



UNEMPLOYMENT BENEFITS IN NEW YORK STATE

Unemployment Insurance Benefits (UIB) is temporary income for eligible workers who become unemployed through no fault of their own.

AM I ELIGIBLE FOR UNEMPLOYMENT INSURANCE BENEFITS?

You may apply for UIB if you have worked in New York or another state. In order to receive benefits, you must:

- Have lost employment through no fault of your own;
- Have **enough prior earnings** from employment to establish a claim;
- Be ready, willing and able to work; and
- Be actively seeking work and keep a record (online or written) of your efforts for each week you claim benefits.

HOW DO MY PRIOR EARNINGS AFFECT MY ELIGIBILITY AND BENEFITS?

New York bases your eligibility and the amount of UIB on how much you earned during the time frame called a “base period.” The base period starts on the date you first file for UIB and goes back to the five most recently completed “calendar quarters.” Calendar quarters are the three-month periods of the year running from January through March, April through June, and so on. Your base period is the first four of those five quarters. In order to establish a UIB claim, your work history and earnings must meet all three of the following requirements:

- You must have earned wages in at least two of the four calendar quarters that make up the base period;
- You must have earned at least \$1,700 in one quarter; and
- Your total earnings in the base period must be at least one-and-a-half times your earnings in the highest paid quarter. (Your high quarter wages are the wages paid in the calendar quarter in which you were paid the most money.)

HOW MUCH UIB WILL I RECEIVE?

To determine your weekly benefit amount, New York takes the gross wages you made during the highest-earning quarter of your base period and divides by 26. Gross wages are your earnings before taxes and deductions. As of 2015, the maximum weekly benefit you can receive in New York is \$425. No benefits are paid for the first week of unemployment after filing a claim.

HOW LONG WILL I RECEIVE UNEMPLOYMENT INSURANCE BENEFITS?

You can receive UIB for a maximum of 26 weeks during a one-year period, called a “benefit year.” It can take three to six weeks to receive benefits.

HOW CAN I APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS?

The best option is to apply online and follow the instructions provided to file a claim. https://www.labor.ny.gov/ui/how_to_file_claim.shtm . If you are a New York State resident, you can also apply by calling 1-888-209-8124 and speaking with a representative.

WHEN SHOULD I APPLY?

You should file your claim with the New York State Department of Labor within the first week of losing your job. A delay in filing may cost you benefits.

WHAT DO I NEED TO FILE MY CLAIM?

Required documents needed to apply for unemployment benefits include:

- Your Social Security number
- Your driver’s license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- A phone number where you can be reached you from 8 am – 5 pm, Mon – Fri
- Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states

- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)
- Your copies of forms SF8 and SF50, if you were a federal employee
- Your most recent separation form (DD 214), for any military service
- Personal Identification Number (PIN)
 - If you have never filed a claim for benefits in New York State, you must create a PIN. This is a four-digit number that you must keep confidential.

WHAT IF I NEED HELP FILING MY CLAIM?

If you have a disability and need assistance filing your claim, you may allow another person to assist you. However, you must be present each time your assistant helps you use your PIN. You will be held accountable for the actions of your assistant, and may be subject to penalties, including forfeiture of benefits, if you are not present when your assistant helps you. You may find assistance with your claim at www.lawhelpny.org. The Department of Labor also has a UI Claimant Advocate Office that may be able to advise you. See:

<https://www.labor.ny.gov/ui/claimantinfo/claimant-advocate.shtm>.

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