



# WORKFORCE REDUCTION REFERENCE GUIDE

Last Update: January 29, 2025

It is never an easy decision to downsize your workforce. There can be a number of reasons that a layoff or reduction in force is needed and during this difficult time, you want to arm your staff and the impacted employees with as much helpful information as possible.

Arming your impacted employees with information on the availability of unemployment benefits and providing them with instructions may be a part of your overall strategy.

**If you have any specific questions about your current layoff situation, help costing out proposed layoffs, or talk about re-employment services, please reach out to Gary Casey at [gcasey@501c.com](mailto:gcasey@501c.com).**

- We have put together this guide to assist you in understanding the options and obligations you have related to unemployment if you are going to reduce your workforce. The information provided in this guide does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this guide are for general informational purposes only.





# REDUCTION IN FORCE/LAYOFF UNEMPLOYMENT REQUIREMENTS

# EMPLOYER REQUIREMENTS FOR LAYOFFS

We often are asked, “What do I need to do to help my employees get unemployment benefits when we are forced to layoff some or all of our employees?” As the experts in unemployment compensation, we have reviewed the requirements of the various State Workforce Agencies (SWAs) and identified what each state requires the employers to handle and what actions your employees are responsible for.

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## State Separation Notices

There are a growing number of states that require the employer to provide a separation notice to their employees when they are furloughed. These documents are required by the states to provide direct notice to your employees of the availability of unemployment compensation benefits. The list of states is changing often, so for the latest updates, please see the [Separation Notice](#) page on our web site.

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## Layoff Listings

To streamline the process, a layoff listing can be sent to Thomas & Company that identifies the individuals that have been impacted by the layoff or reduction in force. Providing information such as the first and last day worked and that this individual was impacted by the recent layoff allows our team to respond to potential claims quickly and efficiently with minimal impact to you and your teams.

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## WARN ACT Notifications

Depending on the size of the layoff and the percentage of impact, you may be required to file federal WARN Act notifications or individual state WARN Act notifications when a layoff occurs. In general, employers with 100 or more employees, who will be laying off a significant portion of their workforce in a location may be required to file WARN Act notifications. More information about the WARN Act and the notification requirements are included [here](#).

# STATE & TERRITORY LIST

Click the link for each state or territory name to learn about state-specific information for layoffs.

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<a href="#"><u>Alabama</u></a>	<a href="#"><u>Hawaii</u></a>	<a href="#"><u>Michigan</u></a>	<a href="#"><u>North Carolina</u></a>	<a href="#"><u>Texas</u></a>
<a href="#"><u>Alaska</u></a>	<a href="#"><u>Idaho</u></a>	<a href="#"><u>Minnesota</u></a>	<a href="#"><u>North Dakota</u></a>	<a href="#"><u>US Virgin Islands</u></a>
<a href="#"><u>Arizona</u></a>	<a href="#"><u>Illinois</u></a>	<a href="#"><u>Mississippi</u></a>	<a href="#"><u>Ohio</u></a>	<a href="#"><u>Utah</u></a>
<a href="#"><u>Arkansas</u></a>	<a href="#"><u>Indiana</u></a>	<a href="#"><u>Missouri</u></a>	<a href="#"><u>Oklahoma</u></a>	<a href="#"><u>Vermont</u></a>
<a href="#"><u>California</u></a>	<a href="#"><u>Iowa</u></a>	<a href="#"><u>Montana</u></a>	<a href="#"><u>Oregon</u></a>	<a href="#"><u>Virginia</u></a>
<a href="#"><u>Colorado</u></a>	<a href="#"><u>Kansas</u></a>	<a href="#"><u>Nebraska</u></a>	<a href="#"><u>Pennsylvania</u></a>	<a href="#"><u>Washington</u></a>
<a href="#"><u>Connecticut</u></a>	<a href="#"><u>Kentucky</u></a>	<a href="#"><u>Nevada</u></a>	<a href="#"><u>Puerto Rico</u></a>	<a href="#"><u>West Virginia</u></a>
<a href="#"><u>Delaware</u></a>	<a href="#"><u>Louisiana</u></a>	<a href="#"><u>New Hampshire</u></a>	<a href="#"><u>Rhode Island</u></a>	<a href="#"><u>Wisconsin</u></a>
<a href="#"><u>District of Columbia</u></a>	<a href="#"><u>Maine</u></a>	<a href="#"><u>New Jersey</u></a>	<a href="#"><u>South Carolina</u></a>	<a href="#"><u>Wyoming</u></a>
<a href="#"><u>Florida</u></a>	<a href="#"><u>Maryland</u></a>	<a href="#"><u>New Mexico</u></a>	<a href="#"><u>South Dakota</u></a>	
<a href="#"><u>Georgia</u></a>	<a href="#"><u>Massachusetts</u></a>	<a href="#"><u>New York</u></a>	<a href="#"><u>Tennessee</u></a>	

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$45 - \$275	14-26 weeks	\$2,084	\$3,850-\$7,150
State WARN Act Provisions		Severance Impact	
No		None*	
State Separation Notice	Required	<a href="https://labor.alabama.gov/docs/posters/NoticeOfAvailabilityOfUnemploymentCompensation.pdf">https://labor.alabama.gov/docs/posters/NoticeOfAvailabilityOfUnemploymentCompensation.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$45 - \$275	33.3% of weekly benefit amount	No

\* If the severance payments are made without regard to the employee's status after termination, the payment does not affect eligibility.

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://labor.alabama.gov/uc/unemployment-compensation.aspx>

### To File a New Claim by Phone

1-866-234-5382 (8:00 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

1-800-361-4524 (8:00 am – 4:30 pm, Mon. – Fri.)

### To File a Claim Online

<https://labor.alabama.gov/uc/ICCS/>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least five work search contacts per week



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$56 (\$128) - \$370 (\$442)	26 weeks	\$5,002	\$9,620 (\$11,492)
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Required	<a href="https://labor.alaska.gov/estax/forms/Separation_Notice.pdf">https://labor.alaska.gov/estax/forms/Separation_Notice.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$56 (\$128) - \$370 (\$442)	75% of wages over \$50	No

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://labor.alaska.gov/unemployment/faq>

## To File a New Claim by Phone

Anchorage 907-269-4700; Juneau 907-465-5552; Fairbanks 907-451-2871 (10:00 am – 3:00 pm, Mon. – Fri.)

## To Get Information about an Existing Claim

Anchorage 907-269-4700; Juneau 907-465-5552; Fairbanks 907-451-2871 (10:00 am – 3:00 pm, Mon. – Fri.)

## To File a Claim Online

<https://my.alaska.gov/>

## Processing Time

2-3 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

TWO (2) work search contacts must be reported per week when: the worker lives in Alaska and is within 55 road miles of a job center; or resides in another state, Canada, Puerto Rico or the Virgin Islands: otherwise, One (1)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$224 - \$320	24-26 weeks	\$3,227	\$7,680-\$8,320
State WARN Act Provisions		Severance Impact	
No		Yes – Allocated *	
State Separation Notice	Required	<a href="https://des.az.gov/services/employment/unemployment-employer/employer-requirements-record-keeping">https://des.az.gov/services/employment/unemployment-employer/employer-requirements-record-keeping</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$224 - \$320	\$160.50	Yes

\* Not eligible to receive benefits for any week in which allocated severance, vacation, holiday or sick pay exceeds weekly benefit amount. If the payments are less than the weekly benefit amount, they will be deducted as earnings.

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://des.az.gov/services/employment/unemployment-individual>

## To File a New Claim by Phone

Toll Free: 1 (877) 600-2722; Phoenix: (602) 364-2722; Tucson: (520) 791-2722  
(8:00 am – 5:00 pm, Mon. – Fri.)

## To Get Information about an Existing Claim

Toll Free: 1 (877) 766-8477; Phoenix: (602) 417-3800; Tucson: (520) 884-8477  
(8:00 am – 5:00 pm, Mon. – Fri.)

## To File a Claim Online

<https://des.az.gov/services/employment/unemployment-individual/apply-ui-benefits> (12:00 am  
Sunday - 6:00 pm Friday)

## Processing Time

2-3 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

On at least 4 different days each week, AND making at least 4 work search contacts each week



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$81 - \$451	12 weeks	\$2,620	\$5,412
State WARN Act Provisions		Severance Impact *	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Required	<a href="https://dws.arkansas.gov/wp-content/uploads/New-Rule-5-1.pdf">https://dws.arkansas.gov/wp-content/uploads/New-Rule-5-1.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$81 - \$451	40% of weekly benefit amount	Yes

\* Not eligible to receive benefits for any week in which allocated severance, vacation, holiday or sick pay exceeds weekly benefit amount. If the payments are less than the weekly benefit amount, they will be deducted as earnings.

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dws.arkansas.gov/workforce-services/unemployment/how-to-file-a-ui-claim/>

### To File a New Claim by Phone

844-908-2178 or 501-534-6304 (8:00 am – 3:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

855-225-4440 (8:00 am – 4:00 pm, Mon. – Fri.) or online at

<https://www.arknet.arkansas.gov/login>

### To File a Claim Online

<https://ezarc.adws.arkansas.gov/home>

(6:00 AM - 6:00 PM Mon.- Fri. or 7:00 am – 6:00 pm Sun.)

