemployed because of a lockout, the labor dispute will not disqualify you from eligibility for benefits.

Unemployed due to a leave of absence or disciplinary layoff

If you are unemployed because you are on a voluntary leave of absence, you will be disqualified from unemployment benefits during the period of the leave. If you are unemployed due to a suspension or disciplinary layoff imposed by your employer for misconduct in connection with your work, you will be disqualified from benefits.

Able to work

You must be physically and mentally able to perform work in your trade or

occupation. If you are ill and unable to work during one or more days of your normal work week, you may be considered unable to work and not entitled to benefits for that week. If you are not physically able to work in your trade or occupation, you may receive benefits only if you furnish medical evidence that you can do other types of work.

Available for work

To be considered available for work, you must be ready and willing to work any shift of any occupation consistent with your prior training and experience. If you restrict hours, wages, or conditions of employment, which limit your chances of obtaining work, benefits may not be paid for the week claimed.

Attending school

You must notify ODJFS if you are attending school while claiming benefits. You will be interviewed about your availability for work. Although individuals generally are not eligible for benefits while attending school full-time, the law contains the following provisions that may permit you to collect benefits while in school.

- If you were attending school while working and continue school after becoming unemployed, you may be considered available for work while in school; or
- If you enroll in a training course approved by ODJFS and make satisfactory progress.

Actively seeking work

When filing your claim, you will be informed of the minimum work-search efforts you must make each week (Sunday through Saturday) to remain eligible for benefits.

- Most people are required to actively seek suitable work on their own. If so, Ohio law requires you to keep a written record of your efforts to find work during each week. You may record your contacts on the pages at the back of this booklet. Be prepared to either show your record of work search efforts to an ODJFS representative, or submit a copy by mail upon request. Failure to provide proof of your work search efforts may result in benefits being disallowed.

- You must seek full-time work either in the locality where you worked or in a locality where your type of work is normally performed. If working part-time, you must still seek full-time employment to meet eligibility requirements.
- You may be required to register with SCOTI (Sharing Career Opportunities and Training Information), ODJFS's job matching system, for job placement assistance. To access the job matching system online, or for a list of locations where you can register in person, go to <http://scoti.ohio.gov>. You may speak with a Customer Service Representative at your claims processing center if you have questions concerning your registration status.
- You may be required to remain active with your labor organization if your union has a hiring hall and this is the normal method you follow to obtain work. To remain active, you must be a member in good standing and eligible for placement or referral. Ohio law requires you to keep a written record of contacts with your union to obtain work. Record your union contacts on the pages at the back of this booklet.
- You may be required to make yourself available to your former employer for work and to keep him/her informed as to how to contact you for work.
- If you live out-of-state and do not normally commute to work in Ohio, you may be required to register for work with your state's labor exchange system.

Time limitations for filing weekly claims

You must file for benefits for a week of unemployment no later than three weeks (21 days) following the ending date of the week being claimed. Benefits will be disallowed unless you can establish that the late filing was for reasons beyond your control.

Registration requirements

You are required to remain registered for unemployment benefits with ODJFS. You register when you file a new or additional claim or file a weekly claim for benefits. Such registration remains in effect for a period of three calendar weeks (including the week of registration). Benefits may be disallowed for any week in which you do not meet the registration requirements.

Accepting offered work

You must notify ODJFS if you are offered work in any week you claim benefits. If you do not accept work, you will be interviewed to determine if the work was “suitable” and whether you had “good cause” to refuse.

To decide if the work was “suitable,” ODJFS considers factors such as; the amount of risk to your health, safety, and morals; your physical fitness for the work; your prior training and experience; the distance from your home to the work; the length of your unemployment; and your prospects for obtaining local work.

If you refuse suitable work, your benefits may be suspended, unless your reason for refusing is one permitted by Ohio law. For example, your benefits may continue if you cannot accept the work because you are not qualified.

Note: Your prior earnings are not a factor in determining your suitability for work.

Ohio Re-Employment Services Program

The Re-Employment Services Program identifies claimants who are likely to exhaust their unemployment benefits. Such individuals are randomly selected to be provided with special re-employment services.

