

## **Regular Claims Benefit Rights Information**

### **Reemployment Assistance for the Unemployed Booklet**

The Commission has provided a booklet entitled Reemployment Assistance for the Unemployed which explains your benefit rights. This booklet explains when and how to file your unemployment claim. You will need to read this booklet carefully. You may access this booklet online at [www.unemployment.ok.gov](http://www.unemployment.ok.gov). It is your responsibility to read the booklet and to contact us if you have any questions.

### **Reemployment Services**

Our goal at the Oklahoma Employment Security Commission is to assist with the transition to your next employment opportunity. We offer a comprehensive menu of services designed to help you quickly and successfully get back to work! These services include:

- Job Referrals: Access to Oklahoma's largest job bank
- Build A Resume: Expose your resume to more Oklahoma employers than any other web site
- Job Search/Readiness: We offer proven techniques for accessing today's workforce
- Job Fairs: We host more live events in Oklahoma matching employers with jobseekers than anyone else
- Pre-Employment Assessment: Let us help you identify your value to employers

To find out more about these and other services call 1-888-980-WORK (9675) or find us on the internet at [www.oesc.ok.gov](http://www.oesc.ok.gov).

### **Work Registration is Required**

You must register for work in your resident state. If you are an Oklahoma resident you must register for work within the next seven (7) days with the Oklahoma Employment Security Commission. You must either register online at [www.okjobmatch.com](http://www.okjobmatch.com) or at the Workforce Oklahoma Office closest to you. Select "create a jobseeker account" to access the registration portion of the site. In order to be considered registered you must create a resume. The resume must include at least one method of contact, your current work experience within the last two years, detailed job descriptions for each job listed, and a summary of qualifications or an objective statement. If already registered you must ensure that your resume has been updated and activated with the last six (6) months. Even if you have no new employment or other changes to the resume you must review the information and make sure your resume is active. Also, make sure your My Profiles page has the most current information.

If you are not an Oklahoma resident you must register for work with the State Employment Service Office nearest you and provide proof of registration within the next seven (7) days. Once you are registered you must send proof of work registration to the Oklahoma Employment Security Commission by one of the following methods: By mail to OESC P.O. Box 52006 Oklahoma City, Ok 73152-2006; or by fax to 405-962-7524.

If already registered in Oklahoma you must ensure that your registration has been updated within the last six (6) months. Even if you have no new employment or other changes to your registration, you must review the information to ensure it is still correct. You must provide a

screen shot of your registration or a letter for the other State Employment Service indicating the date you reviewed your registration in order to meet the work registration requirement.

Failure to register for work, failure to create, update, and activate your resume or failure to provide proof of registration within 7 days as mentioned earlier will result in a denial of benefits.

### **Work Search is Required**

Oklahoma requires that you look for work each week that you are unemployed. You must complete at least two work search efforts each week you claim benefits. You must keep a detailed record of your work search efforts. You can access the work search forms online at [www.ok.gov/oesc\\_web/documents/oes-622.doc](http://www.ok.gov/oesc_web/documents/oes-622.doc). Remember, the Commission conducts regular, random audits of work search. Failure to report information or reporting false information to receive benefits is deemed to be fraud against the State of Oklahoma. This could result in a denial of benefits, an overpayment of benefits and possibly incarceration. Claims are subject to audit so retain your work search information for at least two years.

### **You Must be Able and Available to Seek and Accept Work**

You must be physically able to seek work and available to go to work each week you claim benefits. If at any time you are unable to fulfill those requirements during a week you must contact the Unemployment Insurance Service Center.

### **You Must be Willing to Accept Suitable Work**

If you are offered a job by any employer and do not accept it, you must tell us what the job offer was and the reason you did not accept it. Suitable work is defined as work in which you have experience or training to do the job duties and with a salary in keeping with your experience, and the wages are comparable to that paid in your area. Turning down a job offer of suitable work may result in a denial of benefits.

### **You Must be Willing to Accept Job Referrals**

If the Employment Service or Workforce Center instructs you to check on a specified job opening, you must follow instruction on applying for the job. Failure to do so will result in a denial of benefits. If you are offered the job and turn it down, then you must report why, and a determination of your continued eligibility will be made.

### **School Attendance May Not Interfere with Seeking and Accepting Work**

You must notify the Commission if you enroll in school. If you are in school, you must be willing to withdraw or change your class hours if they conflict with the hours you normally work, or a job is available during those hours. If you are in an approved training, you may be asked to provide progress and training reports from the school. If you are planning on enrolling in school and have questions on whether your training may be considered approved, contact your local Workforce Office.

