Arkansas Division of
Workforce Services

Unemployment Insurance Information Packet

INFORMATION FOR INDIVIDUALS IMPACTED BY THE COVID-19 PANDEMIC

Arkansas Division of Workforce Services

MARCH 24, 2020

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Important Links and Contact Information

Online Unemployment Insurance Applications:

EZARC Site: https://www.ezarc.adws.arkansas.gov/

HOURS: Monday – Friday, 6am-6pm

Hotline Applications:

Unemployment Insurance Hotline: **1-844-908-2178** or **501-534-6304**

HOURS: Monday – Friday, 8am-3:30pm

Paper Form Applications:

https://www.dws.arkansas.gov/src/files/PDF501_BLANK_v022020.pdf

Workforce Centers can be found here: https://www.dws.arkansas.gov/contact/

Note: If you have attempted to access EZARC and call the UI Hotline but have experienced delays or other issues due to the increased volume of users, you may fill out a **paper form**. If you have access to a printer, you may print off the application and take it to your local Arkansas Workforce Center.

Though in-person visits are discouraged, print applications are also available for pick-up at the Arkansas Workforce Centers across the state.

General Unemployment Insurance Inquiries:

UI.General.Questions@arkansas.gov

ADWS Information Desk: 1-855-225-4440 or 501-682-2121

HOURS: Monday – Friday, 8am - 3:30pm

Social Media

Follow ADWS on Twitter **@ArkansasDWS**

Arkansas Division of Workforce Services

How to File for Unemployment Benefits

There are three ways to file for unemployment benefits:

1 ONLINE

http://ezarc.adws.arkansas.gov

Monday-Friday 6:00 a.m. - 6:00 p.m.

Due to extremely high demand in Arkansas and nationwide, this site may take extra time to connect. Please keep refreshing your browser window or try a new browser window until you are connected. We appreciate your patience and understanding as we are experiencing delays in the EZARC online application system. Currently the hub is being saturated from all states due to the COVID-19. Claimants are asked to only enter a Social once, not several times.

2 BY PHONE

HOTLINE TO APPLY

1-844-908-2178 or 501-534-6304

Helpdesk for questions

1-855-225-4440 or 501-682-2121

Monday-Friday 8:00 a.m. - 3:30 p.m.

Due to extremely high call volume, there may be extended waiting times.

3 BY PAPER

Receive or drop off a paper application at your local Workforce Center.

Because of Social Distancing Guidelines, we are only allowing clients in the foyer of most workforce centers one at a time to receive or drop off paper applications and lines may be long. Please see the list of local Workforce Centers here: https://www.dws.arkansas.gov/contact/

You can find the paper application here to print: https://www.dws.arkansas.gov/src/files/PDF501_BLANK_v022020.pdf

ALL CLAIMS WILL BE PROCESSED.

However, it may take additional time due to unprecedented claim numbers. Please have patience.

For claims filed on or after March 16, 2020, the valid waiting period requirement has been waived for thirty (30) days due to the COVID-19 Pandemic. Therefore, claims that are "otherwise eligible," should expect payment of benefits the following week. However, different situations may exist that could delay receipt of benefits. We thank you for your patience as we all work together to support one another during this difficult and unpredictable time.

Questions? Email *UI.General.Questions@arkansas.gov*

Use this for basic questions regarding the unemployment insurance program. Please DO NOT use this email address to file a claim, or ask specific claim related questions. This can also be used by employers too.

Common Questions and Answers for Workers Regarding the Unemployment Insurance Program and the Impact of the COVID-19 Pandemic

March 26, 2020

Q: How do I file for a claim unemployment benefits?
A: There are a multitude of ways to file for unemployment benefits:

1. Visit www.ezarc.adws.arkansas.gov and apply online M – F, 6am-6pm
2. Call 1-844-Unemployment Insurance Hotline: 1-844-908-2178 or 501-534-6304 M– F, 8am-3:30pm
3. While not recommended, you may visit your nearest Arkansas Workforce Center office.

Q: The business where I work has temporarily closed due to the COVID-19 Pandemic. Can I file a claim for unemployment insurance benefits?
A: Yes. The unemployment insurance program is designed to assist workers who are laid off through no fault of their own, regardless of whether their separation from employment is the result of COVID-19 or some other factor impacting a business. Affected workers should be encouraged to file their unemployment insurance claims with the Arkansas Division of Workforce Services.