If you are selected, you will receive information about the availability and benefit of re-employment services and job openings. Your attendance at an initial orientation session, as well as participation in any subsequent re-employment services in which you have agreed to participate, will be required as conditions of your eligibility for unemployment benefits. Failure to attend the orientation session may result in delay or denial of unemployment compensation benefits.

Earnings and income

You must report earnings for services performed and any income paid or payable to you while you are claiming unemployment benefits.

Earnings

If you work part-time or perform odd jobs during weeks for which you file

for unemployment benefits, you may still be paid unemployment benefits if your earnings are less than your weekly benefit amount. You must report gross earnings for the week (Sunday through Saturday) in which it is earned even if you have not yet been paid.

If your earnings are less than your weekly benefit amount, Ohio law allows you an exemption of 20 percent of your weekly benefit amount before a deduction is made. An example of how this is computed appears on the right.

Note: Holiday pay is deducted after the 20 percent earnings exemption is applied.

Note: If earnings/holiday pay are equal to or greater than your weekly benefit amount, no benefits will be paid. Report all earnings, even if they would not affect your weekly benefit amount.

Example: the weekly benefit amount is \$100.00 and weekly earnings are \$40.00.	
To calculate the earnings deduction:	
Total earnings in week	\$40.00
Minus earnings exemption (20% of \$100.00)	-20.00
Equals earnings deduction	\$20.00
To calculate amount of benefits paid:	
Weekly benefit amount	\$100.00
Minus earnings deducted	-20.00
Equals benefit amount paid	\$ 80.00

If you need to file a claim for a week of unemployment that follows a week of excessive earnings (equals or exceeds your weekly benefit amount), you must reopen your claim no later than Friday of the week you will be claiming.

Other Income

You must report all weekly income, including payments other than wages. If the money is determined to be deductible from your benefits, the entire amount of money will be deducted. Types of income that may be deductible include:

- Severance pay
- Vacation pay
- Pensions
- Social Security

- Workers' Compensation
- Company Buy-Out Payments

If the deductible income is less than your weekly benefit amount, your weekly payment will be reduced by the amount of income for the week.

Some types of income may not be deducted, such as:

- Supplemental unemployment benefits (S.U.B.)
- US national guard/armed forces reserve pay for scheduled drills
- Interest dividends
- Rental income

Note: Review your unemployment check stub for a breakdown of all the above deductions. If you think this income is being deducted incorrectly, ask ODJFS for a written determination so that you may file an appeal. Refer to the "Appeal Rights" section.

Verifying information that may disallow a payment

Whenever ODJFS receives information that raises a question concerning your continued eligibility, you will be notified in writing. The NOTICE OF ELIGIBILITY ISSUE will provide the following information:

- The specific issue(s) which may result in the denial of your benefits
- The beginning date of the issue
- What action caused the eligibility issue to be raised

You will have five business days from the date on the notice in which to respond with any additional information relating to issue(s) identified on the form. You may submit witness statements, doctor's statements, or other documents to support your testimony. All information received by the end of the five-day period will be used to determine your eligibility to receive benefits. You also have the right to request a fact-finding interview within the five day period. Instructions will be provided on the notice.

If you are paid benefits for any weeks that are later disallowed, you will receive a DETERMINATION of UNEMPLOYMENT COMPENSATION BENEFITS notice that identifies how much you were overpaid.

Payments

Receiving the first payment

It may take up to four weeks from the date you file your initial claim to receive the first payment. The earliest your payment may be issued is during the third week. Once payment starts, your payments are normally made every two weeks unless you have requested direct deposit and electronic correspondence.

Waiting week

Ohio law requires that you serve a one-week waiting period after filing each initial application for benefits. The waiting week is the first week you claim which meets all of the eligibility requirements; however, no benefits are paid for this week. Therefore, your first payment will not include this first week. Even if you are unemployed for only one week, you must complete the weekly claim for it to fulfill your waiting week requirement for that benefit year. Do not delay in filing for your waiting week.

Federal income tax withholdings

Benefits received for unemployment compensation are subject to federal and Ohio state income tax. When you file for benefits, you are asked if you would like taxes withheld from your unemployment compensation check at the rate of 10 percent *for federal income taxes only*. You will be permitted to change your selection one time during your benefit year. ODJFS will send you a 1099 form by January 31 of the year after you collected benefits. To learn more about estimated taxes and how to pay them, call or visit the Internal Revenue Service.