### **You May Not Draw Benefits if Full-time Self-Employed**

You are not eligible for benefits if you are self-employed on a full-time basis regardless of whether you are making any money. If you go into business for yourself, you must notify your Unemployment Insurance Service Center.

### **You Must Report All Earnings**

You must report ALL earnings. All monies earned should be reported in the week it is earned, not the week it is paid. You must report the total amount of earnings BEFORE any deductions are made. Failure to report earnings can result in an overpayment and denial of future benefits.

### **You Must Report Any Retirement Pay**

Report all retirement payments to the Unemployment Insurance Service Center. Retirement may be deductible and the Unemployment Insurance Service Center will advise you on the proper procedure.

### **You Must Report Any Address Change**

If you move, you must notify the Unemployment Insurance Service Center of your new address. The U.S. Postal Service does not forward our mail. If you do not contact us, your payment may be delayed and you will not receive notification regarding the outcome of pending issues. This could result in an untimely filing of an appeal.

### **You Must Serve a One-Week Waiting Period**

Oklahoma Law requires a one-week waiting period when you file your initial claim. The first week that you claim during a benefit year in which you meet all of the eligibility requirements will be a waiting period week. No payment will be made for this week.

### **You Must File Timely Weekly Claims**

You must file a weekly continued claim for each week you wish to claim benefits. Failure to file your claim on a timely basis will result in a loss of benefits. Claims must be filed within fourteen days of the week ending date. Claims can be filed by telephone or internet. Each time you claim a week of benefits you are certifying your answers are true and complete. A false answer may be deemed to be fraud; you could be overpaid and denied future benefits.

### **All Work Search Efforts are Subject to Audits**

Every claim is subject to audit. You must keep a detailed record of your work search efforts. You can access work search forms online at [www.ok.gov/oesc\\_web/documents/oes-622.doc](http://www.ok.gov/oesc_web/documents/oes-622.doc).

You must report all earnings during the week in which they are earned. You must report gross earnings. Remember, the Commission conducts regular, random audits of unemployment claims, including work search. Failure to report information or reporting false information to receive benefits is deemed to be fraud against the State of Oklahoma. This could result in a denial of benefits, an overpayment of benefits and possibly incarceration.

### **There are Penalties for Fraud**

Each time you claim a week of benefits, you are certifying that your answers are true and complete. Claiming benefits for someone other than yourself, failure to report information or reporting false information to receive benefits is deemed to be fraud against the State of Oklahoma. Fraud could result in a denial of benefits, an overpayment and possibly incarceration.

### **Information on TAA/TRA Eligibility**

Workers whose employment is adversely affected by increased imports may apply for Trade Adjustment Assistance (TAA). TAA may include training, job search allowance, relocation allowance and weekly TRA benefits, if enrolled in a TAA federally approved training course following the exhaustion of unemployment insurance benefits. There are definite time limits to apply for these benefits and you should contact the Unemployment Insurance Service Center or the Workforce Center in your area to determine whether or not you may be eligible.

### **Aliens Must Have Right to Work in the United States**

Aliens must have authorization to work in the United States in order to be eligible for unemployment benefits. If you are not a U.S. citizen, your alien status will be verified through the U.S. Citizenship and Immigration Services. You may be asked to provide a copy of the front and back of your alien registration card so your work authorization can be verified. Failure to provide the requested documentation will result in a denial of benefits. You will be contacted by mail if you are required to provide documentation.

### **Payments are Made By Direct Deposit or Debit Card**

Unemployment Insurance payments are issued either to a debit card or by direct deposit. If you choose to receive a debit card no action is necessary on your part. However, if you wish to have your payments direct deposited into your bank account you must call 1-866-320-8699. This will be a toll free call. You cannot set up the direct deposit until the next business day after filing your claim for benefits. You may also access the direct deposit form at [www.eppicard.com/okedcuiclient/pdf/OKUI\\_DD\\_Form.pdf](http://www.eppicard.com/okedcuiclient/pdf/OKUI_DD_Form.pdf). If you do not set up your direct deposit before a payment is made a debit card will be sent to you. Debit cards are sent to you within 7-10 days after your eligibility is established.

### **You Must Provide True and Correct Answers to Questions**

You will be required to certify that the answers you have given to all questions are true and correct to the best of your knowledge and that no information has been intentionally withheld or misrepresented in an attempt to obtain benefits to which you are not entitled.