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

Number of required contacts set by the state after initial claim is filed

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$40 - \$450	26 weeks	\$6,446	\$11,700

### State WARN Act Provisions<sup>1,2</sup>

### Severance Impact

1 -Applicable to a “covered establishment” that employs or has employed in the preceding 12 months, 75 or more full and part-time employees.

2- Prohibits call center employers from relocating a call center unless notice of relocation is provided to the affected employees and EDD, local workforce investment board, and the chief elected official in each city/county government where the termination occurs

No - Severance pay is not wages for unemployment insurance purposes.

State Separation  
Notice

Required

[https://edd.ca.gov/siteassets/files/about\\_edd/pdf/noticetoemployeetochangeinrelationship.pdf](https://edd.ca.gov/siteassets/files/about_edd/pdf/noticetoemployeetochangeinrelationship.pdf)

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$40 - \$450	Greater of \$25 or 25% of wages	Yes

1 - [https://edd.ca.gov/en/Jobs\\_and\\_Training/Layoff\\_Services\\_WARN](https://edd.ca.gov/en/Jobs_and_Training/Layoff_Services_WARN)

2 - [https://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill\\_id=202120220AB1601](https://leginfo.legislature.ca.gov/faces/billVersionsCompareClient.xhtml?bill_id=202120220AB1601)

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://edd.ca.gov/Unemployment/>

### To File a New Claim by Phone

1-800-300-5616 (8:00 am – 5:00 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

1-800-300-5616 (8:00 am – 5:00 pm, Mon. – Fri.)

### To File a Claim Online

[https://edd.ca.gov/en/unemployment/ui\\_online/](https://edd.ca.gov/en/unemployment/ui_online/)

(5:00 am – 8:30 pm Sun., 4:00 am – 10:00 pm Mon., 2:00 am – 10:00 pm Tues.- Fri., 2:00 am – 8:00 pm Sat.)

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

Number of required contacts set by the state after initial claim is filed

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$28- \$809	26 weeks	\$5,506	\$21,034
State WARN Act Provisions		Severance Impact	
No		No - Severance pay is not wages for unemployment insurance purposes.	
State Separation Notice	Required	<a href="https://cdle.colorado.gov/sites/cdle/files/documents/Employer-Separation-Form-22-234-fillable.pdf">https://cdle.colorado.gov/sites/cdle/files/documents/Employer-Separation-Form-22-234-fillable.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$28 - \$809	Up to 50% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://cdle.colorado.gov/unemployment>

### To File a New Claim by Phone

303-318-9000 or toll-free at 1-800-388-5515

### To Get Information about an Existing Claim

303-318-9000 | Toll-Free: 1-800-388-5515

### To File a Claim Online

<https://cdle.colorado.gov/unemployment/file-a-claim>

### Processing Time

Up to 12 weeks

### Waiting Week?

Yes

### Work Search Requirements

At least 5 per week



GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$42*- \$721(\$796)	26 weeks	\$6,179	\$18,746 (\$20,696)

State WARN Act Provisions		Severance Impact
Yes		Yes – no benefits paid week of receipt
State Separation Notice	Required	<a href="https://www.ctdol.state.ct.us/HP/UC-61Fillable.pdf">https://www.ctdol.state.ct.us/HP/UC-61Fillable.pdf</a>

PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$42*- \$721 (\$796)	33.3% of wages	Yes

\*The minimum weekly benefit amount will revert to \$15 when the federal government provides a fully federally funded supplement to the individual's weekly benefit amount.  
\*\*The maximum WBA is capped from October 2024 through October 2028.

CLAIMANT UI GUIDANCE

Information about Filing a Claim
<a href="https://portal.ct.gov/dolui/benefits-booklet/benefits-booklet---a-guide-to-collecting-benefits-in-connecticut">https://portal.ct.gov/dolui/benefits-booklet/benefits-booklet---a-guide-to-collecting-benefits-in-connecticut</a>
To File a New Claim by Phone
(203) 941-6868 or (860) 967-0493 or (800) 956-3294 (7:30 am – 4:30 pm, Mon. – Fri.)
To Get Information about an Existing Claim
(203) 941-6868 or (860) 967-0493 or (800) 956-3294 (7:30 am – 4:30 pm, Mon. – Fri.)
To File a Claim Online
<a href="https://portal.ct.gov/dol/Unemployment-Benefits?language=en_US">https://portal.ct.gov/dol/Unemployment-Benefits?language=en_US</a>
Processing Time
2-3 weeks following the week the claim was filed
Waiting Week?
Yes
Work Search Requirements
At least 3 work search activities per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$20 - \$450	26 weeks	\$4,543	\$11,700
<b>State WARN Act Provisions</b>		<b>Severance Impact</b>	
Yes		Weekly benefit amount is reduced by weekly prorated amount of the payment	
<b>State Separation Notice</b>	Poster Required	<a href="https://laborfiles.delaware.gov/main/dui/forms/UC-6.pdf">https://laborfiles.delaware.gov/main/dui/forms/UC-6.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$20 - \$450	50% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://labor.delaware.gov/divisions/unemployment-insurance/claimant-faqs/#:~:text=The%20amount%20is%20known%20as,Law%20is%20%2420%20to%20%24400.>

### To File a New Claim by Phone

(302) 761-8446

### To Get Information about an Existing Claim

302-761-6576 or via email [uiclaims@delaware.gov](mailto:uiclaims@delaware.gov)

### To File a Claim Online

[https://uics.delawareworks.com/Forms/Form\\_WL1](https://uics.delawareworks.com/Forms/Form_WL1)

### Processing Time

4-6 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 1 new work search per week

# DISTRICT OF COLUMBIA

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$50 - \$444	26 weeks	\$6,669	\$11,544
<u>State WARN Act Provisions</u>		<u>Severance Impact</u>	
Yes		Yes*	
State Separation Notice	Not Required		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$50 - \$444	33.3% of wages	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://does.dc.gov/service/unemployment-compensation-process>

### To File a New Claim by Phone

DOES no longer accepts unemployment insurance (UI) claims by phone through the Contact Center

### To Get Information about an Existing Claim

(202) 724-7000 (8:30 am – 5:00 pm. Mon. – Fri.) or via email at [does@dc.gov](mailto:does@dc.gov)

### To File a Claim Online

<https://does.dcnetworks.org/>

### Processing Time

Generally, 21 days following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 2 new work search per week

<sup>14</sup> \* If severance pay is made in installments, you will be ineligible for the period for which such payments are made. If severance pay is made in a lump sum but attributable to a specific period, you will be ineligible for that specific period. If severance pay is made in a lump sum and not attributable to any specific period, you will be ineligible for the week in which the lump sum payment is made.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$32 - \$275	12-19 weeks	\$2,701	\$3,300-\$5,225
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Not Required		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$32 - \$275	Eight times federal hourly minimum wage	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://floridajobs.org/Reemployment-Assistance-Service-Center/reemployment-assistance/claimants>

### To File a New Claim by Phone

1-800-204-2418

### To Get Information about an Existing Claim

1-800-204-2418

### To File a Claim Online

[https://mobile.connect.myflorida.com/prweb/PRAuth/app/DEOR Kemp\\_g1eNZfpW-iXvYsT47L1K1toiqe6SG1Pt\\*!STANDARD](https://mobile.connect.myflorida.com/prweb/PRAuth/app/DEOR Kemp_g1eNZfpW-iXvYsT47L1K1toiqe6SG1Pt*!STANDARD)

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 5 work search contacts per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$55 - \$365	14-26 weeks	\$4,368	\$5,110-\$9,490

### State WARN Act Provisions

### Severance Impact

Yes\*

Disqualification is only imposed if the weekly amount exceeds the claimant's weekly benefit amount

State Separation Notice Required

<https://dol.georgia.gov/document/separation-notice/separation-notice-individual-interactive-dol-800/download#:~:text=In%20accordance%20with%20the%20Employment,the%20reason%20for%20the%20separation.>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$55 - \$365	\$50	No

\* A mass separation is 25 or more workers separated on the same day, for the same reason, and the separation is permanent, for an indefinite period or for an expected period of at least seven days. When this occurs, the employer is required to provide the Department with forms DOL-402, Mass Separation Notice, and DOL-1 402A, Mass Separation Notice(Continuation Sheet), per Georgia Department of Labor (GDOL) Rule 300-2-4-.10 (1).

