Unite Here Local 1 -

Member Assistance's Illinois Unemployment Guide



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I. Cheat Sheet / FAQ

First things first - watch this video from IDES about the unemployment process.

Where do I go once I'm on the site for IDES?

• On the site, follow the links for "File an Unemployment Claim" and then "File For Regular Unemployment Benefits"

While you are filing....

What's my Union Name and Local Number?

- If you have to put this in, you've selected the wrong box.
- On that page, do not select "I am a union member. All of my work assignments are made through a hiring hall."
- If you are on layoff/furlough from your union job, do select: "I am still attached to my job, but my hours have been temporarily reduced."

After you file...

What happens if it says I am eligible for \$0?

- Go through our Step-by-Step Guide below of how to apply online to make sure you've filled it out correctly.
- Call the unemployment office to discuss your application, at 800-244-5631. You may have filled out something incorrectly on the form, the company may have reported your hours incorrectly, or you may not be eligible for benefits.

Do I need to file for the Employment Service?

• If you've been laid off because of the COVID19/Coronavirus crisis, right now you don't have to register with the employment service as long as you are prepared to go back to your job as soon as they offer you your job back after this lay-off.

What do I do if it's not working or if I'm getting error messages?

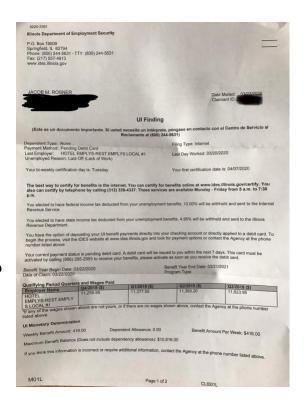
• There are a lot of people applying at once, so the website is overloaded. Try submitting the form every 20-30 minutes. Also try doing the form at times where fewer people are using it, like early morning or later at night.

I'm not a US Citizen, but I know that I am eligible for Unemployment Benefits - is there something different I need to do?

 Make sure you fax (217-557-4913) your Work Authorization documents to IDES, at. Failure to mail or fax documents may delay your benefits.

What happens next, once I submit the application?

- One to two weeks after you submit your application, you'll get a letter in the mail with instructions on how to certify for benefits, called a *UI Finding* (pictured). It'll have a date on which you need to certify your benefits, either online or by calling in to the office. Be sure to certify exactly on that day.
- See below on Page 7 for more information about certifying.
- If you certify via phone, you will need to set up a PIN. This is a very important number that you must remember.

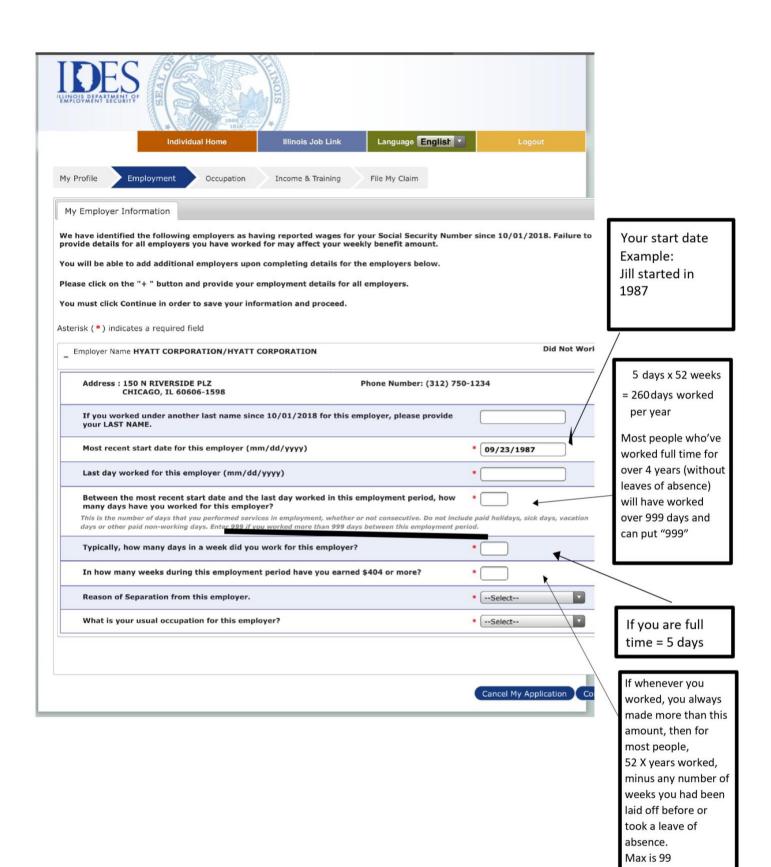


How and When do I get my money?