Child support payment withholdings

The law requires that child support payments, including spousal support and arrearages, be deducted from unemployment compensation benefits when certain conditions are met. These conditions include that ODJFS has received a withholding order from a child support enforcement agency (CSEA) charged with administering Part D of Title IV of the Social Security Act.

If you are required to pay child support to a Child Support Enforcement Agency, and ODJFS has not received an order to withhold these payments, you may elect to have child support withheld from your benefit payments. You may make this election at any time after filing your initial application

by calling your processing office. Any election will be canceled upon receipt of a withholding order.

Overpayment of Benefits

Receiving benefits to which you are not entitled

If you received benefits to which you are not entitled, you will receive a determination that states:

- Why the payment was incorrect or disallowed
- What weeks were paid incorrectly
- The amount of the incorrect payment
- Any penalties if fraud was involved

Warning: If your application for benefits rights or a weekly claim is canceled due to fraud, you will be ineligible for two otherwise valid weekly claims for benefits that are claimed within six years after the date the misrepresentation is discovered. These ineligible weeks are identified in decisions as “penalty weeks.”

If you believe that you were not overpaid, or that the amount of the overpayment is incorrect, you must file an appeal within 21 days of the date the overpayment determination was issued.

You must repay overpaid benefits. Any overpayment not repaid will result in weekly benefit payments to which you are otherwise entitled being withheld until the overpaid amount has been recovered (repaid).

Repayment should be made by check or money order, payable to the Ohio Department of Job and Family Services, and mailed to

- OP Repayment Lockbox
ODJFS
P. O. Box 951456
Cleveland, Ohio 44193

Be sure to include your social security number on the check or money order. Do not send cash.

If you have an outstanding overpayment, you will receive an account statement at the end of each month until the full amount has been recovered.

Receiving Correspondence Concerning Your Claims for Benefits

Correspondence

You may choose to receive and/or respond to any correspondence relative to your unemployment compensation claim by U.S. Mail (paper) or electronically. If you choose to receive your correspondence electronically, an e-mail will notify you when new correspondence is posted to your online account. The e-mail will direct you to log on to your account to view your correspondence. Whether you select U.S. Mail or e-mail, you may still access and respond to all correspondence sent to you online.

Appeal Rights

If you disagree with any decision about your claim, you should file an appeal.

How to file an appeal

There are several appeal levels. How to file an appeal at each level is explained below:

- **Appeal from an Initial Determination**

If you disagree with an initial determination, you may file a written appeal with ODJFS within 21 calendar days of the date the determination was issued. Include your social security number, the date and identification number of the determination with which you disagree, and the reason(s) for your disagreement.

You may file your appeal by mail or by FAX with the processing center identified on your initial determination, with any ODJFS Processing Center or you may file your appeal online at <http://unemployment.ohio.gov> (*available only from 6:00 a.m. until 7:00 p.m. daily*).

You will receive a written confirmation of the receipt of your appeal. All other interested parties, such as your employer(s), will receive a notice indicating your reason for filing the appeal. ODJFS has 21 calendar days from the date your appeal is received to either issue a redetermination or refer the appeal to the Unemployment Compensation Review Commission (UCRC). The commission will then either schedule a hearing on the appeal or transfer the appeal to ODJFS for processing of a Redetermination.

- **Appeal from a Redetermination**

If you disagree with the redetermination, you may file a written appeal to the UCRC within 21 calendar days of the date the redetermination was issued. Include your social security number, the date of the redetermination with which you disagree, the reason(s) for your disagreement, and, if you are employed during the day and desire a telephone hearing during non-working hours, the hours you are available for a hearing. You may file your appeal with any of the following:

- The ODJFS Director
Bureau of UC Benefits
145 South Front Street
P.O. Box 182863
Columbus, OH 43218-2863
- Any ODJFS Claims Processing Center (P.O. Boxes, telephone numbers and fax numbers provided at the back of this booklet)
- Fax: (614) 466-8392
- Online at <http://unemployment.ohio.gov>

If filed in time and accepted by the UCRC as an appeal, your case will be scheduled for either an in-person or telephone hearing before a hearing officer. If a telephone hearing is scheduled, but you prefer an in-person hearing, you must notify the UCRC within 10 days of the notice that an appeal has been filed. You must then agree to travel to a hearing site close to the location of the other parties. The hearing officer will issue a determination on the information contained in your file and presented at the hearing.