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dol.georgia.gov/get-unemployment-assistance>

### To File a New Claim by Phone

404-232-3180

### To Get Information about an Existing Claim

Check online at <https://www.dol.state.ga.us/public/uiben/customer/login> or call 1-866-598-4164

### To File a Claim Online

<https://dol.state.ga.us/static/uiben/ui-ruhere.htm>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 new reportable job contacts per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$5 - \$835	26 weeks	\$8,917	\$21,710
<u>State WARN Act Provisions</u>		Severance Impact	
Yes - applies to employers with 50 or more employees		No	
State Separation Notice	Not Required		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$5 - \$796	\$150	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://labor.hawaii.gov/ui/>

### To File a New Claim by Phone

Telephone assistance is not available for Unemployment Claims

### To Get Information about an Existing Claim

(833) 901-2272 or (808) 762-5751 and (833) 901-2275 or (808) 762-5752

### To File a Claim Online

<https://huiclaims.hawaii.gov/#/> (6:30 am – 11:00 pm, Mon. – Fri. or 9:00 am – 11:00 pm, weekends & holidays)

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 new contacts per week



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$72 - \$532	20-26 weeks	\$3,811	\$10,640-\$13,832
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Voluntary	<a href="https://www.labor.idaho.gov/wp-content/uploads/publications/worker_protections_related_to_COVID_19.pdf">https://www.labor.idaho.gov/wp-content/uploads/publications/worker_protections_related_to_COVID_19.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$72 - \$532	50% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://labor.idaho.gov/dnn/Unemployment-Benefits>

## To File a New Claim by Phone

(208) 332-8942 (8:00 am – 5:00 pm, Mon. – Fri.)

## To Get Information about an Existing Claim

(208) 332-8942 (8:00 am – 5:00 pm, Mon. – Fri.)

## To File a Claim Online

<https://labor.idaho.gov/ClaimantPortal/Login>

## Processing Time

2 1/2 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

At least 2 new contacts per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$51 (\$77) - \$593 (\$808)	26 weeks	\$6,783	\$15,418 (\$21,008)

State WARN Act ProvisionsSeverance Impact

Yes - similar to the WARN Act, but covers employers with 75 employees, and applies to mass layoffs of 25 or more employees constituting 75% of the workforce

No

## State

## Separation Notice

Required

[https://ides.illinois.gov/content/dam/soi/en/web/ides/ides\\_forms\\_and\\_publications/CLI111L.pdf](https://ides.illinois.gov/content/dam/soi/en/web/ides/ides_forms_and_publications/CLI111L.pdf)

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$51 (\$77) - \$593 (\$808)	50% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://ides.illinois.gov/unemployment/insurance.html>

## To File a New Claim by Phone

(800) 244-5631 (8:30 am – 5:00 pm, Mon. – Fri.)

## To Get Information about an Existing Claim

(800) 244-5631 (8:30 am – 5:00 pm, Mon. – Fri.)

## To File a Claim Online

<https://ides.illinois.gov/unemployment/file-a-claim.html>

## Processing Time

2 - 3 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

At least 2 new contacts per week on at least 2 different days

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$37 - \$390	26 weeks	\$3,953	\$10,140
State WARN Act Provisions		Severance Impact	
No		Yes – No benefits paid the week of receipt	
State Separation Notice	Poster Required	<a href="https://www.in.gov/dwd/files/Employer-Poster.pdf">https://www.in.gov/dwd/files/Employer-Poster.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$50 - \$390	\$100	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://in.gov/dwd/indiana-unemployment/>

### To File a New Claim by Phone

All UI claims must be filed online, using a computer or smart phone.

### To Get Information about an Existing Claim

1-800-891-6499 (8:00 am – 4:30 pm, Mon. – Fri.) or via email at [AskUIContactCenter@dwd.IN.gov](mailto:AskUIContactCenter@dwd.IN.gov)

### To File a Claim Online

<https://in.gov/dwd/indiana-unemployment/file/>

### Processing Time

Within 21 days after the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 new contacts per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$90 (\$108) - \$602 (\$739)	16 weeks*	\$5,350	\$9,632 (\$11,824)

<u>State WARN Act Provisions</u>	Severance Impact
Yes	Weekly benefit amount is reduced by weekly prorated amount of the payment

State Separation Notice	Voluntary
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## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$90 (\$108) – \$602 (\$739)	25% of weekly benefit amount	Yes

\*If unemployment is the result of an employer closing, benefits may last up to 26 weeks.

## CLAIMANT UI GUIDANCE

**Information about Filing a Claim**  
<https://iowaworkforcedevelopment.gov/file-claim-unemployment-insurance-benefits>

**To File a New Claim by Phone**  
 All UI claims must be filed online or in-person

**To Get Information about an Existing Claim**  
<https://www.iowaworkforcedevelopment.gov/contact>

**To File a Claim Online**  
<https://uiclaims.iwd.iowa.gov/UIInitialClaim/>

**Processing Time**  
 2-4 weeks following the week the claim was filed

**Waiting Week?**  
 Yes

**Work Search Requirements**  
 At least 4 re-employment activities, 3 of which must be job applications each week



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$153 - \$612	16-26 weeks	\$3,239	\$9,792-\$15,912

### State WARN Act Provisions

### Severance Impact

Yes - certain employers must apply to the state secretary of labor for permission to limit or cease operations

Yes – Severance pay is reportable as earnings

<b>State Separation Notice</b>	Poster Required	<a href="https://www.dol.ks.gov/home/showpublisheddocument/100/638363383565870000">https://www.dol.ks.gov/home/showpublisheddocument/100/638363383565870000</a>
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## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$153 - \$612	25% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://getkansasbenefits.gov/Home.aspx>

### To File a New Claim by Phone

(800) 292-6333

### To Get Information about an Existing Claim

Weekly Claims can be filed via phone at:

Kansas City Area ..... 913-287-6913

Topeka Area ..... 785-296-4337

Wichita Area ..... 316-269-0633

Toll-free number, outside the local calling area: 800-292-6333.

### To File a Claim Online

<https://getkansasbenefits.gov/BenefitsStartMenu.aspx>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 work search activities each week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$39 - \$694	16-24 Weeks	\$6,433	\$11,104-\$16,656
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Poster Required	<a href="https://kcc.ky.gov/Documents/Forms%20and%20Posters/ui_ben5_1_0108.pdf">https://kcc.ky.gov/Documents/Forms%20and%20Posters/ui_ben5_1_0108.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$39 - \$694	20% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://kcc.ky.gov/career/If-you-are-Unemployed/Pages/default.aspx>

### To File a New Claim by Phone

502-875-0442 (7:30 am – 5:30 pm. Mon. – Fri.)

### To Get Information about an Existing Claim

Request your bi-weekly benefits by calling the voice response unit at 877-369-5984. Only claimants who are exempt from the work search may choose to request benefits by phone.

### To File a Claim Online

<https://uiclaimsportal.ky.gov/sl/> (7:00 am – 7:00 pm Mon. – Fri., 7:30 am – 5:30 pm Sun.)

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 5 work search activities each week. Three of these activities shall consist of formally submitting an application for employment or interviewing for employment.

GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$35 - \$275	12-20 weeks*	\$3,485	\$3,300 (\$5,500)

State WARN Act Provisions

Severance Impact

Yes	Weekly benefit amount is reduced by weekly prorated amount of the payment
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State Separation Notice	Required	<a href="https://www.louisianaworks.net/hire/vosnet/Default.aspx">https://www.louisianaworks.net/hire/vosnet/Default.aspx</a>
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PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$35 - \$275	Lesser of 50% of weekly benefit amount or \$50	No

\*When the average unemployment rate is 5% or less, the maximum duration of benefits will be limited to 12 weeks. Benefit weeks will increase incrementally based on any increase in the unemployment rate. At 8.5% or greater, claimants will be eligible for 20 weeks, the maximum number of benefit weeks.

CLAIMANT UI GUIDANCE

Information about Filing a Claim

<https://louisianaworks.net/hire/vosnet/Default.aspx>

To File a New Claim by Phone

1-866-783-5567

To Get Information about an Existing Claim

1-866-783-5567 (8:00 am – 5:00 pm, Mon. – Fri.) or via email at [HiRE@lwc.la.gov](mailto:HiRE@lwc.la.gov)

To File a Claim Online

<https://louisianaworks.net/hire/vosnet/registration/ind/uicclaim.aspx>

Processing Time

2-3 weeks following the week the claim was filed

Waiting Week?

Yes

Work Search Requirements

At least 3 work search activities each week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$104 (\$182) - \$595 (\$1041)	26 weeks	\$5,601	\$15,470 (\$27,066)

### State WARN Act Provisions

### Severance Impact

Yes - applies to all employers, with only WARN-like exception to notice requirement being physical calamity (but does include other exceptions: a labor contract providing for severance exists, employee accepts a job offer at new facility, or the employee is employed for less than three years).