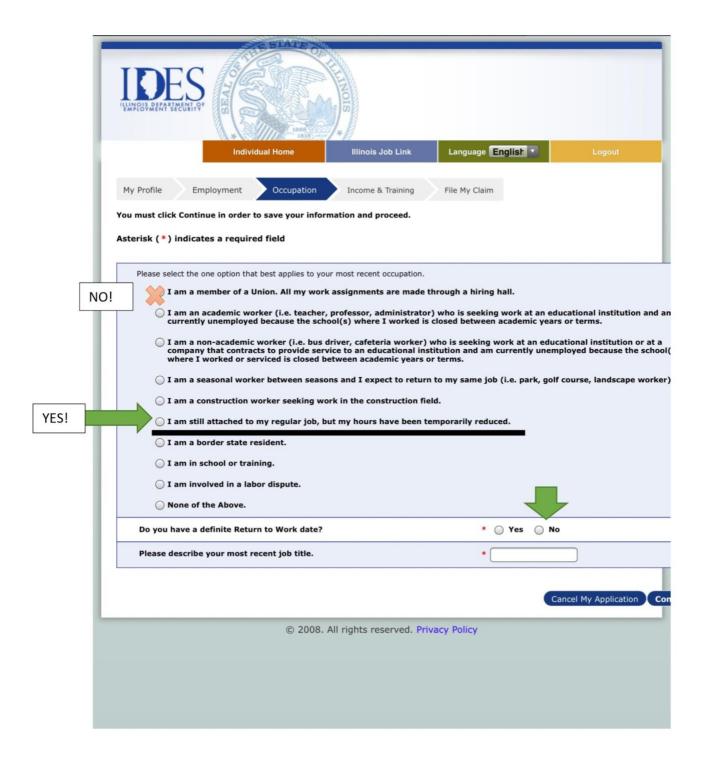
- You can do Direct Deposit, or get your benefits on a Debit Card.
- To sign up for Direct Deposit, go to IDES.Illinois.gov, click the down arrow under Sign In to My Account, and select Enroll / Modify Direct Deposit. This link will also instruct you on how to edit your banking info, or cancel your direct deposit.
- If you do not want to do Direct Deposit, a debit card will be mailed to you. (You might get this card in the mail even before you certify.)
- The benefit amount will be downloaded on to the card or Direct Deposited into your account about two days after you certify for benefits with IDES.

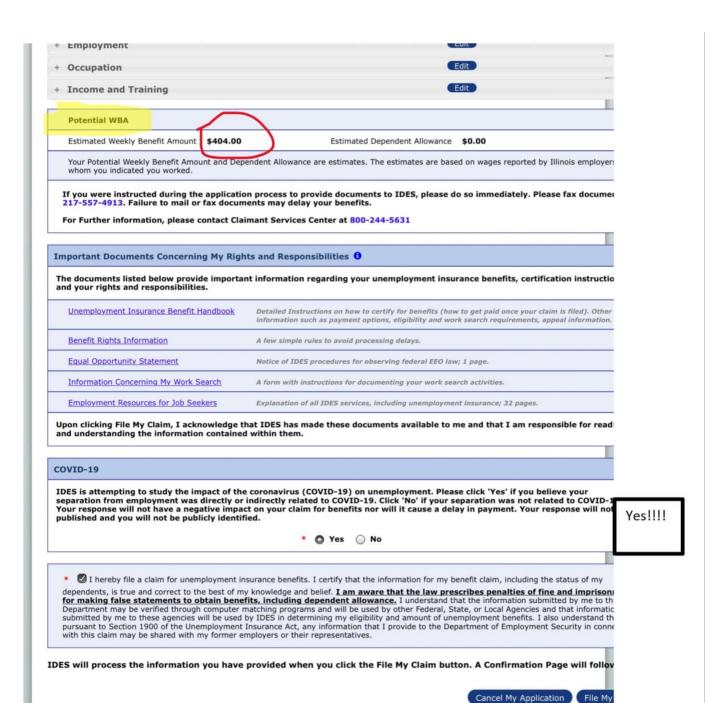
II. Step-by-Step Guide to Filing for Unemployment Online

The answers below will normally be accurate for an employee who has been laid off from his or her union job without a certain date for recall. But review each question to make sure that you are answering it accurately based upon your own individual circumstances.



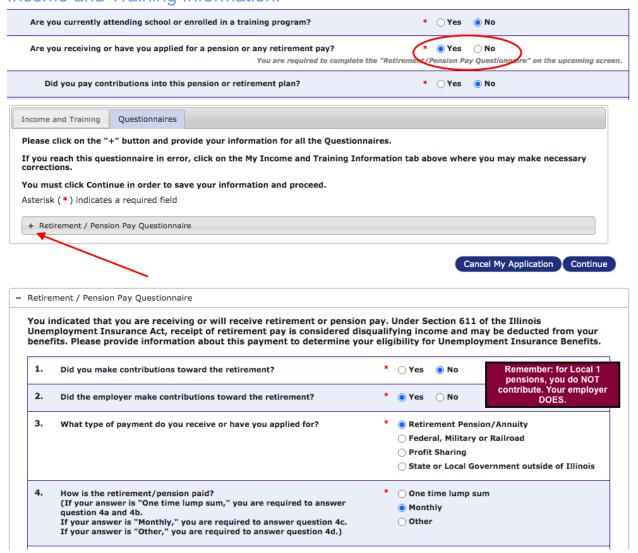






Are you collecting a Pension?