Q: I am self-employed (electrician, plumber, construction, etc.) Can I still file a claim for unemployment insurance benefits?
A: The regular unemployment insurance program is not available to self-employed individuals unless they have wages from other covered employment. At this time, Disaster Unemployment Assistance has not been authorized by the President. Should Disaster Unemployment Assistance become available, DWS will notify the public via our website, social media and press releases.

Q: My employer is still open for business but I am not able to work at this time because I am in quarantine or am providing care for someone as a result of COVID-19. Can I file for unemployment benefits?
A: Yes, once you have received a separation notice from your employer an affected worker may file for unemployment insurance benefits due to COVID-19 related quarantine. DWS will investigate the reasons for your temporary separation. This investigation may result in a slight delay in receiving benefits.

Q: I filed my initial claim for unemployment benefits. What do I do next?
A: You will need to file weekly claims to receive benefits, either by ArkNet or ArkLine. You will need to begin filing your weekly claims on the Sunday following the day that you filed your initial claim for unemployment benefits.

1. To file your claim using ArkNet, go to www.ArkNet.Arkansas.gov. Follow the prompts and enter your answers for the questions that pertain to the dates outlined.
2. To file your claim using ArkLine, call (501) 907-2590. ArkLine is available for use on Sunday, 12:01 am to 6:00 pm, and Monday through Friday, 6:00 am to 6:00 pm. Follow the prompts and enter your answers for the questions that pertain to the dates indicated.

Remember to file your claim each week that you are unemployed to claim benefits!

Q: I've claimed my first week of unemployment. How long will I have to wait to receive my benefits?
A: For claims filed on or after March 16, 2020, the valid waiting period requirement has been waived for thirty (30) days due to the COVID-19 Pandemic. Therefore, claims that are "otherwise eligible," should expect payment of benefits the following week. However, different situations may exist that could delay receipt of benefits.

1. If your claim requires adjudication, it will require investigation and a written determination will be issued to you regarding your eligibility for unemployment benefits.
2. If you have out of state wages, there may be a slight delay in receiving benefits if you file a combined wage claim, which is where you combine your wages from all states.
3. There may also be a slight delay for those whose claim is based on federal wages.

Q: How will I receive my unemployment benefits?
A: Benefits are issued either Direct Deposit or by Debit Card.

1. Direct Deposit requires you to have a personal checking account or savings account. Payment for Direct Deposit takes about 2-3 days from the date the payment is processed. To select Direct Deposit, you must enter your account and routing numbers after logging into your account on www.ArkNet.Arkansas.gov. Benefits will be deposited into your account when due, based upon your current eligibility and the weekly information you certify.

2. UI Debit Cards are issued to anyone who does not elect to receive UI benefits via Direct Deposit. These cards must be issued by a bank and mailed to you. Benefits will be deposited into your card account when due, based upon your current eligibility and the weekly information you certify. UI Debit Cards are convenient and easy and may be used wherever Visa is accepted.

Q: Will I need to search for work after filing my claim for unemployment benefits?
A: Effective for claims filed on or after March 16, 2020, work search requirements have been waived for a period of thirty (30) days, or through the week ending April 18, 2020 due to the COVID-19 Pandemic. Therefore, you will not be required to register or search for work during the thirty (30) day waive period.

If you will only be unemployed due to a temporary reduction in workforce for a period of ten (10) weeks or less, it is recommended that your employer provide a letter to you with a specific return to work date that is within ten (10) weeks of your last day of work. This letter will exempt you from work search and expedite the process.

Q: What types of income do I need to report when filing my weekly claims?
A: Gross earnings (before any deductions) for all work performed for the week being claimed must be reported when filing your weekly claim for benefits. Also:

1. Report gross income earned by participating in military drill during the week being claimed – whether you have received payment or not.
2. Report gross Holiday Pay if you were off work for a holiday during the week being claimed – whether you have received payment or not.
3. Report gross Vacation Pay if you were off work on vacation during the week being claimed – whether you have received payment or not.
4. Report gross Sick Pay if you were off work on sick leave during the week being claimed – whether you have received payment or not.
5. Report Paid Time Off (PTO) if you were off work on PTO during the week being claimed – whether you have received the PTO pay or not.
6. Report gross Bonus Pay for any bonus payment received during the week being claimed.