- **Request for Review by the Ohio Unemployment Compensation Review Commission (UCRC)**

If you disagree with the UCRC hearing officer's decision, you may request a review by the UCRC within 21 calendar days of the mailing date of the hearing officer's decision. Your appeal should state that you are requesting a review of the hearing officer's decision; why you disagree with the hearing officer's decision; and if you are employed and prefer a non-working hours hearing and the hours you are available. You may file your appeal with any of the following:

- The ODJFS Director
Bureau of UC Benefits
PO Box 182299
Columbus, OH 43218-2292
- Fax: (614) 752-8862

The UCRC may allow or deny your request for review. If denied, you will receive a notice to that effect. If allowed, the UCRC may issue a decision based on the record of the earlier hearing or hold a further hearing. To change a telephone hearing you must notify the UCRC within 10 calendar days of the notice allowing the request for review. For an in-person hearing, you must agree to travel to a site close to the other parties.

- **Appeal to Common Pleas Court**

If you disagree with the UCRC decision, you may file a notice of appeal with the common pleas court of the county in Ohio where you reside or were last employed. Appeals must be filed within 30 calendar days of the mailing date of the UCRC decision. If your appeal is filed after 30 days, the court of common pleas will determine the timeliness of your appeal in accordance with Ohio Revised Code Section 4141.282 (I). In your notice of appeal, you must include all interested parties listed on the UCRC decision(s), including the Director of ODJFS. Be sure to identify the decision being appealed.

When the UCRC receives the notice of appeal, it will file a certified transcript of the record from which the appeal is being filed with the

clerk of court. The UCRC will also mail a copy of the transcript to you or your legal representative.

The court will hear the appeal based on the certified UCRC Transcript. Contact the clerk of the appropriate court for other rules and deadlines. A listing of the courts appears in this booklet.

- **Further Court Appeals**

If you disagree with the decision of the Common Pleas Court, you may appeal your case further, as in civil cases.

Time limits for filing appeals

All appeals have filing time limits that must be met. Each decision states the time limit for filing an appeal. If you disagree with a decision, you should file the appeal immediately upon learning of the decision.

Appeals not involving the courts must be filed within 21 calendar days after the date the determination or decision was mailed. Your appeal will be considered timely if it is received or postmarked within the 21-day appeal period. If the 21st day falls on a Saturday, Sunday, or a legal holiday, the appeal period will be extended to the next working day.

If there is a question regarding timely receipt of your appeal, the following items have been accepted as evidence that your appeal was received by the agency: 1) a certified mail receipt; 2) a document confirming that your fax was received; 3) if you filed online, the printed confirmation screen with the date.

The appeal deadline may be extended if certified medical evidence is presented which establishes that your physical condition or mental capacity prevented you from complying within the appeal period. In these situations, the appeal will be considered timely if filed within 21 days *after* the end of the physical or mental condition.

Appeals to the common pleas court must be filed within 30 calendar days after the date the final UCRC decision was mailed.

File claims during an appeal

You should continue to file claims for any weeks you are unemployed. If an appeal is decided in your favor, you'll receive payments only for weeks properly claimed. Claims must meet the late filing and registrations requirements identified in this booklet.

Right to representation

An authorized agent of your choice, such as an attorney, may represent you at any level of agency appeal. ODJFS is not responsible for any expenses resulting from the representation.