No

**State Separation Notice** Not Required

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$104 (\$182) - \$595 (\$1041)	WBA + \$114	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://maine.gov/portal/employment/unemployment.html>

### To File a New Claim by Phone

1-800-593-7660 (8:00 am – 12:15 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

1-800-593-7660

### To File a Claim Online

<https://reemploy.me.maine.gov/accessme/faces/login/login.xhtml>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 work search activities each week

\* Any employer who closes or engages in a mass layoff at a covered establishment is liable to eligible employees of the covered establishment for severance pay at the rate of one week's pay for each year, and partial pay for any partial year, from the last full month of employment by the employee in that establishment.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$50 - \$430	26 weeks	\$6,070	\$11,180

### State WARN Act Provisions

### Severance Impact

Yes	Yes - Severance Pay that is paid in a lump sum or in increments is allocated to a number of weeks following the date of the claimant's separation from work.
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### State Separation Notice

Poster Required

<https://www.dllr.state.md.us/forms/uiavailnotice.pdf>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$50 - \$430	\$50	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<http://dllr.state.md.us/employment/unemployment.shtml>

### To File a New Claim by Phone

667-207-6520 (8:00 am – 4:00 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

667-207-6520 (8:00 am – 4:00 pm, Mon. – Fri.) or via IVR at 410-949-0022

### To File a Claim Online

<https://beacon.labor.md.gov/>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three valid reemployment activities, which must include at least one job contact per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$103- \$1033 (\$1522)	26-30 weeks	\$10,758	\$26,858 (\$39,572) - \$30,990 (\$45,660)

### State WARN Act Provisions

### Severance Impact

Yes - employers with 50 or more employees at a facility must provide notice; the state bills employers for reemployment assistance it provides up to a 13-week maximum, which amount is reduced for every week of advance notice provided by the employer.	Yes –No benefits are paid the week of receipt except when lump sum payments are made in connection with a plant closing or where the claimant is required to sign release of claim
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State Separation Notice	Required	<a href="https://www.mass.gov/info-details/employer-responsibilities-during-the-unemployment-claims-process#:~:text=table%20of%20contents+,permanently%20and%20temporarily%20separated%20employees.">https://www.mass.gov/info-details/employer-responsibilities-during-the-unemployment-claims-process#:~:text=table%20of%20contents+,permanently%20and%20temporarily%20separated%20employees.</a>
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## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$103 - \$1033 (\$1522)	1/3 of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://mass.gov/orgs/departments/unemployment-assistance>

### To File a New Claim by Phone

(877) 626-6800 (8:30 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

(617) 626-6338 (To request weekly benefits 6:00 am – 10:00 pm daily)  
Payment Status Line [\(617\) 626-6563](tel:6176266563)

### To File a Claim Online

<https://uionline.detma.org/Claimant/Core/Login.ASPX>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three valid reemployment activities per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$81 - \$446 (\$509.30)	26 weeks	\$4,874	\$11,596 (\$13,241.80)

### State WARN Act Provisions

### Severance Impact

Yes	Weekly benefit amount is reduced by weekly prorated amount of the payment
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### State Separation Notice

Required

<https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/UIA/Employer-Forms/UIA-1711.pdf?rev=60a8445f438f4a9f9462d15f10790f7f&hash=F6729EE000549C97B0403F198AE635D8>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$81 - \$446 (\$509.30)	40% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://michigan.gov/leo/bureaus-agencies/uia>

### To File a New Claim by Phone

1-866-500-0017 (8:00 am – 5:00 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

To report weekly call 1-866-638-3993 (8:00 am – 4:30 pm, Mon. – Fri.)  
For questions, 1-866-500-0017 (8:00 am – 5:00 pm, Mon. – Fri.)

### To File a Claim Online

<https://michigan.gov/leo/bureaus-agencies/uia/tools/publications/steps-to-apply>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three activities per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$33 - \$890	26 weeks	\$8,534	\$23,140
<b><u>State WARN Act Provisions</u></b>		<b>Severance Impact</b>	
Yes		Yes – no benefits paid week of receipt	
<b>State Separation Notice</b>	Poster Required	<a href="https://www.uimn.org/assets/109_tcm1068-192562.pdf">https://www.uimn.org/assets/109_tcm1068-192562.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<b><u>Work Share Plan Available?</u></b>
\$33 - \$890	50% of earnings	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://uimn.org/applicants/index.jsp>

### To File a New Claim by Phone

Twin Cities 651-296-3644 (8:00 am – 4:30 pm, Mon. – Fri.)  
Greater Minnesota 1-877-898-9090 (8:00 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

Twin Cities 651-296-3644 (8:00 am – 4:30 pm, Mon. – Fri.)  
Greater Minnesota 1-877-898-9090 (8:00 am – 4:30 pm, Mon. – Fri.)

### To File a Claim Online

[https://www1.uimn.org/ui\\_applicant/applicant/login.do](https://www1.uimn.org/ui_applicant/applicant/login.do) ( 6:00 am – 8:00 pm Sun. – Fri.)

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

Look for work and be willing to accept the hours, wage, commuting distance, and other conditions of employment that are normal for someone in your occupation with your skills and experience



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$30 - \$235	26 weeks	\$2,873	\$6,110
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Poster Required	<a href="https://mdes.ms.gov/media/190875/ui_insuranceforemp_loyerltrsizeign033120update_rev4.pdf">https://mdes.ms.gov/media/190875/ui_insuranceforemp_loyerltrsizeign033120update_rev4.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$30 - \$235	\$40	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://mdes.ms.gov/unemployment-claims/claims-information/>

### To File a New Claim by Phone

601-493-9427

### To Get Information about an Existing Claim

Online at <https://www.mdes.ms.gov/information-center/about-mdes/online-services/>

### To File a Claim Online

<https://mdes.ms.gov/information-center/about-mdes/online-services/>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 per week and an actual application must be completed with at least one of the three employer contacts

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$48 - \$320	20 weeks	\$3,712	\$6,400
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Poster Required	<a href="https://labor.mo.gov/sites/labor/files/pubs_forms/M-INF-288-5-AI.pdf">https://labor.mo.gov/sites/labor/files/pubs_forms/M-INF-288-5-AI.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$48 - \$320	Greater of \$20 or 20% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://labor.mo.gov/unemployed-workers>

### To File a New Claim by Phone

800-320-2519

### To Get Information about an Existing Claim

800-320-2519 or online at <https://laboranswers.mo.gov/hc/en-us/requests/new>

### To File a Claim Online

<https://uinteract.labor.mo.gov/benefits/home.do>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least 3 per week

GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$207 - \$698	24 weeks	\$5,366	\$16,752
State WARN Act Provisions		Severance Impact	
No		Yes – severance pay is reportable as earnings in the week in which the separation occurred	
State Separation Notice	Required	<a href="https://uid.dli.mt.gov/docs/contributions-bureau/notice-to-employees.pdf">https://uid.dli.mt.gov/docs/contributions-bureau/notice-to-employees.pdf</a>	

PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$207 - \$698	25% of weekly benefit amount and 50% of wages of the 25% of weekly benefit amount	No

CLAIMANT UI GUIDANCE

Information about Filing a Claim
<a href="https://uid.dli.mt.gov/">https://uid.dli.mt.gov/</a>
To File a New Claim by Phone
406-444-2545
To Get Information about an Existing Claim
406-444-2840
To File a Claim Online
<a href="https://montanaworks.gov/">https://montanaworks.gov/</a>
Processing Time
2-3 weeks following the week the claim was filed
Waiting Week?
Yes
Work Search Requirements
At least 1 per week. The same employer may not be used for two (2) consecutive weeks, unless requested by the employer. Seeking self-employment does not meet your work search requirements.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$70 - \$546	26 weeks	\$4,994	\$14,196
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Poster Required	<a href="https://dol.nebraska.gov/webdocs/Resources/Items/UI%20Basics%20Brochure%2010-28-2022.pdf">https://dol.nebraska.gov/webdocs/Resources/Items/UI%20Basics%20Brochure%2010-28-2022.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$70 - \$546	25% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://dol.nebraska.gov/UIBenefits>

## To File a New Claim by Phone

To view contact information by location, visit

<https://newworks.nebraska.gov/vosnet/ContactUs.aspx?tab=4>

## To Get Information about an Existing Claim

To view contact information by location, visit

<https://newworks.nebraska.gov/vosnet/ContactUs.aspx?tab=4>

## To File a Claim Online

<https://newworks.nebraska.gov/vosnet/unemployment.aspx>

## Processing Time

2-3 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

At least 5 per week.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$16 - \$604	26 weeks	\$5,789	\$15,704
State WARN Act Provisions		Severance Impact	
No		No benefit is paid the week of receipt	
State Separation Notice	Required	<a href="https://cms.detr.nv.gov/Content/Media/Employer_notification_of_UI_to_employees_4-24-20.pdf">https://cms.detr.nv.gov/Content/Media/Employer_notification_of_UI_to_employees_4-24-20.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$16 - \$604	25% of wages	No

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://ui.nv.gov/css.html>

## To File a New Claim by Phone

Northern Nevada (775) 684-0350 Southern Nevada: (702) 486-0350  
Rural Areas and Out of State Callers: (888) 890-8211 Toll Free (8:00 am – 5:00 pm, Mon. – Fri.)

## To Get Information about an Existing Claim

Northern Nevada (775) 684-0350 Southern Nevada: (702) 486-0350  
Rural Areas and Out of State Callers: (888) 890-8211 Toll Free (8:00 am – 5:00 pm, Mon. – Fri.)

## To File a Claim Online

<https://apps.detr.nv.gov/CSSReg/CSSLogon.htm>

## Processing Time

2-3 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

You MUST make a good faith effort to seek work the majority of each week you file for Unemployment Insurance Benefits, and you must keep a detailed written record of the work search activities you perform each week.