Also report any receipt of retirement pay or separation pay to your local office – as this may affect your eligibility for unemployment benefits.

Q: I was previously disqualified from receiving unemployment insurance benefits. Can I receive unemployment insurance benefits at this time because of the COVID-19 Pandemic?
A: Claimants who are under a disqualification from receiving unemployment insurance benefits must satisfy any disqualification prior to receiving unemployment insurance benefits.

Q: I received all of my regular unemployment insurance benefits, are there any extensions?
A: At this time, there are no federal or state extensions available to provide additional unemployment insurance benefits to individuals who have exhausted their unemployment insurance claims. Should such extensions become available, ADWS will notify potentially eligible claimants through our website and social media.

Q: I have questions regarding my unemployment insurance claim. Who do I contact?
A: Answers to most unemployment insurance questions can be found on our website at www.dws.arkansas.gov. You may also contact your local office or call 1-855-225-4440.

Common Questions and Answers for Employers Regarding the Unemployment Insurance Program and the Impact of the COVID-19 Pandemic

March 20, 2020

Q: I need to temporarily close my business due to the COVID-19 Pandemic. Can my employees file for unemployment insurance benefit?

A: Yes! The unemployment insurance program is designed to assist workers who are laid off through no fault of their own, regardless of whether their separation from employment is the result of COVID-19 or some other factor impacting a business. Affected workers should be encouraged by employers to file their unemployment insurance claims with the Arkansas Division of Workforce Services.

Q: Will my affected workers be eligible for unemployment insurance benefits?

A: Generally, most individuals who are filing unemployment insurance claims arising from businesses impacted by COVID-19 will be eligible for benefits provided they meet the momentary and other eligibility requirements.

Q: What about self-employed individuals such as electricians, plumbers, etc.?

A: The regular unemployment insurance program is not available to self-employed individuals unless they have wages from other covered employment. At this time, Disaster Unemployment Assistance has not been authorized by the President. Should Disaster Unemployment Assistance become available, DWS will notify the public via the DWS website, social media and press releases.

Q: Are employees of religious organizations eligible for unemployment insurance benefits?

A: Generally, religious organizations are exempt from contributing to the unemployment insurance program. As a result, their employees are considered not eligible for unemployment insurance benefits based on any wages paid by the religious organization.

Q: Are employees of religious organizations who hold full or part-time jobs with other employers eligible for unemployment insurance benefits?

A: Employees of religious organizations that also work for employers who contribute to the unemployment insurance program may be eligible for unemployment insurance benefits based on their wages from work performed for other businesses.

Q: How much will my affected workers receive in unemployment insurance benefits?

A: How much an affected worker will receive in unemployment insurance benefits is determined by the amount of wages earned in their base period. The base period is the first four of the last five completed quarters of employment. Arkansas' weekly benefit amounts range from $81 to $451 per week.

Q: My business is closing for a short period of time due to the COVID-19 Pandemic, will my workers be required to seek work while receiving benefits?

A: If a business has a temporary reduction in its workforce for a period of 10 weeks or less, its workers will not be required to seek new employment. It is recommended that the business provide a letter to their workers with a specific return work date that is within 10 weeks of their last day of work. This letter will expedite the process. Affected workers should provide this letter to DWS.

Q: Will employers impacted by the COVID-19 Pandemic accounts be charged for unemployment insurance benefits paid to their workers?

A: It depends. DWS will continue to examine the reason for the separation from employment and, where appropriate, non-charge benefits within federal and state guidelines. In most cases, benefits paid as a result of a lay off, regardless of the reason, are charged to an employer's DWS account.

Q: What happens to a small business' account when it lays off workers due to COVID-19?

A: An employer's account is charged for all benefits paid to workers who were laid off. There is no provision to non-charge employer accounts for a lay off regardless of the reason.

Q: How can an employer check their reserve balance with ADWS?

A: In December 2019, all employers were sent their annual Rate Notice for CY2020. This notice informs them of their contribution rate, the taxable wage base, and their account reserve. Employers may also log into their DWS Tax21 account to view this information.

Q: Where can I find the Tax 21 system?

A: Tax 21 is available at www.workforce.arkansas.gov/Tax21/Home.aspx

Q: Will pending federal legislation provide economic assistance or reimbursement to employers impacted by the COVID-19 Pandemic?

