

Top 10 Things You Should Know . . .

About the Unemployment Compensation System When Filing Your Claim



Unemployment Compensation (UC) provides temporary financial assistance to qualified individuals who have lost their jobs through no fault of their own and who continue to meet eligibility requirements of State law.

Keep these top ten key facts in mind when you are filing for UC benefits to ensure accurate and quick payment of benefits.



For more information, check with your local unemployment office.

- 1. Accurately Report the Reason You Are Unemployed.**
Accurately report your reason for separation from your job when you initially file your claim for benefits.
- 2. Report Any Wages You Are Earning.** You must report your gross wages for each week you work. Report on all earnings – including part-time or temporary work.
- 3. Register with the WorkForce West Virginia Employment Service.** Unless in rare cases where someone is exempt by law, you must register with the WorkForce West Virginia Employment Service to be eligible to collect UC benefits.
- 4. Be Available for Work.** In order to collect benefits, you must continually verify that you are able, available and willing to accept full-time suitable work.
- 5. Actively Search for Work.** You must search for work each week or benefits may be denied.
- 6. Develop an Effective Work Search Plan.** Contact the WorkForce West Virginia Employment Service for help with planning an effective work search.
- 7. Avoid Errors and Ensure Proper Payment of Benefits.**
To prevent errors that may result in an overpayment, read all of the information provided to you.
- 8. Don't Delay – As Soon As You Begin Working Again, Report Your Return to Work.** As soon as you begin working, notify your state's UC office. Do not wait until you receive your first paycheck.
- 9. Follow the Rules to Prevent Yourself from Committing Fraud.** Anyone who collects UC benefits is legally responsible for following the rules. Failure to follow the rules can have serious consequences.
- 10. Know Your Responsibilities and Ask for Help.**
Navigating through the UC system can be confusing. If you have a question, your state UC office is here to help.