Top 10 Things You Should Know . . .

About the Unemployment Insurance System When Filing Your Claim

UI provides temporary financial assistance to qualified individuals who meet eligibility requirements of state law. Each person who collects UI benefits is legally responsible for making sure s/he follows the rules set by state law.

The program is not a right to all who have lost their job.

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

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 – Not When Paid. 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 Connecticut Department of Labor Employment Service. Unless in rare cases when someone is exempt by law, you must register with the Connecticut Department of Labor Employment Service to be eligible to collect UI benefits.

4. Be Available for Work. In order to collect benefits, you must continually verify that you are able, available and willing to accept suitable work.

5. Actively Search for Work. You must search for work each week or benefits may be denied.


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 UI office. Do not wait until you receive your first paycheck.

9. Follow the Rules to Prevent Yourself from Committing Fraud. Anyone who collects UI 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 UI system can be confusing. If you have a question, your state UI office is here to help.

For more information, please visit the Connecticut Department of Labor at www.ct.gov/dol or call 860.566.5790 203.230.4939

We’re here to help