If you are collecting a pension or have applied to collect a pension, answer "yes" to the question highlighted below. You will then need to fill out a pension survey under My Income and Training Information.



If you're collecting a pension through your job at a Unite Here Local 1 workplace, your pension has the same information in Section B of the Pension form, regardless of which place you work.

Fill out Section B (Information Regarding the Employer / Entity Paying the Retirement / Pension) as follows:

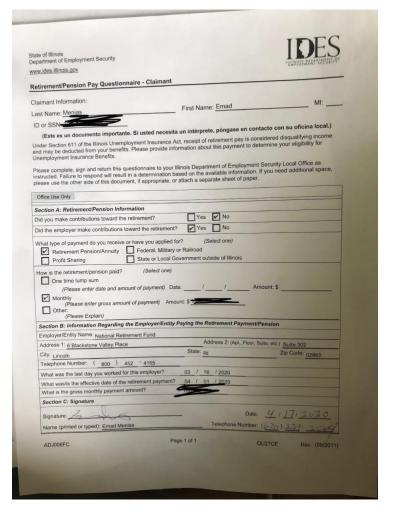
- Employer / Entity Name: National Retirement Fund
- Address 1: 6 Blackstone Valley Place
- Address 2: Suite 302
- City: LincolnState: RIZip: 02865
- Telephone Number: 800-452-4155

When you certify you must also report wages from your pension (but NOT Social Security - Social Security payments do not affect Unemployment).

What if I already submitted my application and forgot to do the pension section?

If you did not report that you received a pension when applying you will get denied and have to appeal. You need to fill out the pension survey at this link. You can fax it to IDES and upload it online on the IDES website. To the right is an example of the pension appeal form.

Be prepared for a hearing (an interview by phone) regarding your pension. If the hearing does not happen, it's most likely because they accepted your explanation that you sent them, in which case they might not call you.



III. Certifying

Watch our **Toolkit Episode** on Certifying for Unemployment!

How do I certify?

You can certify either by phone at the Tele-Surv number (312-338-4337) or Online on a computer (not on a smartphone). In general, certifying online is much easier than doing so by phone, because you can be sure you're answering correctly. If you certify by phone, you will need to use a 4-digit PIN. You do not need a PIN to certify online.

How do I know when to certify?

Your UI Finding Letter will tell you what your day is to certify, and then you continue to certify on that day of the week, every 2 weeks for the whole time you're collecting unemployment benefits. If you miss your day to certify, Thursdays and Fridays are open days to re-certify.

- End of ssn is 0 Monday
- End of ssn is odd Tuesday
- End of ssn is even Wednesday
- Make-up days for everyone- Thursday / Friday

What happens if I miss my certification date?

If you miss your assigned day and Thursday/Friday, you can certify the next week for your missed weeks, but must certify the following week as well (not wait 2 weeks). For example:

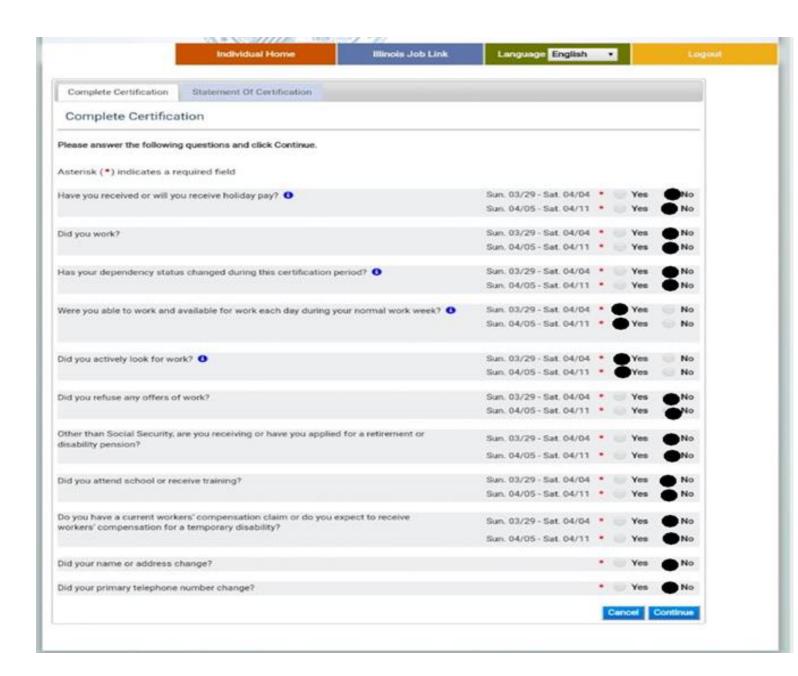
- Certify date was Tuesday May 5th- certifying week of April 19th and April 26th, and you did not do it on time.
- Make up the next week Tuesday May 12 certify for week April 19 and April 26
- Back to normal date -Tuesday May 19 certify for week of May 3rd and May 10th

How do I answer the certification questions?

