

UNEMPLOYMENT INSURANCE (UI)

For workers who have lost their jobs at no fault of their own and are ready, willing, and actively looking for work.

WHERE TO APPLY

Over the phone: 888-209-8124 | 8AM-6PM | Mon-Fri

Online: labor.ny.gov

For additional eligibility criteria, visit: <https://dol.ny.gov/unemployment/file-your-first-claim-benefits>

REQUIRED DOCUMENTS

- Social Security Number, Driver's License or Motor Vehicle ID number, Alien Registration Card Number
- Names, addresses, phone numbers of all employers of the last 18 months
- Employer Registration or Federal Employer Identification Number
- If you were a federal employee: copies of SF8 and SF50 forms
- Military: Most recent separation form DD 214
- NY.GOV account. Sign up for one at labor.ny.gov/signin

BEFORE YOU APPLY

- You must be searching and ready for work, and willing to attend meetings at your closest Labor Department Office to qualify for benefits. If you work part-time you may be able to claim benefits (partial UI)
- UI offers a maximum of 26 weeks of benefits, with no exceptions. If you're still unemployed at the end of the benefit year, you can file another claim to see if you're eligible
- Once employed, all days worked must be reported when claiming weekly benefits, even if not paid yet
- If you work more than 30 hours or earn more than \$504 in a week, you will not be eligible for benefits

AFTER YOU APPLY

Once a claim is filed, it takes **three to six weeks** to receive your first payment to ensure your application has been reviewed and processed. You will not receive benefits during this time period.

During this time you should:

- Complete and return questionnaires and phone calls from the Department of Labor
- Continue to claim weekly benefits if you are unemployed and meet the eligibility requirements

If you are eligible, you will receive any back weeks of benefits owed with your first payment. If found ineligible, you will receive a determination explaining the reason. If you disagree, you may request a hearing within 30 days from the date of the determination. For **FAQs** visit dol.ny.gov/unemployment-insurance-top-frequently-asked-questions