

CLAIM CONFIRMATION AND INSTRUCTIONS

Date Mailed:

SSN:

Your application for unemployment insurance has been received. The Handbook for Claimants is online at <http://dwd.wisconsin.gov/uiben/handbook>. **You are responsible for knowing the information provided in the handbook. You are also responsible for any inaccurate or incomplete information that you provide.** The handbook contains information and instructions about your eligibility for benefits and how to protect your rights to those benefits.

Remember to file your weekly claim for benefits every week after the week is over while you are unemployed or working reduced hours. If you stop filing for any reason and want to re-open your claim, file online at <https://my.unemployment.wisconsin.gov> in the week you want your claim to start again. DO NOT wait until a week later. For help using online services or if you are truly unable to go online call 414-435-7069 during business hours.

Important Information about YOUR Claim