Answer the questions accurately based on your own facts and circumstances. For many workers who are laid off because of the pandemic and waiting to be recalled to their jobs, the following answers will be accurate:

- The only questions a laid off worker should normally answer "Yes" to are:
 - o "Were you able to work and available to work."
 - If it appears on your screen, also answer "Yes" to "Did you actively look for work."
- Every other question should be answered "No," unless they apply to you.
- If you got paid vacation hours, include that amount/number days in the question that asks if you got paid "holiday pay."

 To the question of if you denied any work, be sure to answer "No" (unless a different answer is accurate in your case).



IV. Troubleshooting Your Unemployment

My Issue	What Do I Do
I never got my UI Finding Letter.	You should get your UI Finding Letter in the mail within 2 weeks of applying for Unemployment. If you don't, call 800-244-5631.
It's been more than 3 days after I certified and I still don't have my money.	You should receive the money 2-3 business days after Certifying. If you do not, then your money is not coming, and you need to call the 800 number in order to fix whatever the problem is. Don't wait any longer to call! It won't fix itself on its own.
	Also, check the "Payment History" tab on your account. That will show if IDES has already submitted the payment onto your KeyBank card or your bank account.
I reported a paid week (ie of vacation), and now I'm not getting paid anymore by Unemployment.	If you report a paid week, Unemployment sees that automatically as you being back at work - even if you were paid for one week of vacation and then were laid off and are definitely not back at work. If this happens, and you report a paid week, you will have to re-apply to Unemployment right after you certify.
I log on to certify and it says I cannot certify and that I need to call the 800 number.	Call the 800 number! This usually means that you have been kicked off unemployment because you reported a paid week or you did not answer your certification questions last time and your application or account has been labeled "fraud."

When I try to Certify, it says: "Your current certification weeks are being processed."	You have successfully certified. Wait for payment or Benefit Payment Explanation letter
When I try to Certify, it says: "You can only certify on your designated Certification Day, Thursday, or Friday."	You have successfully filed.
When I try to Certify, it says: "You cannot certify at this time."	This can mean a few things. 1) they are still processing your recent filing, 2) you have recently gotten paid, or 3) you have not successfully filed
I have a Penalty / Suspension / Deduction on my account.	Fill out the Member Assistance Form and contact the union so we can help you file a Hardship Appeal, to try to reduce the penalty.
My UI Findings letter says my Weekly Benefit Amount is \$0.	You need to call the 800 number. You will likely have to submit your W2s from 2018 and 2019, or pay stubs ranging from the last 18 months.
My KeyBank card hasn't arrived.	Call KeyBank at 866-295-2955 (1,3). Ask for a new bank card to be sent. You should also set up direct deposit so that your next certification will send money directly to your bank account. You will still need the KeyBank card to access the past money put on the card.
My KeyBank card arrived, and I certified, but there's still no money on it.	Sometimes, especially if you have been on Unemployment before, the issue is that the money was placed on an old KeyBank Card. Call KeyBank at 866-295-2955 (1-3).

You can also watch our Toolkit Episode here about Unemployment Updates and Challenges!

V. Filing an Appeal

- You will need to fill out and upload this form to the IDES website.
- Then, call the 800 number and request a hearing.
 - The best time to call is earlier in the morning (7:30-10:30am). But keep trying again in the afternoon (3-5pm)!
- To prepare for your hearing or an appeal:
 - Collect all the documents that you might need, IDES documentation, previous tax debt / unemployment debt / property tax debt / child support debt.
 - Have all the dates and information in order: date of your layoff, dates you filed, dates you certified, previous history of using Unemployment Benefits.
- If you're filing a hardship plea, make clear why you are experiencing hardship, such as being laid off due to Covid-19, and include details about why you need the money urgently.
- Try to negotiate a repayment plan with the IDES agent, and ask for back pay of unemployment. Repayment can look like the government taking a small portion each check, full pause of your repayment, forgiveness of your debt, etc.
- You may have a witness at their hearing or appeal a member of the Member Assistance team from the Union is happy to be a witness with you, and we can merge into your hearing phone call if you set the time up with us.