

Who is Eligible for Unemployment Benefits?

To be eligible to for unemployment benefits, you must meet the following criteria:

- Earned enough wages in the last 18 months to be eligible.
- Be unemployed due to no fault of your own.
- Be able to work and available for work.

Find more information about unemployment benefits, eligibility, and instructions for applying online at dol.nebraska.gov/UIBenefits



You should never have someone file a claim for you. Filing your own claim will help protect your privacy and make sure the Nebraska Department of Labor has accurate information.

File Your Claim Online
NEworks.nebraska.gov

NEworks

Description of Benefit Programs
Step-by-Step Claim Instructions
Reemployment Resources
Frequently Asked Questions
Information about Special Programs

Learn more at
dol.nebraska.gov

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Equal Opportunity Program/Employer TDD: 800-833-7352

Auxiliary aids and services are available upon request to individuals with disabilities.

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Filing for
Unemployment Benefits
Made Easy

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Before Filing a Claim

Gather your personal information

You will need to gather the following information and documents:

- Contact information (complete home mailing address, phone number, and email address)
- Social Security Number
- Driver's license or State ID card number
- Bank account and routing number (if you prefer to receive benefits via direct deposit)
- **If a non-citizen:** Documentation issued by US Citizenship and Immigration Services
- **If self-employed,** your most recent tax returns

Prepare your employment history

We will ask you to provide information about your recent employment:

- The name and contact information for all your employers in the last 18 months.
- The wages you earned from each of those employers in the last 18 months.
- The reason you are no longer employed by or working for your most recent employer.

How and When to File

File a claim the week you lose employment

You should file your claim as soon as you become unemployed. You can't collect benefits for the weeks before you file.

- 1 Go to NEworks.nebraska.gov** to get started.
- 2 Register as an Individual** to set up your account. Create a User ID and password.
- 3 Enter your work history** for the last 18 months.
- 4 Review the requirements** for how to stay eligible.
- 5 Create or upload a resume** to meet your requirements and get noticed by employers.

For more information, check out the Handbook for Unemployed Workers at **dol.nebraska.gov/UIBenefits**



What to Expect After You File

We may need up to 21 days to review the claim.

We will verify the information about your work history, wages, and reason you are no longer employed. When we make a decision about your claim, we will send you a determination letter. If you disagree with the decision, you can file an appeal.

Make sure to read all messages from us.

We may contact you for more information about your claim. Check your mail, email, phone messages, and the NEworks Message Center for correspondence.

Start filing weekly claims immediately.

Each week that you are unemployed, you must file a weekly claim to get benefits. You can't get benefits if you don't file a weekly claim.

You will not be paid for the waiting week.

The first week after you file an initial claim is called the waiting week. You must file a weekly claim for this week, but you will not get a benefit payment. This is required by Nebraska state law.

Do five reemployment activities each week.

Examples might include attending a job fair or calling employers. At least two of the five activities *must* be applications for jobs that align with your prior experience and training.