JFS-80010

**NEW HAMPSHIRE EMPLOYMENT SECURITY**

**NEW CLAIM INSTRUCTION SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| Claimant's Name | | Confirmation Number | |
| Claimant's Telephone Number | Select Method of Contact | Date Issued | Social Security Number  \*\*\*-\*\*- |
|  | | Local Office | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |

**IMPORTANT INFORMATION - READ CAREFULLY - KEEP FOR YOUR RECORDS**

## WELCOME Read and follow the directions contained in this document. Failure to follow these directions could result in your application and/or benefit payments being delayed or denied.

It is your responsibility to obtain and read the "Unemployment Compensation Quick Tips" booklet and/or refer to the on-line "Unemployment Compensation, Your Rights & Obligations". You may obtain a copy of Quick Tips at any New Hampshire WORKS Local Office, or obtain either booklet online at [http://www.nhes.nh.gov/forms/claimants.htm,](http://www.nhes.nh.gov/forms/claimants.htm) or call 1-800-266-2252 and request that a copy be mailed to you.

**ACCURACY** It is important to provide accurate information and to answer each question on your application and in all communications with this department truthfully. The law provides for penalties for false statements made to obtain or increase benefits.

**YOU MUST FILE WEEKLY CONTINUED CLAIMS TO REQUEST PAYMENT FOR EACH WEEK OF UNEMPLOYMENT.**

**IF YOU DO NOT FILE A TIMELY CONTINUED CLAIM FOR EACH WEEK YOU WISH TO BE PAID BENEFITS, YOU WILL NOT RECEIVE BENEFITS FOR THAT WEEK.**

**WHAT?** Filing for benefits is a 2-step process. You have completed the 1st step by filing an online application for unemployment benefits. **To complete the 2nd step, you must file a continued claim as soon as the calendar week in which you filed your application is over. Continue to file for each week you remain unemployed and wish to be paid.** Each week starts on Sunday and ends on Saturday.

**WHY?** Your application will NOT be reviewed or your eligibility determined unless you have filed a continued claim, which is the 2nd step of the 2-step process of filing for benefits. No payment can be made for any week unless a timely continued claim has been filed.

**HOW?** Log on to the same website on which you filed your claim and click on the "File for weekly benefits for week ending (date)" link on your Main Menu. Answer all questions and certify your answers. You must certify and receive a certification number for your claim to be submitted.

## You must report any and all work and earnings for any week you file for benefits. You must report details of your efforts to find work for any week you file for benefits. Penalties exist for providing false information.

**WHEN?**

You must file a weekly continued claim within seven (7) days of the end of the week in which you filed your application for benefits. For example, if you opened your claim during the week that ends on

Saturday the 20th, you must file a continued claim between Sunday the 21st and Saturday the 27th to be on time. Continue to file each week. Your claim will shut down if you do not file timely.

## LOOK FOR WORK

A primary eligibility condition for receiving benefits is that you be looking for and available for work. Unless you have been specifically told by this department that you do not have to look for work, you must actively look for work each week. You must document your efforts and provide this documentation on your weekly continued claim and when asked by this department.

**PAYMENT** You elected to receive any payments due to you by paper check. To receive payments more quickly, have your payment deposited directly into your bank account. For each payment made, regardless of method, a detailed check stub will be available online in your correspondence box.

Your eligibility for payment will be determined by a NH Employment Security Certifying Officer. The first week determined to be payable will be served as a "waiting week" per NH law. This waiting week will not reduce your total available benefits. The Maximum Benefit Amount (MBA) for a new claim is 26 times your established Weekly Benefit Amount (WBA).

**EMAIL** If you have provided an email address for correspondence, it is your responsibility to regularly check your email. Email notice(s) from this department will have the Subject Line - "Correspondence Notices". Please ensure that you enter [NHUnemployment@nhes.nh.gov](mailto:NHUnemployment@nhes.nh.gov) into your Address Book so our notices are not automatically sent to your TRASH or RECYCLE folder.

When you receive a notice from this department, it is to inform you that you have important correspondence regarding your claim that needs to be read. Access your correspondence box from the same place you filed your claim. Some items might require your immediate attention and have a deadline for response. All correspondence needs to be read. Failure to view and/or respond to correspondence from this department may result in delay or denial of benefits.

## LOGIN NAME PASSWORD

You established a Login Name and Password on-line when filing your application. Remember to keep this information **CONFIDENTIAL**. If you believe this information has been compromised, please change your PASSWORD and notify this department of the concern