# NEW HAMPSHIRE

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$32 - \$427	26 weeks	\$4,451	\$11,102

### State WARN Act Provisions

### Severance Impact

Yes	Weekly benefit amount is reduced by weekly prorated amount of the payment
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### State Separation Notice

Poster Required

<https://www.nhes.nh.gov/forms/documents/unemployment-notice.pdf>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$32 - \$427	30% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://nhes.nh.gov/services/claimants/index.htm>

### To File a New Claim by Phone

1-800-266-2252 (8:00 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

1-800-266-2252 (8:00 am – 4:30 pm, Mon. – Fri.)

### To File a Claim Online

<https://nhes.nh.gov/services/claimants/file.htm>

### Processing Time

Within 30 days of the date the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

You must contact multiple employers and use a variety of methods to find work each week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$156 - \$875	26 weeks	\$9,176	\$22,750

### State WARN Act Provisions

### Severance Impact

Yes	Payments that do not extend employment include severance payments based on years of service with an employer. However, salary continuation through termination and payments in Lieu of Notice do extend employment.
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State Separation Notice	Required	<a href="https://www.nj.gov/labor/forms_pdfs/ui/BC10.pdf">https://www.nj.gov/labor/forms_pdfs/ui/BC10.pdf</a>
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## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$156 - \$875	20% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://nj.gov/labor/myunemployment/labor/myunemployment/before/about/>

### To File a New Claim by Phone

North New Jersey: 201-601-4100  
 Central New Jersey: 732-761-2020  
 South New Jersey: 856-507-2340  
 Out-of-state claims: 888-795-6672 (8:00 am – 3:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

For more information visit <https://nj.gov/labor/myunemployment/help/contact-us/>

### To File a Claim Online

<https://nj.gov/labor/myunemployment/before/about/howtoapply/applyonline.shtml>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two activities per week

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$107 - \$598	26 weeks	\$7,043	\$15,548
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Poster Required	<a href="https://www.dws.state.nm.us/en-us/Correspondence/Correspondence-Detail/registered-employer-poster">https://www.dws.state.nm.us/en-us/Correspondence/Correspondence-Detail/registered-employer-poster</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$107 - \$598	1/5 of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://www.dws.state.nm.us/Unemployment>

### To File a New Claim by Phone

1-877-664-6984 (7:00 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

1-877-664-6984 (7:00 am – 4:30 pm, Mon. – Fri.) or visit the website at [www.dws.state.nm.us](http://www.dws.state.nm.us)

### To File a Claim Online

<https://jobs.state.nm.us>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$132 - \$504	26 weeks	\$5,882	\$13,104
<b>State WARN Act Provisions</b>		<b>Severance Impact</b>	
Yes		No	
<b>State Separation Notice</b>	Required	<a href="https://dol.ny.gov/system/files/documents/2023/11/ia12.3_0.pdf">https://dol.ny.gov/system/files/documents/2023/11/ia12.3_0.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<b>Work Share Plan Available?</b>
\$132 - \$504	Less than 5 hours worked: No reduction in Weekly Benefit Rate 5-10 hours worked: 75% of Weekly Benefit Rate 11-20 hours worked: 50% of Weekly Benefit Rate 21-30 hours worked: 25% of Weekly Benefit Rate 31+ hours worked: 0% of Weekly Benefit Rate	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dol.ny.gov/unemployment/unemployment-insurance-assistance>

### To File a New Claim by Phone

1-888-209-8124 (8:00 am – 5:00 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

To certify weekly 1-888-581-5812  
 1-888-209-8124 (8:00 am – 5:00 pm, Mon. – Fri.)

### To File a Claim Online

<https://unemployment.labor.ny.gov/en-US/login>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three different work search contacts per week, although you are encouraged to do more.

# NORTH CAROLINA

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$46 - \$350	12-20 weeks	\$2,944	\$4,200 - \$7,000
State WARN Act Provisions		Severance Impact	
No		No benefits are paid the week of receipt	
State Separation Notice	Poster Required		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$46 - \$350	20% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://des.nc.gov/apply-unemployment>

### To File a New Claim by Phone

888-737-0259

### To Get Information about an Existing Claim

888-737-0259

### To File a Claim Online

<https://des.nc.gov/individuals/apply-unemployment/filing-your-unemployment-application>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three different work search contacts per week.

GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$43 - \$786	26 weeks	\$6,640	\$20,436

State WARN Act Provisions		Severance Impact
Yes		Severance payments are not deducted if based on prior services

State Separation Notice	Poster Required	<a href="https://www.jobsnd.com/sites/www/files/documents/jsnd-documents/uiunemploymentcompensationbenefitsjsnd4032.pdf">https://www.jobsnd.com/sites/www/files/documents/jsnd-documents/uiunemploymentcompensationbenefitsjsnd4032.pdf</a>
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PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$43 - \$7486	60% of weekly benefit amount	No

CLAIMANT UI GUIDANCE

Information about Filing a Claim

<https://jobsnd.com/unemployment-individuals>

To File a New Claim by Phone

701-328-4995

To Get Information about an Existing Claim

701-328-4995

To File a Claim Online

<https://apps.nd.gov/jsnd/uiiaclaims/login.htm>

Processing Time

2-3 weeks following the week the claim was filed

Waiting Week?

Yes

Work Search Requirements

At least four different work search contacts per week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$157 - \$583 (\$787)	26 weeks	\$5,516	\$15,158 (\$20,462)

State WARN Act ProvisionsSeverance Impact

Yes

Weekly benefit amount is reduced by weekly prorated amount of the payment

## State Separation Notice

Poster Required

<https://www.odjfs.state.oh.us/forms/num/JFS02745/pdf/>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$157 - \$583 (\$787)	20% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://unemployment.ohio.gov/PublicSelfServiceChoice.html>

## To File a New Claim by Phone

877-644-6562

## To Get Information about an Existing Claim

877-644-6562 or visit <https://unemploymentccs.ohio.gov>

## To File a Claim Online

<https://unemploymenthelp.ohio.gov/employee/>

## Processing Time

21-30 days following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

At least two different work search contacts per week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$16 - \$519	16-26 weeks*	\$8,114	\$8,304 (\$13,494)
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Poster Required	<a href="https://www.odjfs.state.ok.us/forms/num/JFS02745/pdf/">https://www.odjfs.state.ok.us/forms/num/JFS02745/pdf/</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$16 - \$519	\$100	No

\*The maximum duration of benefits ranges from 16 to 26 weeks, indexed based on the state unemployment rate.

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://oklahoma.gov/oesc.html>

### To File a New Claim by Phone

All initial and reopened claims must be filed online

### To Get Information about an Existing Claim

405-525-1500 (8:00 am – 4:15 pm, Mon. – Fri.)

### To File a Claim Online

<https://unemployment.state.ok.us/>

### Processing Time

21 days following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$196 - \$836	26 weeks	\$5,698	\$21,736
<b>State WARN Act Provisions</b>		<b>Severance Impact</b>	
Yes		No	
<b>State Separation Notice</b>	Poster Required	<a href="https://www.oregon.gov/boli/employers/Pages/required-worksite-postings.aspx">https://www.oregon.gov/boli/employers/Pages/required-worksite-postings.aspx</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<b>Work Share Plan Available?</b>
\$196 - \$836	Greater of \$300 or 33.3% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://oregon.gov/EMPLOY/Unemployment/Pages/default.aspx#>

### To File a New Claim by Phone

Portland Area: (503) 292-2057  
Salem Area: (503) 947-1500  
Eastern/Central Oregon/Bend: (541) 388-6207  
TOLL FREE: (877) 345-3484

### To Get Information about an Existing Claim

<https://unemployment.oregon.gov/contact-us#submit-a-message-through-our-contact-us-form>

### To File a Claim Online

<https://secure.emp.state.or.us/ocs4/index.cfm?u=F20221118A085313B34616105.6029&lang=E>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least five different work seeking contacts per week. At least two of the five work seeking activities you complete each week must be direct contact with employers.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$68 - \$605 (\$613)	26 weeks	\$6,797	\$15,730 (\$15,938)
<b>State WARN Act Provisions</b>		<b>Severance Impact</b>	
Yes		Forty percent of the commonwealth's 3-year average annual wage is considered disqualifying	
<b>State Separation Notice</b>	Required	<a href="https://www.pa.gov/en/search.html?q=uc-1609-benefits-employer-form.pdf">https://www.pa.gov/en/search.html?q=uc-1609-benefits-employer-form.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<b><u>Work Share Plan Available?</u></b>
\$68 - \$605 (\$613)	30% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://uc.pa.gov/unemployment-benefits/Pages/default.aspx>

### To File a New Claim by Phone

1-888-313-7284

### To Get Information about an Existing Claim

<https://benefits.uc.pa.gov/vosnet/Default.aspx>

### To File a Claim Online

<https://uc.pa.gov/unemployment-benefits/file/Pages/File%20an%20Initial%20Claim.aspx>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

Work search requires you to apply for two jobs and complete one work-search activity every week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$60 - \$240	26 weeks	\$4,360	\$6,240
<b>State WARN Act Provisions</b>		<b>Severance Impact</b>	
Yes		No	
<b>State Separation Notice</b>	Voluntary		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$60 - \$240	Weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

