

How to Apply for Unemployment Insurance Benefits in Minnesota

Applying for unemployment insurance benefits can be done either **online or by phone** using the Applicant Self-Service System. This system allows the Minnesota Unemployment Insurance (UI) Program to efficiently manage hundreds of thousands of applications and requests for benefit payments even during the busiest times of the year and the busiest days of the week.

Applying for unemployment benefits, getting information about your unemployment account, making a request for benefit payment, or making changes to your account no longer requires you to drive to an office. All of these tasks can be done either online or by phone using the Minnesota Unemployment Insurance Applicant Self-Service System.

Unemployment benefit information is available:

Online at www.uimn.org

- Click on *Applicant Information* to view frequently asked questions (FAQs) and other information about unemployment benefits.

By phone using the automated phone option

- Twin Cities area: 651-296-3644
- Greater Minnesota: 1-877-898-9090
- TTY: 1-866-814-1252
(for the hearing impaired)

The automated phone system is designed so that staff assistance is available when needed.

This information is available in an alternate format by calling the number at the bottom of this page.

Si tiene preguntas acerca de esta carta, favor de llamar a uno de los números escritos arriba.

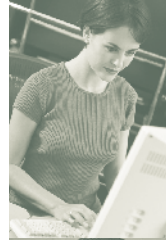
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Yog tias koj yuav xav tau cov lus no, kom raws li lwm txoj kev qhia los yog sau ua lwm yam lus, ces cia li hum us rau tus xov tooj saum toj ntawm daim ntawy no.

For an alternative format, please call 651-259-7223.



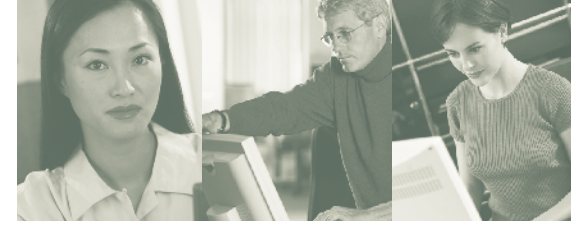
Unemployment Insurance
Minnesota



How to Apply for Unemployment Insurance Benefits

MINNESOTA
Unemployment Insurance Program
P.O. Box 75576
St. Paul, MN 55175-0576

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Frequently Asked Questions (FAQs)

When should I apply for benefits?

Apply as soon as you are unemployed or your hours are greatly reduced. Waiting to apply may cause you to lose some benefits.

What can I expect after I submit an application for benefits?

After you apply, you will receive in the mail:

- A Password Notification letter, instructions on how and when to Request Benefit Payments, and information on electronic payments;
- An Information Handbook with instructions and answers to many of your questions (also available online);
- A Determination of Benefit Account showing what your weekly benefit amount will be and your total amount of benefits.

If I quit or was fired from my job, will I still be eligible for benefits?

If the reason for separating from your job is something besides a layoff, after you submit an application for benefits, both you and your employer will be asked for information about the reason you are not working. Once information is collected, a decision will be made and you will be notified whether or not you are eligible for benefits. Applying for benefits is your first step in finding out if you are eligible.

If I am eligible for benefits, how much will my payments be?

Your weekly benefit amount will be about 50 percent of your average weekly wage, up to a State maximum (currently \$585.00).

To be eligible for a benefit payment, or get credit for my waiting week, do I need to do anything besides apply?

Yes. You will receive instructions on how to make a request for benefit payment every week, online or by phone. The request process requires you to indicate if you are still unemployed, available and looking for work, and to report any income.

If I am eligible, when should I receive my first payment?

The law requires that the first week you are eligible and make a request for benefit, payment is not paid. This week is called the 'waiting week' and applies to everyone. A week you earn wages or receive severance pay cannot be your waiting week unless the pay was less than your weekly benefit amount. The first payment you could receive would be for the second week you are eligible and make a request for benefit payment.

Before you start either the online or the phone application, you should know or have available the following information:

- Social Security number;
- If you are not a U.S. citizen, Alien Registration number;
- Driver's license number or other state government identification number;
- Mailing address;
- Telephone number;
- Birth date;
- Employment history for the past 18 months, including:
 - Each employer's name, address and telephone number;
 - Dates of employment (month and year);
 - Pay rate;
 - Reason you no longer work for the employer.
- Union name and local/lodge number;
- If you were **in the military** in the last 18 months, you will need information from your DD-214 Member 4 (not mandatory to apply);
- If you were a **federal employee** in the last 18 months, you will need information from your SF 8;
- To choose direct deposit, you will need your bank account number and bank routing number (you can also request direct deposit at a later time).

The online and automated phone systems are available Monday through Friday from 6 a.m. to 6 p.m.

Online Instructions

Step 1. Go to www.uimn.org and click on *Apply for UI Benefits*.

Step 2. At the login screen, enter your Social Security number and click the *Submit* button.

Step 3. For answers to typical questions about Minnesota Unemployment Insurance benefits or to learn more about specific topic areas listed, click on the relevant link. Otherwise, click on *Start the Unemployment Benefit Application*.

Complete the information on each of the screens.

You will be able to review the information you entered and make changes before submitting your application.

Step 4. Click on *Submit the Unemployment Benefit Application*. View a confirmation screen that shows you have successfully submitted the application.

Automated Phone Instructions

Step 1. Call one of the following phone numbers:

Twin Cities area: 651-296-3644
Greater Minnesota: 1-877-898-9090
TTY (for the hearing impaired): 1-866-814-1252

Step 2. Choose the language you want to hear (English, Spanish, Hmong, Somali).

Step 3. Enter your Social Security number.

- If your Social Security number is not recognized, choose either *frequently requested information* or *apply for benefits*.

- If the system recognizes your Social Security number as having a current unemployment benefit account, enter your password, and then respond to the options available to you.