

# FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS

## How do I apply for benefits?

To file a new application for Ohio Unemployment benefits, you can:

- File online at <http://unemployment.Ohio.gov> 24 hours a day, 7 days a week.
- File by telephone at 1-877-OHIOJOB (644-6562) or TTY: 1-888-642-8203 from 8:00 a.m. - 5:00 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. For hearing impaired TTY Service, dial toll free:1-888-642-8203.

When you call, please be sure to have paper and pencil ready.

## What information do I need to apply?

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 dates of your employment with each employer for whom you worked during the past 6 weeks
- The reason you became unemployed from each employer
- Your regular occupation and job skills
- 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 for 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
- Dependents' names, social security numbers, and dates of birth
- If claiming dependents, your spouse's name and social security number

## What to expect?

Whether you file your application by telephone or on the Web, the process will take about 20-25 minutes.

## When should I file?

You should file your application as soon as you become unemployed. Waiting more than a week to file your application will postpone the start of your claim and no benefits will be paid for the weeks of unemployment that occur prior to the week of filing.

**Mike DeWine, Governor, State of Ohio**

**Kimberly Hall, Director, Ohio Department of Job and Family Services**

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