[https://trabajo.pr.gov/seguro\\_por\\_desempleo.asp](https://trabajo.pr.gov/seguro_por_desempleo.asp)

### To File a New Claim by Phone

787-945-7900

### To Get Information about an Existing Claim

<https://desempleo.trabajo.pr.gov/ReclamacionSubsiguiente/>

### To File a Claim Online

<https://desempleo.trabajo.pr.gov/ReclamacionSubsiguiente/login?ReturnUrl=%2freclamacionsubsiguiente%2f>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

Not specified

# RHODE ISLAND

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$77 - \$723 (\$903)	26 weeks	\$2,983	\$18,798 (\$23,478)
State WARN Act Provisions		Severance Impact	
No		Can collect partial UI benefit if the dismissal pay is less than the WBA. Maximum denial is 26 weeks.	
State Separation Notice	Required	<a href="https://dlt.ri.gov/sites/g/files/xkgbur571/files/emergencyui/Employer-Notice-Requirement-Memo.pdf">https://dlt.ri.gov/sites/g/files/xkgbur571/files/emergencyui/Employer-Notice-Requirement-Memo.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<a href="#">Work Share Plan Available?</a>
\$77 - \$723 (\$903)	1/5 of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dlt.ri.gov/individuals/unemployment-insurance>

### To File a New Claim by Phone

(401) 415-6772

### To Get Information about an Existing Claim

(401) 415-6772

### To File a Claim Online

<https://dlt.ri.gov/individuals/unemployment-insurance/apply-unemployment-benefits>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three different work search contacts per week.

# SOUTH CAROLINA

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$42 - \$326	20 weeks	\$3,603	\$6,520
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Required	<a href="https://www.dew.sc.gov/sites/dew/files/Documents/families-first-required-notice_uie646d9b195084b58bcfaf2b06f0ca5ff%20(1).pdf">https://www.dew.sc.gov/sites/dew/files/Documents/families-first-required-notice_uie646d9b195084b58bcfaf2b06f0ca5ff%20(1).pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$42 - \$326	25% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dew.sc.gov/individuals>

### To File a New Claim by Phone

1-866-831-1724

### To Get Information about an Existing Claim

1-866-831-1724

### To File a Claim Online

<https://dew.sc.gov/applying-benefits>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.



# SOUTH DAKOTA

[Go to State & Territory List](#)

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$28 - \$532	26 weeks	\$4,895	\$13,832
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Required	<a href="https://dlr.sd.gov/employment_laws/posting_requirements.aspx">https://dlr.sd.gov/employment_laws/posting_requirements.aspx</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$28 - \$532	\$25 + 25% up to weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dlr.sd.gov/ra/individuals/default.aspx>

### To File a New Claim by Phone

605-626-3179 (8:00 am – 4:20 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

605-626-2452 (8:00 am – 5:00 pm, Mon. – Fri.)

### To File a Claim Online

<https://sd.gov/rabenefits>

### Processing Time

2-3 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$55 - \$325*	26 weeks*	\$3,131	\$3,900 - \$6,500

**State WARN Act Provisions****Severance Impact**

Applies to employers with 50 to 99 employees, and to relocations greater than 50 miles, full or partial closings, workplace modernization, or other implementations of management policy if resulting in a workplace reduction of 50 or more employees over a three-month period.

Benefits will be postponed for each week that severance pay is received or allocated by the employer to cover if the amount of payment is based on the claimant's regular weekly salary immediately preceding the separation and is at least equal to the claimant's WBA.

**State****Separation Notice**

Required

<https://www.tn.gov/content/dam/tn/workforce/documents/Forms/LB-0489.pdf>

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$55 - \$325*	Greater of \$50 or 25% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

**Information about Filing a Claim**<https://tn.gov/workforce/unemployment.html>**To File a New Claim by Phone**

844-224-5818

**To Get Information about an Existing Claim**844-224-5818 or <https://tn.gov/workforce/unemployment/manage-my-benefits-redirect/check-claim-status.html>**To File a Claim Online**<https://tn.gov/workforce/unemployment/apply-for-benefits-redirect-2/online-application.html>**Processing Time**

2-4 weeks following the week the claim was filed

**Waiting Week?**

Yes

**Work Search Requirements**

At least four different work search contacts per week.

<sup>49</sup> \*Effective December 1, 2023, the maximum duration of benefits will range from 12 to 20 weeks, indexed based on the state unemployment rate.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$73 - \$577	26 weeks	\$6,920	\$15,002
State WARN Act Provisions		Severance Impact	
No		A claimant is disqualified from benefits if paid wages in lieu of notice, or severance pay. "Severance pay" means dismissal or separation income paid upon termination.*	
State Separation Notice	Required	<a href="https://www.twc.texas.gov/sites/default/files/fdcm/docs/texas-unemployment-compensation-act-and-texas-payday-law-poster-twc.pdf">https://www.twc.texas.gov/sites/default/files/fdcm/docs/texas-unemployment-compensation-act-and-texas-payday-law-poster-twc.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$73 - \$577	Greater of \$5 or 25% of weekly benefit amount	Yes

## CLAIMANT UI GUIDANCE

## Information about Filing a Claim

<https://twc.texas.gov/jobseekers/unemployment-benefits>

## To File a New Claim by Phone

800-939-6631

## To Get Information about an Existing Claim

<https://apps.twc.state.tx.us/UBS/changeLocale.do?language=en&country=US&page=/security/login.do>

## To File a Claim Online

<https://twc.texas.gov/jobseekers/unemployment-benefits-services#applyBenefits>

## Processing Time

2-4 weeks following the week the claim was filed

## Waiting Week?

Yes

## Work Search Requirements

At least three different work search contacts per week.

\*The term does not include remuneration paid under a release of claims or settlement agreement (1) based on an alleged violation of the Civil Rights Act; or, pursuant to a claim or cause of action filed in connection with the employment relationship; or (2) a written contract, including a collective bargaining agreement, negotiated before the separation date.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$33 - \$648	26 weeks	\$10,960	\$16,848
State WARN Act Provisions		Severance Impact	
No		No benefits are paid the week of receipt	
State Separation Notice	Voluntary		

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$33 - \$648	25% of wages over \$15	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://vidol.gov/unemployment-insurance-overview/>

### To File a New Claim by Phone

St. Croix: 340-773-1440  
All other Islands: 340-776-3700

### To Get Information about an Existing Claim

St. Croix: 340-773-1440  
All other Islands: 340-776-3700

### To File a Claim Online

<https://vidol.gov/unemployment-insurance/>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$44 - \$746	26 weeks	\$5,435	\$19,396
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Poster Required	<a href="https://jobs.utah.gov/ui/employer/Public/UINoticePosterEnglish.pdf">https://jobs.utah.gov/ui/employer/Public/UINoticePosterEnglish.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$44 - \$746	30% of weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://jobs.utah.gov/ui/home/>

### To File a New Claim by Phone

Salt Lake and South Davis Counties (801) 526-4400

Weber and North Davis Counties (801) 612-0877

Utah County (801) 375-4067 Remainder of State and Out of State 1-888-848-0688

### To Get Information about an Existing Claim

Salt Lake and South Davis Counties (801) 526-4400

Weber and North Davis Counties (801) 612-0877

Utah County (801) 375-4067 Remainder of State and Out of State 1-888-848-0688

### To File a Claim Online

<https://jobs.utah.gov/ui/home/initialclaims>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$80 - \$729	26 weeks	\$5,535	\$18,954

### State WARN Act Provisions

### Severance Impact

Yes	Weekly benefit amount is reduced by weekly prorated amount of the payment
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State Separation Notice	Poster Required	<a href="https://labor.vermont.gov/sites/labor/files/doc_library/A-24%20Unemployment%20Poster.pdf">https://labor.vermont.gov/sites/labor/files/doc_library/A-24%20Unemployment%20Poster.pdf</a>
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## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$80 - \$729	50% of earnings	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://labor.vermont.gov/unemployment-insurance/ui-claimants>

### To File a New Claim by Phone

1-877-214-3330

### To Get Information about an Existing Claim

1-877-214-3332

### To File a Claim Online

<https://labor.vermont.gov/StepsForUnemployment>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least three different work search contacts per week.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$60 - \$378	26 weeks	\$1,865	\$9,828
State WARN Act Provisions		Severance Impact	
No		Weekly benefit amount is reduced by weekly prorated amount of the payment	
State Separation Notice	Required	<a href="https://www.vec.virginia.gov/employers/required-posters-for-virginia-employers">https://www.vec.virginia.gov/employers/required-posters-for-virginia-employers</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$60 - \$378	\$50	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://vec.virginia.gov/unemployed>

### To File a New Claim by Phone

1-866-832-2363 (8:00 am – 4:30 pm, Mon. – Fri.)

### To Get Information about an Existing Claim

Requests for weekly payment of benefits and claim status questions 1-800-897-5630

### To File a Claim Online

<https://css.vec.virginia.gov/CSS/CSSLogon.htm>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.

GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$342* - \$1,079	26 weeks	\$8,122	\$28,054

State WARN Act Provisions	Severance Impact
No	Not all dismissal payments or severance are deducted, only negotiated settlements or proceeds from the early termination of a written employment contract are deductible and assigned at the same intervals as allocated under contract.

State Separation Notice	Poster Required	<a href="https://media.esd.wa.gov/esdwa/Default/ESDWAGOV/about-employees/ESD-unemployment-benefits-poster.pdf">https://media.esd.wa.gov/esdwa/Default/ESDWAGOV/about-employees/ESD-unemployment-benefits-poster.pdf</a>
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PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<a href="#">Work Share Plan Available?</a>
\$342* - \$1,079	25% of wages over \$5	Yes

CLAIMANT UI GUIDANCE

Information about Filing a Claim
<a href="https://esd.wa.gov/unemployment">https://esd.wa.gov/unemployment</a>
To File a New Claim by Phone
800-318-6022 (8:00 am – 4:00 pm, Mon. – Fri.)
To Get Information about an Existing Claim
800-318-6022 (8:00 am – 4:00 pm, Mon. – Fri.)
To File a Claim Online
<a href="https://secure.esd.wa.gov/home/">https://secure.esd.wa.gov/home/</a>
Processing Time
2-4 weeks following the week the claim was filed
Waiting Week?
Yes
Work Search Requirements
At least three different work search contacts per week.

55 \*Due to legislative changes (SB 5061), the calculation is different for claimants who receive a weekly benefit amount below 20% of the average weekly wage. Their weekly benefit amount will be equal to their personal average weekly wage up to \$342.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$24 - \$662	26 weeks	\$4,314	\$17,212
State WARN Act Provisions		Severance Impact	
No		No	
State Separation Notice	Poster Required	<a href="https://workforcewv.org/wp-content/uploads/2023/08/UC-Benefit-Rate-Poster-Updated-7.23.pdf">https://workforcewv.org/wp-content/uploads/2023/08/UC-Benefit-Rate-Poster-Updated-7.23.pdf</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$24 - \$662	\$60	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://workforcewv.org/unemployment/claimants>

### To File a New Claim by Phone

UI claims must be filed online

### To Get Information about an Existing Claim

Information about existing claims can be answered by visiting <https://uc.workforcewv.org/consumer/?lang=en>

### To File a Claim Online

<https://uc.workforcewv.org/consumer/?lang=en>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

The number of weekly contacts you should make depends upon your occupation and the condition of the labor market.

## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$54 - \$370	26 weeks	\$7,687	\$9,620

### State WARN Act Provisions

### Severance Impact

Covers employers with 50 or more employees, applies to closings affecting at least 25 employees, and layoffs of 25% of the workforce or 25 employees, whichever is greater.

If claimant earns over \$500 in a week, disqualified from benefits.

**State Separation Notice** Voluntary

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	<u>Work Share Plan Available?</u>
\$54 - \$370	\$30 + weekly benefit amount will be reduced by 67% of the remaining amount	Yes

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dwd.wisconsin.gov/eworkboard/unemployment/>

### To File a New Claim by Phone

(414) 435-7069 or toll-free (844) 910-3661 (6:15 am – 5:30 pm, Mon. – Fri. 7:00 am – 1:30 pm, Sat.)

### To Get Information about an Existing Claim

<https://dwd.wisconsin.gov/uiben/weeklyclaim/> or call (414)435-7069

### To File a Claim Online

<https://dwd.wisconsin.gov/uiben/apply/>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least four different work search contacts per week.



## GENERAL GUIDANCE

Weekly Benefits (Dependents)	Maximum Duration	Average Liability	Maximum Liability
\$45 - \$624	26 weeks	\$6,260	\$16,224
State WARN Act Provisions		Severance Impact	
No		The amount of the payment is deducted from the WBA in the week of receipt	
State Separation Notice	Poster Required	<a href="https://drive.google.com/file/d/1AZKBT_JCGnKI4zW8VNjw6b1-Oqhnsdjv/view">https://drive.google.com/file/d/1AZKBT_JCGnKI4zW8VNjw6b1-Oqhnsdjv/view</a>	

## PARTIAL GUIDANCE

Weekly Benefits	Earning Disregard	Work Share Plan Available?
\$45 - \$624	50% of the weekly benefit amount	No

## CLAIMANT UI GUIDANCE

### Information about Filing a Claim

<https://dws.wyo.gov/job-seekers-workers-businesses/>

### To File a New Claim by Phone

(307) 473-3789

### To Get Information about an Existing Claim

In-state: 307-473-3789

Out of state: 1-866-729-7799

### To File a Claim Online

<https://wyui.wyo.gov/benefits/home.do>

### Processing Time

2-4 weeks following the week the claim was filed

### Waiting Week?

Yes

### Work Search Requirements

At least two different work search contacts per week.

# Glossary of Terms

TERM	DEFINITION
Average liability	<i>The average amount/value of an unemployment claim calculated by the average weekly benefit amount times the average duration of the claim.</i>
Dependents	<i>Some states provide extra unemployment benefits to cover dependents of the claimant. This amount is the maximum that can be collected for the claimant + dependents.</i>
Duration	<i>How long an individual can collect UI before their benefits are exhausted. Once benefits are exhausted, an individual must wait until the benefit year is completed to establish a new claim.</i>
Earnings Disregard	<i>The amount an individual can earn in a week without impacting unemployment benefits. The states will ‘disregard’ this amount before determining the weekly benefit amount.</i>
Maximum Liability	<i>The maximum value of an unemployment claim calculated as the maximum weekly benefit amount times the maximum duration.</i>
<u>Mini-WARN Act</u>	<i>Some states have enacted notification requirements that are different than the federal WARN Act notifications. For example, the number of people impacted may be less or the lead time for notifications may differ.</i>
<u>Partial Unemployment</u>	<i>If an individual's hours are reduced in lieu of a total layoff, they may still qualify for unemployment benefits. The rules vary by state, but a good rule of thumb is if they earn less than their weekly benefit amount + the earnings disregard, they may qualify for some benefits.</i>
Severance Impact	<i>If severance pay is awarded in a layoff, some states consider that to be income and may disqualify the individual from collecting benefits for the period that the severance pay represents.</i>



# Glossary of Terms

TERM	DEFINITION
<u>State Separation Notice</u>	<i>Certain state require employers to provide a notice of the availability of unemployment benefits to any individual that is separated. The requirements for each state differ and failure to provide the notification can result in a fine or loss of rights for the employer.</i>
Waiting Week	<i>The first week in which a claim is filed is called a waiting week. Most states will not pay benefits for the first week until the individual returns to work or have exhausted their benefits.</i>
<u>WARN Act</u>	<i>The Worker Adjustment and Retraining Notification Act (WARN) protects workers, their families, and communities by requiring employers with 100 or more employees (generally not counting those who have worked less than six months in the last 12 months and those who work an average of less than 20 hours a week) to provide at least 60 calendar days advance written notice of a plant closing and mass layoff affecting 50 or more employees at a single site of employment.</i>
Weekly Benefit Amount	<i>The amount of benefits an individual is entitled to receive per week for total unemployment. The weekly benefit amount is calculated by the state based on the amount of earnings the individual had during the base period ( typically the first four of the last 5 completed calendar quarters from all employment).</i>
Work Search Requirements	<i>In order to be eligible for unemployment, an individual must be actively seeking work. The work search requirements define the number and types of job search activities that are valid to meet the requirements to continue collecting unemployment benefits.</i>
<u>Work Share Plan</u>	<i>An alternative to layoffs, a work share plan allows an employer to reduce the hours of a group of employees who are then eligible for unemployment benefits to supplement their pay. Typically, the amount of benefits for the employees is greater than with partial unemployment but there is an additional administrative burden on the employer to report weekly.</i>





# STATE SEPARATION NOTICES



# STATE SEPARATION NOTICES

There are a growing number of states that require the employer to provide a separation notice to their employees when they are furloughed. These documents are required by the states to provide direct notice to your employees of the availability of unemployment compensation benefits. The list of states is changing often, so for the latest updates, please see the [Separation Notice page](#) on our web site.

In states that do not require a separation notice, you can provide a letter for your staff to help them determine how to file for unemployment benefits in the states. Include information such as:

- The link to the state site for filing a claim (see the attached state listings for general information about Unemployment and how to file online by state).
- A list of what they need to file – they need to provide their full legal name, their social security number or work authorization if they are not a US Citizen/resident.
- Provide the employees with the full company name, (as registered with the state), the state account number and Federal Employer Identification Number (FEIN) so that state can expedite.



# STATE SEPARATION NOTICE COMPLIANCE

Thomas & Company is always looking for ways to provide additional value and remove administrative burden from our clients. For nearly three decades, Thomas & Company has delivered industry leading support for our clients in unemployment claims management. Now, we have expanded our offerings to include state separation notice compliance, available to all employment and wage verification partners at a nominal fee.

- Thomas & Company is excited to begin offering a comprehensive state separation notice compliance service.
- Thomas & Company will provide timely and accurate submission of required information and documentation to meet individual state requirements.
- Continuous monitoring of new and changing separation notice requirements will ensure that compliance is maintained.
- Thomas & Company will securely store delivered communications and can provide copies upon request.
- Compliance reporting of separation notices managed by Thomas & Company will be provided quarterly.