A: The provisions of HR 6201 do not contain language to assist employers in addressing the impact of COVID-19 related to unemployment insurance claims and accounts. DWS will continue to monitor federal legislation impacting the unemployment insurance program.

Q: I have questions regarding my unemployment insurance employer account, who do I contact?

A: Employers seeking information related to the DWS account may contact Employer Account Services at 501.682.3798.

Arkansas Division of
Workforce Services

Michael Preston
SECRETARY OF COMMERCE
Charisse Childers, Ph.D.
DIRECTOR,
DIVISION OF WORKFORCE SERVICES

(Update) Notice to Individuals Inquiring About the Availability of Unemployment Insurance Benefits As A Result of the COVID-19 Pandemic

March 26, 2020

The primary mission of Arkansas' Unemployment Insurance program is to provide unemployment insurance benefits to eligible full-time and part-time workers who become separated from employment through no fault of their own, or workers who have experienced a reduction in the number of hours worked, including workers who are impacted by the COVID-19 Pandemic.

Workers who have become separated from employment as a result of the COVID-19 Pandemic should file their unemployment insurance claims through the Arkansas Division of Workforce Services.

There are multiple ways to apply for unemployment benefits:

1. Visit www.ezarc.adws.arkansas.gov and apply online
2. Call 1-844-Unemployment Insurance Hotline: 1-844-908-2178 or 501-534-6304 M– F, 8am-3:30pm
3. While not recommended, you may visit your nearest Arkansas Workforce Center office.

With states responding to increased volumes of initial UI claims related to COVID-19 shutdowns, the national claims filing hub is facing some transaction processing issues and delays. Configuration changes have been made to accommodate the volume increase and reduce response time delays. We apologize for any inconvenience our clients may experience in their attempts to file claims online.

Generally, workers who are laid off due to a business closure or are unable to work due to COVID-19 quarantines will be eligible for unemployment insurance benefits provided they meet the other eligibility requirements. While the increase in unemployment claims is largely due to the COVID-19 Pandemic, DWS accepts unemployment claims regardless of the reason for unemployment. Effective March 18, 2020, Governor Hutchinson authorized the following unemployment insurance waivers for 30 days:

- Waived one-week waiting period, allowing ADWS to pay claims more quickly.
- Waived work-search requirement, allowing unemployed to receive benefits without seeking employment.
- Waived requirement for in-person follow-up after a claim has been filed, allowing the unemployed to apply for benefits online or by telephone, thus furthering the effort to minimize the risk of spreading COVID-19.

At this time, it is not known whether or not Disaster Unemployment Assistance will be made available for individuals who do not otherwise qualify for regular unemployment insurance benefits. ADWS asks that you proceed with filing a regular unemployment insurance claim even if it is later determined that you are not eligible due to a lack of sufficient wages from work or are engaged in self-employment. Should Disaster Unemployment Assistance be authorized at a later date, you will have completed the first step in seeking those benefits.

For additional questions related to the Unemployment Insurance program, please contact your local office representative or contact ADWS Info by calling 1-855-225-4440 or email UI.General.Questions@arkansas.gov.

Arkansas Division of
Workforce Services

Michael Preston
SECRETARY OF COMMERCE
Charisse Childers, Ph.D.
DIRECTOR,
DIVISION OF WORKFORCE SERVICES

BENEFITS RIGHTS INFORMATION FOR CLAIMANTS FILING FOR UNEMPLOYMENT INSURANCE BENEFITS

March 20, 2020

This handout is intended to inform you of your Arkansas benefit rights and provide you with filing instructions for your weekly claims and to provide you with beneficial information regarding your unemployment insurance claim.

The Unemployment Handbook is accessible on the Internet at
https://www.dws.arkansas.gov/src/files/500_BOOKLET_8X11_ART_v07-2-2019.pdf

- This handbook provides information concerning your rights and responsibilities while filing for unemployment insurance benefits. The explanations included are intended to help you understand the Benefits Provisions of the Division of Workforce Services Law and Policies.

- Do not rely on advice from friends or relatives. If you have questions regarding your claim that does not appear to be covered in the handbook or if you need a printed copy of the handbook, contact the claim filing hotline at 1-844-908-2178 or 501-534-6304 from 8a.m. to 3:30p.m. or contact your local office.

