

Ohio Department of Job and Family Services  
**MASS-LAYOFF INSTRUCTION SHEET**

For employees of	Last day of work*
Layoff location	

\*This date will automatically populate on to your application and determination of benefits.

**STEP #1: File an APPLICATION**

File your application within the first week of your layoff. Applications are effective Sunday of the calendar week in which they are filed. Filing your application after the first week of layoff may cause a delay or denial of benefits.

Your application may be filed as early as:

But no later than:

Apply online at <https://unemployment.ohio.gov> (accessible 24 hours a day, 7 days a week), OR apply by phone at 1-877-644-6562 during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays).

Be prepared to provide the following information on your application:

- Your Social Security number and your driver's license (or state ID) number
- Your name, address, telephone number, and email address
- **Mass Layoff Number:**
- *Using this number will populate your employer's information and last day of work on to your application.*
- The name, address, telephone number, and dates of work for any additional employers with whom you worked during your last 6 weeks of work
- Names, Social Security numbers, and dates of birth of any dependents, to include children and your spouse
- Alien Registration Number and expiration date of your work authorization (if not a U.S. citizen)
- Payment preference (if direct deposit is preferred, you will need your bank routing number and account number)

**NOTE:** It is your responsibility to read all correspondence and reply to any requests for additional information sent to you by the established deadlines. You may view and respond to notices by logging in to your online account and viewing your Correspondence Inbox.

**STEP #2: File WEEKLY CLAIMS**

Weekly claims cannot be filed until the week is over, and *only if* your application was properly filed within the first week of your layoff.

Weekly claims must be filed by logging in to your online account at <https://unemployment.ohio.gov>. *You will not receive payment if you do not file your weekly claims.* If your application is filed within the timeframe specified in Step #1, your first weekly claim can be filed as early as:

You have 21 days to file your weekly claim in a timely manner. Failure to file timely weekly claims may result in a delay or denial of payment. Be prepared to provide the following information on your weekly claims:

- Gross **HOLIDAY PAY** for holidays that occur during the calendar week (do not report holiday pay during the week paid; it must be reported in the week the holiday falls);
- Gross **EARNINGS** for any work performed during the calendar week (do not report earnings during the week you are paid; earnings must be reported during the calendar week in which your work is performed);
- **NOTE:** DO NOT report **Vacation Pay**, **Bonuses** or **Severance Pay** on your weekly claims. If applicable, you will be questioned about additional income on a Notice of Eligibility Issue. If you received vacation, bonus or severance pay and do not receive a questionnaire regarding the income, call your processing center for assistance.

**WORK SEARCH:** If your employer provided a recall date within 45 days of your last day worked, your work search may be waived. Otherwise, you must complete all work search and reemployment activity requirements.

*If you do not receive a confirmation number for either of the steps above, the action was not complete and could cause a delay or denial of benefits.*

**IDENTITY VERIFICATION:** All applicants for unemployment benefits must respond to a fact-finding questionnaire and provide the following to verify their identity:

- Photo Identification - Acceptable forms of photo ID include a copy of your passport, driver's license, state identification card, military identification, permanent resident card, or student identification card.
- Full Legal Name - Acceptable documents to prove your full legal name include a copy of your valid driver's license, military identification, birth certificate, certificate of naturalization, certificate of citizenship, U.S. passport, foreign passport with visa, or other official document.
- Date of Birth - Acceptable documents to prove your date of birth include a copy of your valid driver's license, military identification, birth certificate, certificate of naturalization, certificate of citizenship, U.S. passport, foreign passport with visa, or other official document.
- Legal Presence in the U.S. - Acceptable documents to prove your legal presence in the U.S. include your birth certificate, U.S. passport, certificate of naturalization, certificate of citizenship, or other official document.
- Social Security Number - Acceptable documents to prove your Social Security number include your Social Security card, W-2 (Wage and Tax Statement) from the current or last previous tax year, 1099 form, or pay stub.
- Street Address - Acceptable documents to prove your street address include a bank statement, W-2 (Wage and Tax Statement) from the current or previous tax year, 1099 form, or pay stub.
- Bank Account - Acceptable documents to prove that your bank account is legitimate include a bank statement issued within the last 12 months or a copy of voided check.
- If your full legal name is different from the one that appears on your documents, you must provide additional documents - for example, a marriage certificate, court order name change, or decree of divorce, disillusionment, or annulment.

You may submit this information one of three ways:

- Log into your online account and upload the documents into the system. This is the preferred/fastest way.
- Mail the documents to: Processing Center, P.O. Box 182212, Columbus, Ohio 43218-2212
- Email the documents to [UI\\_Respond@jfs.ohio.gov](mailto:UI_Respond@jfs.ohio.gov)

Failure to complete these steps could result in delayed or denied payment.

**Processing Center Contact Information:**

[http://jfs.ohio.gov/ouc/Processing\\_Offices\\_by\\_SSN.pdf](http://jfs.ohio.gov/ouc/Processing_Offices_by_SSN.pdf)