

CLAIM CONFIRMATION AND INSTRUCTIONS

Date Mailed:

SSN:

Your application for unemployment insurance has been received. The Handbook for Claimants is online at <https://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.

You are employed part-time and your work search is waived. However, because you are not employed full-time you are required to register for work in your state of residence.

NO UNEMPLOYMENT BENEFITS WILL BE PAID TO YOU UNTIL YOU REGISTER

By _____, you must register for work in your state of residence and fax proof of registration to 608-327-6471. Proof of registration includes a screenshot or paper copy of completed registration in your state. For information on how to register for work in your state, contact a public employment or unemployment office in your state. If you register after the date listed above, you will not be eligible for benefits for any week prior to the date you registered. If you have questions or feel you should be waived from the requirement, contact a claims specialist at 414-435-7069 during business hours.

File your weekly claims 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