Filing your weekly unemployment claim. There are two ways to file your weekly unemployment insurance claim:

1. ArkNet (Continued Claims – Internet): https://www.arknet.arkansas.gov/
   - If you currently have a valid Arkansas claim for Unemployment Insurance you, may choose to file for weekly benefits online. To use ArkNet, Arkansas's continued claims website, you must have access to an electronic device that will allow you to use an internet connection.

   NOTE: This site is best suited for use with Microsoft Internet Explorer 6.0 or higher or Mozilla Firefox 2.0 or higher. If you are using a different browser to file your weekly claim and are experiencing problems, please use a different browser.

2. Arkline (Continued Claims – Telephone): 501-907-2590
   - Arkansas' Interactive Voice Response System for filing weekly unemployment insurance benefits by telephone.
     - Available Sunday 12:01 AM to 6:00 pm.
     - Monday through Friday 6:00 am to 6:00 pm.

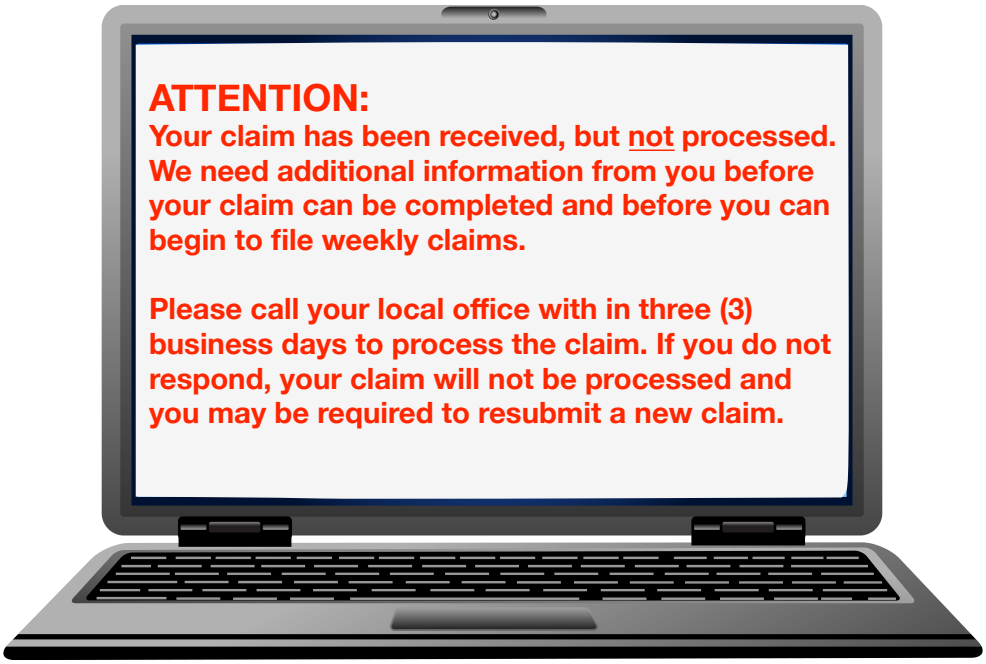
Methods of Payment. You may choose between two methods of payment for your Unemployment Insurance Benefits. Either payment type is safe and convenient.

1. Direct Deposit – To select direct deposit, you must have an existing personal checking or savings account. Be sure your know your account and routing numbers when signing up for direct deposit. You can change your bank information any time you need. Just access the "Change Your Payment Option" section on ArkNet. https://www.dws.arkansas.gov/src/files/direct-deposit-brochure-2018.pdf

2. Debit Card - The UI debit card is convenient and easy. Use it wherever Visa is accepted – online, over the phone, at grocery stores, retail stores, restaurants, medical offices etc. Benefits will be deposited into your card account when due, based on your current eligibility and the weekly information you certify.

Arkansas Division of Workforce Services

Filing for Unemployment Benefits



If you file your claim online at EZARC and get this message:

ATTENTION: Your claim has been received, but not processed. We need additional information from you before your claim can be completed and before you can begin to file weekly claims.

Please call your local office with in three (3) business days to process the claim. If you do not respond, your claim will not be processed and you may be required to resubmit a new claim.

Please call 1-844-908-2178 from 8:00am - 3:30pm M-F to provide the information needed. Due to high volume of calls, we have extended the time to call and provide information from 3 business days to 7 business days.