COMMON PLEAS COURTS IN OHIO

County	City	County	City
Adams	West Union	Licking	Newark
Allen	Lima	Logan	Bellefontaine
Ashland	Ashland	Lorain	Elyria
Ashtabula	Jefferson	Lucas	Toledo
Athens	Athens	Madison	London
Auglaize	Wapakoneta	Mahoning	Youngstown
Belmont	St. Clairsville	Marion	Marion
Brown	Georgetown	Medina	Medina
Butler	Hamilton	Meigs	Pomeroy
Carroll	Carrollton	Mercer	Celina
Champaign	Urbana	Miami	Troy
Clark	Springfield	Monroe	Woodsfield
Clermont	Batavia	Montgomery	Dayton
Clinton	Wilmington	Morgan	McConnelsville
Columbiana	Lisbon	Morrow	Mount Gilead
Coshocton	Coshocton	Muskingum	Zanesville
Crawford	Bucyrus	Noble	Caldwell
Cuyahoga	Cleveland	Ottawa	Port Clinton
Darke	Greenville	Paulding	Paulding
Defiance	Defiance	Perry	New Lexington
Delaware	Delaware	Pickaway	Circleville
Erie	Sandusky	Pike	Waverly
Fairfield	Lancaster	Portage	Ravenna
Fayette	Washington Court House	Preble	Eaton
Franklin	Columbus	Putnam	Ottawa
Fulton	Wauseon	Richland	Mansfield
Gallia	Gallipolis	Ross	Chillicothe
Geauga	Chardon	Sandusky	Fremont
Greene	Xenia	Scioto	Portsmouth
Guernsey	Cambridge	Seneca	Tiffin
Hamilton	Cincinnati	Shelby	Sidney
Hancock	Findlay	Stark	Canton
Hardin	Kenton	Summit	Akron
Harrison	Cadiz	Trumbull	Warren
Henry	Napoleon	Tuscarawas	New Philadelphia
Highland	Hillsboro	Union	Marysville
Hocking	Logan	Van Wert	Van Wert
Holmes	Millersburg	Vinton	McArthur
Huron	Norwalk	Warren	Lebanon
Jackson	Jackson	Washington	Marietta
Jefferson	Steubenville	Wayne	Wooster
Knox	Mount Vernon	Williams	Bryan
Lake	Painesville	Wood	Bowling Green
Lawrence	Ironton	Wyandot	Upper Sandusky

Unemployment Compensation Programs

Unemployment Compensation for Federal Civilian Employees (UCFE)

– If your base period employment was in civilian employment with the federal government.

Unemployment Compensation for Ex-Military Personnel (UCX) – If you were serving active military duty during the base period and meet additional federal eligibility requirements. Your ODJFS local office can help you obtain the required form DD-214 member 4 copy.

Disaster Unemployment Assistance (DUA) – If you do not qualify for Ohio unemployment benefits and your unemployment is caused by a federally declared major disaster, you may be eligible for benefits under this program.

Seasonal Claim – If you worked for one seasonal employer during the base period and worked only during that employer’s seasonal period you will not be eligible for benefits unless you are unemployed during that seasonal period.

Educational Claim – Special conditions apply if you had employment with an educational institution during your base period. If you are separated from an educational institution and have “reasonable assurance” of employment in the next school term, you may be disqualified from benefits during the between term period.

Interstate Claim – If your base period employment was in Ohio, but you reside in and are seeking work in a state other than Ohio, your unemployment claim will be an Ohio Interstate claim.

Combined Wage Claim (CWC) – If you have worked in more than one state during your base period the state you are in when you file your application for benefits will be the state that is liable for the payment of your benefits. However, if you are in another state when you file your combined wage claim, but you commute to Ohio to work, you can file your claim with Ohio.

Job Placement Assistance – ODJFS provides many services to help you obtain suitable employment, including: placement, special services for

veterans, labor market information, inter-area recruitment, and community cooperation. For more information, call 1-877-644-6562.

Benefit Accuracy Measurement – Your claim is subject to audit. The US Department of Labor requires that randomly selected unemployment compensation claims be audited for accuracy. You will be required to cooperate if your claim is selected.

The Trade Act Programs - Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) assist individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. A petition for TAA or ATAA may be filed by a group of three or more workers, by a company official, by One-Stop operators or partners (including state employment security agencies and dislocated worker units), or by a union or other duly authorized representative of such workers. The workers on whose behalf a petition is filed must be, or have been, employed at the firm or subdivision identified in the petition. For more information, go to <http://www.doleta.gov/tradeact/>

Other Programs

Health Coverage Tax Credit (HCTC) - A federal tax credit that pays 65 percent of the health plan premium for eligible people enrolled in qualified health plans. This is not a government insurance program. Displaced workers receiving Trade Readjustment Allowance (TRA) and individuals who would be eligible to receive TRA, but have not yet exhausted their unemployment benefits, are eligible for HCTC. Individuals must be covered under a qualified health plan. For more information, contact the Internal Revenue Service.

