

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.

You reported that you will be recalled to a former employer within 8 weeks. Your work search has been waived through the week ending _____.

Another 4 week waiver period may be applied if your employer verifies a later recall date with the department. If you believe you will be returning to work within 4 weeks after the date above, have your employer contact the department at 414-438-7705 to verify the return to work date.

If your employer does not verify a later recall date with the department and you have not yet returned to work by _____, you will be required to perform an active search for work and register for work with the Wisconsin Job Service. For work search information and instructions, refer to the HANDBOOK FOR CLAIMANTS online at <http://dwd.wisconsin.gov/uiben/handbook>. Your benefits will be denied if you fail to actively search for work.

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