



FILING AN APPLICATION FOR UNEMPLOYMENT COMPENSATION BENEFITS



How do I apply for benefits?

To apply for unemployment benefits, an unemployed worker can telephone the toll-free number 1-877-644-6562 (OHIO JOB) between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, except holidays.

What information do I need to apply?

- Your social security number, driver's license, or state ID number;
- Your name, address, and telephone number;
- The name, address, telephone number, and dates of your employment with each employer for whom you worked during the past 18 months;
- The reason you became unemployed from each employer;
- Information about dependents, including birth date and school name of each child; and the social security number and earnings of a dependent spouse;

- If you were employed by the federal government within the past 18 months, you will need the SF-8 or SF-50 form given to you by your government employer at the time of your separation;
- If you were separated from military service within the past 18 months, have your discharge papers (form DD-214, member 4).

When should I file?

You should file your application as soon as you become unemployed. Individuals typically file in the first calendar week after losing a job. **Note:** If you wait more than a full week to file your application, you will postpone the beginning of your rights to unemployment benefits.

When can I expect my first check?

Checks normally take four (4) weeks to begin. The earliest an unemployment check can be mailed to you is during the third week you are unemployed. Once payments start, checks are normally mailed to you once every two (2) weeks.