

APPLYING FOR UNEMPLOYMENT

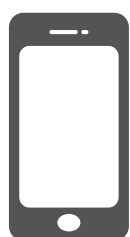
Business Connections



COVID-19 CLOSED MY JOB...
WHAT DO I DO NOW?

File Initial Claim

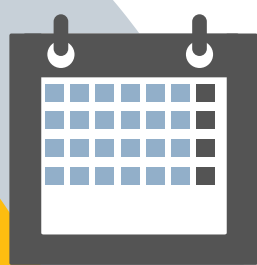
THE WEEK YOU STOP WORKING



- **Go to Virginia Employment Commission Website:**
www.vec.virginia.gov **RECOMMENDED**
 - Scroll down to "**Unemployment Insurance**" and click your language preference.
 - Click "**Unemployed-Complete Your UI Claim**".
 - Create a User Name & Password and complete the application.
 - You **MUST** answer all questions!
 - Enter Bank Account and Routing Number for Direct Deposit is found eligible.
- OR
- Call: 1-866-832-2363
- After you file your claim, a **Personal Identification Number (PIN)** will be mailed to you. You will need the PIN each time you contact the VEC.
- Your Job Coach can Assist you with this task.

File Claim Certification

EACH WEEK ON SUN, MON, OR TUE



- **Go to:** www.vec.virginia.gov **RECOMMENDED**
 - Click on "**Unemployment Services**" on the left side.
 - Then Click "**Weekly Claim Certification**".
 - You will answer a series of short questions each time you complete your weekly claim.
- **DUE TO THE COVID-19 CRISIS, YOU ARE NOT CURRENTLY REQUIRED TO SEEK NEW EMPLOYMENT OR REPORT EMPLOYER CONTACTS.**
- You can also file weekly claims by Automated Telephone System: 1-800-897-5630.
- Your Job Coach can assist you with this task each week.

Receive Payment

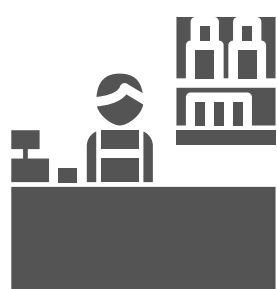
WEEKLY STARTING THE 2ND WEEK



- A letter with **how much money** you will get and **how long** you will get it will be mailed to your home.
- You will receive your first payment the **2nd week** after you make the initial claim.
- Each week after, you will receive your \$ about 3 days after you report employer contacts.
- If you do not report, you do NOT get paid!

Go Back to Work

THE WEEK YOU GO TO WORK



Once your job starts back OR you get a new job:

- **YOU ARE IMMEDIATELY REQUIRED TO REPORT THAT YOU HAVE RETURNED TO WORK OR FOUND NEW EMPLOYMENT.**
- Your unemployment claim will close after 28 days of inactivity.
- Talk to your Job Coach about training and support needs you have for going to work!

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IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT VICKI BROOKE AT:
(804) 828-1851 VOICE OR (804)828-2494 TTY.