

Tips When Filing For UI Benefits

- File your new claim as soon as you are terminated, resign or are laid off.
- If you have eligibility issues, such as ability to work (usually requiring a physician certification or Doctor's note), monetary eligibility (usually requiring successive paystubs or other proof of earnings) or severance pay issues, please be prepared to submit your documentation at the hearing.
- Most claims take between 21-28 days to process. In the interim, continue following the reporting requirements by responding to mailed bi-weekly claim cards or accessing and responding to your internet or telephonic claim in a timely fashion. If you have not received a DOES determination within 28 days, please contact DOES by calling (202) 724-7000 or contacting CAP at (202) 974-8150.
- If you notice any changes, including any change regarding typed notations on mailed claim cards, changes noted on your internet-accessed claim at www.dcnetworks.org or receipt of a DOES determination stating that you were denied benefits for any reason, promptly report to your local DOES office to make an inquiry as this may be a basis for filing an appeal.
- If you are disqualified or ineligible for benefits and wish to challenge the DOES determination, file an appeal immediately with the Office of Administrative Hearings (OAH). **You only have fifteen (15) calendar days in which to file your appeal. You do not need the letter of determination (notice of denial) in order to file this appeal.** You can always supplement your OAH appeal documentation once the letter of determination is received.
- Please **continue to file your claim forms (either on-line, phone or via mail) throughout the appeal process** to avoid any gaps in benefit payments should you successfully win your appeal. If you fail to file for UI benefits as required, you will not automatically be allowed to backdate your claim forms.
- Further information on the appeals process is available from your **DOES** main office at **(202) 724-7000**, from the **Claimant Advocacy Program** at **202/974-8150** or by contacting the **Office of Administrative Hearings** at **202/442-9094** or <http://oah.dc.gov/page/unemployment-insurance>.