General questions? Email *UI.General.Questions@arkansas.gov*

Use this for basic questions regarding the unemployment insurance program. Please DO NOT use this email address to file a claim, or ask specific claim related questions. This can also be used by employers too.

ARKANSAS Division of WORKFORCESERVICES

APPLICATION FOR UNEMPLOYMENT INSURANCE BENEFITS

CLAIMANT INFORMATION (*Information Fields Must Be Completed)

TODAY'S DATE: | * SOCIAL SECURITY NUMBER: | EFFECTIVE DATE: (Local Office Only)

*Have you filed an unemployment claim in another state in the last 12 months? (Other than Arkansas) ☐ Yes ☐ No *If yes which State?:

*FIRST NAME: | MIDDLE INITIAL | *LAST NAME:

Mailing Address: *ADDRESS - Line 1: | ADDRESS - Line 2:

*CITY: | *STATE: | *ZIP CODE:

Physical Address: (if different than above): ADDRESS - Line 1: | ADDRESS - Line 2:

CITY: | ZIP CODE:

*State of Residence: | *County of Residence: | E-Mail Address:

HOME PHONE: | MOBILE: | MESSAGE ONLY:

*DATE OF BIRTH: | *GENDER: ☐ Male ☐ Female | *YEARS OF EDUCATIION:

ETHNICITY: ☐ Non Hispanic ☐ Hispanic

RACE ☐ White ☐ Black ☐ Asian ☐ American Indian or Alaska Native ☐ Native Hawaiian or Pacific Islander ☐ Other (Biracial or Multiracial)

Are you handicapped (disabled)? ☐ Yes ☐ No

*Are you a citizen of the United States? ☐ Yes ☐ No

If not a citizen, were you legally authorized to work in the United States during the past 18 months? ☐ Yes ☐ No

If yes, Permit Number:

*Have you worked in another state(s) within the past 18 months? ☐ Yes ☐ No

If yes, List States:

Have you worked for an Educational Institution within the last 18 month? ☐ Yes ☐ No

If Yes, Were you laid off with reasonable assurance of recall the next semester? ☐ Yes ☐ No

If No, Are you on holiday recess or spring break with reasonable assurance of recall following the holiday or spring break? ☐ Yes ☐ No

LAST EMPLOYER INFORMATION (Current Employer if working - or - if not working, last employer)

*EMPLOYER NAME: | ACCOUNT NUMBER: (Local Office Only) | UNIT NUMBER: (Local Office Only)

*STREET NAME:

*CITY: | *STATE: | *COUNTY: | *ZIP CODE:

EMPLOYER PHONE: | FIRST DATE WORKED AT YOUR LAST JOB: | DATE LAST WORK ENDED:

Are you scheduled to return to work or start a new job within 10 weeks? ☐ Yes ☐ No

If yes date you are scheduled to return to work:

*Was your last work? ☐ 1 - Full time (40 hrs) ☐ 2-Part time (less than 40 hrs) ☐ 3-Temporary (120 days or less)

***Type of separation:**

Laid Off:
- ☐ Weather
- ☐ Lack of Work
- ☐ Finished Job
- ☐ Business Closed

Quit:
- ☐ Personal Emergency
- ☐ Health
- ☐ General

Discharged:
- ☐ Sleeping
- ☐ Fighting
- ☐ Absent/Tardy
- ☐ Insubordination
- ☐ Drinking/Drug Test
- ☐ General
- ☐ Military

School Employee:
- ☐ Spring Break
- ☐ Summer Break
- ☐ Holiday

Other:
- ☐ Suspension
- ☐ Shared Work
- ☐ Vacation
- ☐ Lockout
- ☐ Family Medical Leave
- ☐ Reduced from full time (40 hrs)
- ☐ Medical Leave
- ☐ Strike
- ☐ Holidays
- ☐ Still Working Part time

ARKANSAS Division of WORKFORCE SERVICES

APPLICATION FOR UNEMPLOYMENT INSURANCE BENEFITS

*Have you had work of any kind since your LAST EMPLOYER? ☐ Yes ☐ No

*Was your Employer a Temporary Help firm? ☐ Yes ☐ No

*Specific Occupation Performed at Your Last Job:

*What kind of work did you do on your last job?:

ADDITIONAL EMPLOYER (*Information Fields Must Be Completed)