IRS Customer Contact Center
(toll free) 1-866-628-HCTC
TDD/TTY 1-866-626-4282
Website: <http://www.irs.gov> (IRS keyword: HCTC)

Other Benefits: You may be eligible for other kinds of benefits for yourself and your family, such as food stamps, health insurance and childcare. For more information, visit the ODJFS website at <http://jfs.ohio.gov/> or contact your county department of job and family services (CDJFS). A listing of county agency addresses and phone numbers is available online at <http://jfs.ohio.gov/county/cntydir.stm>

Below is a listing of ODJFS Claims Processing Center locations and contact information. It is important to note that “regular” Ohio claims are assigned to the Processing Centers based on the last 4-digits of the claimant’s Social Security Number. Other “special” claim types, as listed at the bottom of the chart, are assigned to the Special Claims Unit.

Social Security # Range (based on last 4-digits)	ODJFS Unemployment Processing Office	Mailing Address	Phone Number	Fax Number
0000-0379	Painesville	P.O. Box 350 Painesville, OH 44077-0350	866-546-0012	440-352-2547
0380-1463	Cleveland	P.O. Box 43039 Richmond Heights, OH 44143-0047	866-576-0006	216-732-2914
1464-1680	Akron	P.O. Box 22569 Akron, OH 44308-0569	888-582-0112	330-252-6518
1681-2385	Canton	P.O. Box 8768 Canton, OH 44711-8768	866-768-0022	330-438-7688
2386-2602	Lorain	P.O. Box 570 Lorain, OH 44052-0570	866-431-0035	440-244-7882
2603-3252	Mansfield	P.O. Box 758 Mansfield, OH 44901-0758	866-849-0029	419-528-4023
3253-3740	Tiffin	P.O. Box 370 Tiffin, OH 44883-0370	866-472-0003	419-443-7105
3741-4147	Bowling Green	P.O. Box 889 Bowling Green, OH 43402-0889	800-589-2799	419-353-3016
4148-4364	Toledo	P.O. Box 1298 Maumee, OH 43537-1298	866-377-0022	419-891-8835
4365-4771	Sherwood	P.O. Box 4506 Sherwood, OH 43556-4506	888-582-0145	419-783-3467
4772-5178	Zanesville	P.O. Box 1150 Zanesville, OH 43702-1150	866-217-0008	740-452-2895
5179-5395	Columbus	P.O. Box 13449 Columbus, OH 43213-0449	866-235-0056	614-387-3629
5396-5747	Chillicothe	P.O. Box 454 Chillicothe, OH 45601-0454	866-244-0399	740-774-8517
5748-6126	Jackson	P.O. Box 686 Jackson, OH 45640-0686	866-731-0014	740-286-0506
6127-6478	Reno	P.O. Box 490 Reno, OH 45773-0490	866-867-0044	740-374-8625
6479-6749	Ironton	P.O. Box 747 Ironton, OH 45638-0747	888-582-0170	740-532-6616
6750-7996	Youngstown	P.O. Box 1198 Youngstown, OH 44501-1198	866-221-0558	330-884-7288
7997-8213	Cincinnati	P.O. Box 46424 Springdale, OH 45246-6424	866-376-0027	513-551-5959
8214-8430	Dayton	P.O. Box 97 Dayton, OH 45404-0097	888-582-0133	937-235-4649
8431-9162	Fort Loramie	P.O. Box 167 Ft. Loramie, OH 45845-0167	866-541-0187	937-295-6378
9163-9650	Lima	P.O. Box 1808 Lima, OH 45802-1808	866-272-0118	419-228-6347
9651-9999	Saint Clairsville	P.O. Box 077 St. Clairsville, OH 43950-0077	866-249-0028	740-695-8051
Combined Wage Claims, Disaster Unemployment Assistance Claims, Ex- Military Claims, Federal Civilian Employee Claims, and Professional Athletes	Special Claims	P.O. Box 1618 Columbus, Ohio 43216-1618	866-458-0007	614-752-4809

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
OFFICE OF UNEMPLOYMENT COMPENSATION
PO BOX 1618
COLUMBUS, OH 43216-1618**

JFS-55213 (REV 2/2005)
(Formerly UC-450)

Official Business