

UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, we are registered with the Pennsylvania Department of Labor and Industry as:

NAME _____

ADDRESS _____

The UC Law provides you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the Department, Agency, Commission, or Bureau where you worked MUST provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits. If you do not receive a completed **Form UC-1609**, you should request one from your supervisor.

IMPORTANT!

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Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

NOTE: To file an application for UC benefits, you will need to provide your:

- | | |
|---|---|
|  Social Security Number |  Name and Address of Employer(s) from Form UC-1609 |
|  PA Driver's License Number (if a licensed driver) | |
|  Alien Registration Number (if not a U.S. citizen) |  Dates of Employment and Reasons for Separation |
|  Complete Mailing and Home Address | |



You may file your application or get information about the UC Program through the Internet at www.state.pa.us PA Keyword "unemployment," or



You may file your application or get information about the UC Program by calling the UC Service Center in your area toll-free 1-888-313-7284. (TTY Access Number for Deaf & Hard of Hearing 1-888-334-4046).

When claiming UC benefits, you must report **gross** wages that you **earned** during any week for which you are claiming UC benefits.

REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.

WARNING

If you make false statements in conjunction with a UC claim, you may be disqualified from receiving any benefits and may be subject to severe penalties, including criminal prosecution and sentence.



DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA