

# UNEMPLOYMENT INSURANCE FACT SHEET

## What is Unemployment Insurance?

Unemployment Insurance (UI) is an insurance an employer pays to the state. It could provide partial income if you become unemployed or had your work hours reduced due to COVID-19.

## Am I eligible?

In California, you must meet a few requirements to qualify:

- You lost job through no fault of your own
- You earned enough money during a four-quarter base period:
  - \$1,300 in the highest quarter of your Base Period [or]
  - \$900 in your highest quarter and
  - Total base period earnings of 1.25x your high quarter earnings
- You must be able, available, and actively seeking work

## What is a base period?

A base period is a specific amount of time over 12 months

## What if I don't think I am eligible?

The categories of eligibility have been expanded to include self-employed workers, freelancers, independent contractors, and part-time workers impacted by the coronavirus.

- Self-employed: You earned income from your own work rather than being an employee.
- Freelancer means you earned by the job: baby-sitter, tutor, blogger, photographer, etc.
- Independent contractors: Someone contracted to perform work; for example, Lyft/Uber driver, barber/hair stylist, gardener, personal trainer, etc.
- Part-time employees who had a reduction in hours

**You can still apply** if you have a job, but your hours were reduced, or if you thought you were going to get a job, but that job has gone away because of the shutdown.

So, you should still apply for UI benefits to see if you qualify

## How much money can you receive?

Your weekly benefit amount ranges from **\$40 to \$450**. It all depends on how much you earned throughout your base period and your highest paid quarter within that base period.

- Base period = specific 12-month term used to determine eligibility

Right now, if approved, you would get **an additional \$600 a week** until the end of July.

**Example:** If Ben receives \$100 every week as part of his UI benefits, he will also receive an extra \$600 from the FPUC fund. That's \$700 a week until July 31, 2020!

# HOW DO I APPLY?

## 1 REGISTER for a Benefit Programs Online login.

- [portal.edd.ca.gov/WebApp](https://portal.edd.ca.gov/WebApp) 
- You can register with mobile devices!
- Video for help: [youtu.be/I0O37hyLU5Y](https://youtu.be/I0O37hyLU5Y)

## 2 APPLY for Unemployment Insurance by clicking on UI Online or UI Online Mobile once your account is confirmed.

You will need the following information ready:

- First and last name as it appears on your paystub
- Personal, non-shared, email address
- Employment history for the last 18 months (including names, addresses, phone numbers, total earned income, why each job ended).
- Social security number
- Employment Authorization Document (only for non-U.S. citizens)
- EDD Customer Account Number (a unique, 10-digit account number assigned by the Employment Development Department. The EDD Customer Account Number is automatically mailed to all new customers within 10 days of filing a claim).

## YOU CAN ALSO APPLY BY PHONE OR MAIL.

### BY PHONE:

Mon. - Fri. from 8 a.m. to 12 noon  
except on state holidays.

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

**BY MAIL/FAX:** You will need access to a printer and internet connection to download the Unemployment Insurance application.

The fastest and most secure way to file your paper application is by fax (1-866-215-9159). You can also mail it to the address on the application.

## When does the money come?

Due to the current crisis, hopefully your money will come within two weeks, but expect delays. A safe time range would be **2 to 4 weeks** after you are approved.

## How do I continue to receive money?

- It is very important that you "**Certify for Benefits**" **every two weeks**, by providing the EDD with eligibility information.
- The EDD asks for this information because they want to verify that you are available, able, and actively looking for work.
- Check your UI Online account weekly (Click "Certify for Benefits" after you log in. Also check "Notifications" regularly for the deadline date)
- If you are calling, make sure you are aware of the dates and times you will need to call – 1-866-333-4606
- If you are certifying by mail, you need to complete, sign, and mail a **Continued Claim Form** to the EDD every two weeks.
- You will need to register for CalJOBS and create an online resume. Once you receive your **Notice of Requirement to Register to Work form**, you will have 21 days to register for CalJOBS.

## How long do the benefits last?

- Normally, benefits are available for up to 26 weeks.
- They have extended benefits for an extra 13 weeks.
- Your benefits can potentially last for up to 39 weeks.

## I need help filling out the UI Benefits.

AJCC (and YouthSource Centers) Resource Room Computers may be used to file a claim by appointment. Please ask AJCC Staff for Assistance. [careeronestop.org/LocalHelp](https://www.careeronestop.org/LocalHelp). You can also ask questions using UI Online or: [askedd.edd.ca.gov](https://askedd.edd.ca.gov)