*EMPLOYER NAME: | ACCOUNT NUMBER: (Local Office Only) | UNIT NUMBER: (Local Office Only)

*STREET NAME:

*CITY: | *STATE: | *COUNTY: | *ZIP CODE:

EMPLOYER PHONE: | FIRST DATE WORKED AT YOUR LAST JOB: | DATE LAST WORK ENDED:

Are you scheduled to return to work or start a new job within 10 weeks? ☐ Yes ☐ No

If yes date you are scheduled to return to work:

*Was your last work? ☐ 1 - Full time (40 hrs) ☐ 2-Part time (less than 40 hrs) ☐ 3-Temporary (120 days or less)

***Type of separation:**

Laid Off:
- ☐ Weather
- ☐ Lack of Work
- ☐ Finished Job
- ☐ Business Closed

Quit:
- ☐ Personal Emergency
- ☐ Health
- ☐ General

Discharged:
- ☐ Sleeping
- ☐ Fighting
- ☐ Absent/Tardy
- ☐ Insubordination
- ☐ Drinking/Drug Test
- ☐ General

School Employee:
- ☐ Spring Break
- ☐ Summer Break
- ☐ Holiday

Other:
- ☐ Suspension
- ☐ Shared Work
- ☐ Vacation
- ☐ Lockout
- ☐ Family Medical Leave
- ☐ Reduced from full time (40 hrs)
- ☐ Medical Leave
- ☐ Strike
- ☐ Holidays
- ☐ Still Working Part time

ELIGIBILITY INFORMATION (*Information Fields Must Be Completed))

*Do you want to have Federal Taxes withheld from your weekly benefit payment? ..... ☐ Yes ☐ No

*Are you entitled to or are you receiving any of the following:

*Vacation Pay? ..... ☐ Yes ☐ No

*Sick Pay? ..... ☐ Yes ☐ No

*Severance Pay? ..... ☐ Yes ☐ No

*Profit Sharing? ..... ☐ Yes ☐ No

*Paid off Time? ..... ☐ Yes ☐ No

*Are you receiving or have you applied for a pension, annuity, or retirement from former employers? (not including social security) ☐ Yes ☐ No

*Can you begin work immediately? ..... ☐ Yes ☐ No

*Can you work Full Time? ..... ☐ Yes ☐ No

*Do you have transportation to a job or has transportation to a job been arranged? ..... ☐ Yes ☐ No

*Do you have any disabilities that limit your ability to perform your normal job duties? ☐ Yes ☐ No

*Are you self-employed, working on a commission or farming which prevents you from seeking work or accepting a job? ☐ Yes ☐ No

*Do you have children/others that require care? .. ☐ Yes ☐ No

*If Yes, have arrangement for their care been made if you find work? ☐ Yes ☐ No

Have you refused any job since you became unemployed? ..... ☐ Yes ☐ No

Are you attending school? ☐ Yes ☐ No

If No, Are you planning on attending school? ☐ Yes ☐ No

If Yes, Do you have a date for entering school in future? ☐ Yes ☐ No

☐ Undecided

*Have you worked in Federal Employment in the past 18 months? (Not to include Military Service) ..... ☐ Yes ☐ No

*If Yes, *1)Do you have a copy of your SF-8 or SF-50? (ES 931 Form) ..... ☐ Yes ☐ No

*2) Do you have proof of your last earnings? (ES 935 Form) ..... ☐ Yes ☐ No

*Have you had active Military Service in the past 18 months? ..... ☐ Yes ☐ No

*If Yes, do you have a copy of your DD-214? ..... ☐ Yes ☐ No

*If Yes, Form 970 required .....

*If No, MA - 843 required .....

*Do you obtain work through a Union? ..... ☐ Yes ☐ No

*If Yes, Name:

Local Number:

*Are Dues Paid? ..... ☐ Yes ☐ No

I hereby register for work and file notice of unemployment, and request a determination of my benefit rights under Division of Workforce Services Law. I certify the information given on this form is correct and understand that penalties are provided for making false statements or failing to disclose material facts in order to obtain benefits.

Signature: _____ Date:

LOCAL OFFICE USE ONLY

REQUALIFYING WAGES: ☐ Yes ☐ No | RETURN DATE: | CONTROL DATE: | INTERVIEWERS INITIAL:

DWS-ARK-501 (Rev. 11-04) v02262020