Available to clients who currently partner with Thomas & Company for employment and wage verification (EWV), state separation notice compliance provides ease of implementation as the data provided for the EWV service will satisfy nearly all data points needed for this service.

- Inclusion of all necessary data points will be verified, and additional requirements will be discussed after a review of your current data file.

Not already an EWV client? Ask us about the service! We can add both EWV and state separation notices with one implementation.





# LAYOFF LISTINGS



# LAYOFF LISTINGS

When you are going through a mass layoff, you have a lot of things on your plate. Thomas & Company can make things a little easier by handling the unemployment claims that may come from the layoffs. In order to streamline the process, you can send your Thomas & Company representative a listing of the impacted employees in your data file or via a simplified format.

**The data elements that we need to process a claim for a layoff include:**

- Social Security Number
- Location
- State
- Last Day Worked
- First Day Worked
- Return to Work Date (if the layoff is temporary)
- Reason Code
- Separation Pay (Y/N)
- Severance
- Pay Amount
- # of Days
- Date Paid
- End of Period

Contact your Thomas & Company client relationship manager for more information on the format or information needed to streamline the process..





**WARN ACT**



# WARN ACT – WHO IS COVERED?

The Worker Adjustment and Retraining Notification Act (WARN) protects workers, their families, and communities by requiring employers with 100 or more employees (generally not counting those who have worked less than six months in the last 12 months and those who work an average of less than 20 hours a week) to provide at least 60 calendar days advance written notice of a plant closing and mass layoff affecting 50 or more employees at a single site of employment.

Your Organization	Covered by the WARN Act?
100 or more full-time employees	Yes
100 or more employees who work 4,000 hours per week, collectively	Yes



# WARN ACT – NOTIFICATIONS

Your Situation	WARN Notification Required?
Closing a facility and planning to terminate at least 50 employees, not counting part-time employees	Yes
Planning to terminate 500 or more workers from a single facility during a 30-day period	Yes
Planning to terminate between 50-499 workers and the number of terminated employees constitutes 33% or more of the employer's total active workforce (not including part-time employees) at that facility	Yes
Planning to reduce the hours of work for 50 or more workers by 50% or more for each month in any six-month period	Yes
Planning to close a temporary facility or end a temporary project	No
Planning to close a facility due to a strike or lock out	No
Plant closing/mass layoff resulting in fewer than 50 workers losing their jobs at a single facility	No
50-499 workers to lose their jobs from a single facility, but that total is less than 33% of the employer's total workforce at that facility	No
Layoff to last less than six months	No
Work hours to be reduced by less than 50% in each month of any six-month period	No



# WARN ACT – NOTIFICATIONS

The Worker Adjustment and Retraining Notification Act (WARN) (29 USC 2100 et. seq.) protects workers, their families and communities by requiring most employers with 100 or more employees to provide notification 60 calendar days in advance of plant closings and mass layoffs. If your layoff situation meets the requirements laid out on the next few pages, you are required to comply with the WARN Act requirements by submitting, in writing, a notice to be delivered to either the affected workers or their representatives (i.e., a labor union), to the State's dislocated workers unit, and to the appropriate unit of local government (typically the mayor). These notices can be delivered by any reasonable delivery method as long as the receipt of the notice happens 60 days before the closing or layoff.

## Notice to affected Employees

Must be written in language that is easily understood

A statement as to whether the closing or layoff is permanent or temporary and whether the entire facility will be closed

The expected date of the first employee termination and the expected schedule for all employee terminations

A statement as to whether bumping rights\* exist

The name and contact number of a company official to speak with regarding the plant closing or layoff

## Notice to Union Representatives

The name and address of all employment sites involved in the shutdown or layoff

The name and contact number of a company official to speak with regarding the plant closing or layoff

A statement as to whether the closing or layoff is permanent or temporary and whether the entire facility will be closed

The expected date of the first employee termination and the expected schedule for all employee terminations

The names and job titles of the affected employees

\* Bumping rights are privileges provided to more senior-level employees whose positions have been eliminated or selected for layoff, allowing the employee with seniority to accept an alternative position that is currently occupied by a less-senior employee, resulting in the employee with less seniority being RIF'd or laid off. Bumping typically occurs in union settings as a condition of a collective bargaining agreement.



# WARN ACT – EMPLOYEE COVERAGE

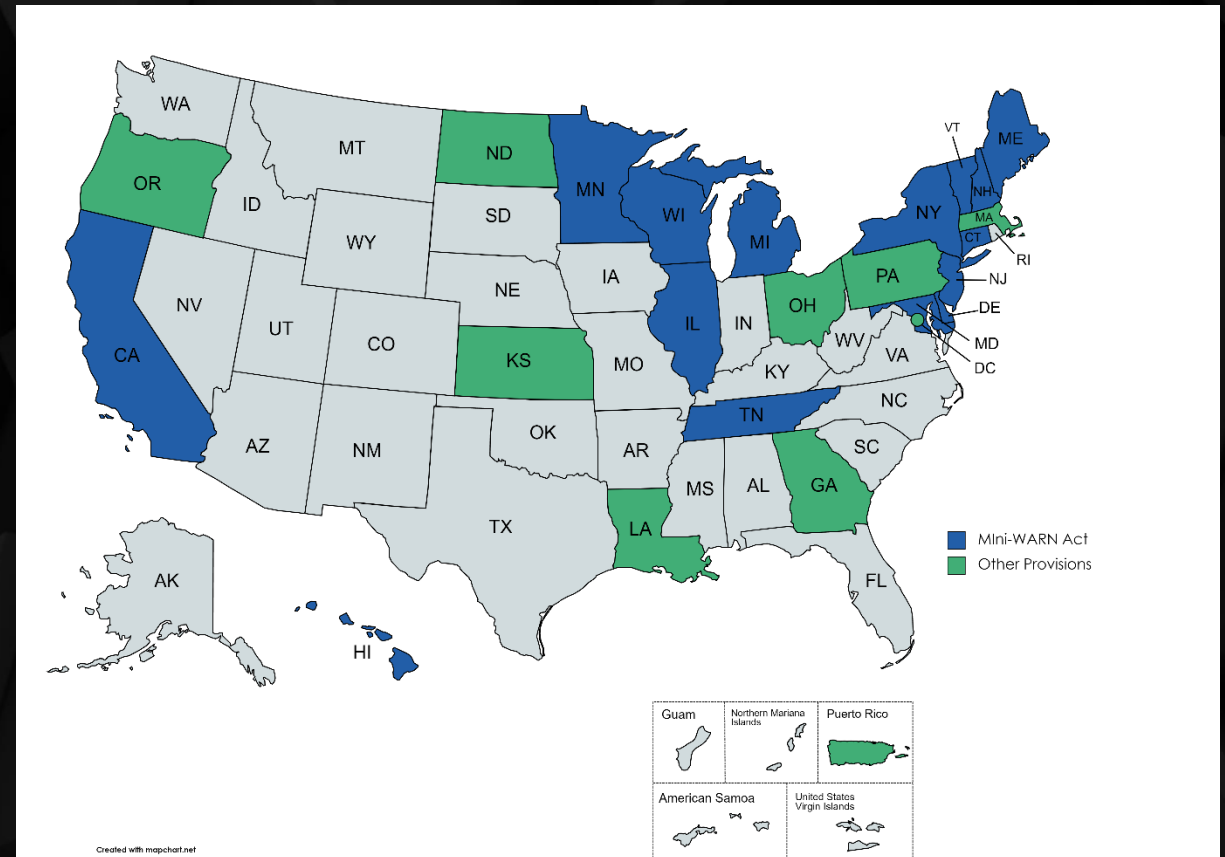
## ARE MY EMPLOYEES PROTECTED BY THE WARN ACT?

Your Employees	Protected by the WARN Act?
Employees to be laid off for more than six months, or who have had their hours reduced by 50% or more over a six-month period	Yes
Employees at a facility that is to be closed, including part-time workers	Yes
Workers on strike or workers embroiled in a labor dispute with the company	No
Workers on a temporary project with no reasonable expectations that the work is permanent	No
Business partner, consultants, independent contractors, self-employed contractors	No
Federal, state, and local government employees	No

# MINI WARN ACTS

There are a number of states that have enacted their own versions of the WARN Act requirements that modify the reporting thresholds or notice periods outlined in the federal WARN Act.

The states included on the attached map, have a mini-WARN Act or other notifications requirements for mass layoffs or plant losings that employers need to be aware of in addition to the federal WARN Act provisions.





# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
CA	Mini-WARN	Requires written, 60 days' advance notice for closings and mass layoffs for losses that affect at least 50 employees in a 30-day period at any industrial or commercial facility that employs or has employed in the preceding 12 months 75 or more persons. Also, the California Labor Code does <u>not</u> contain an exception for "unforeseen business circumstances" (like the federal WARN Act).	<a href="https://edd.ca.gov/en/Jobs_and_Training/Layoff_Services_WARN">https://edd.ca.gov/en/Jobs_and_Training/Layoff_Services_WARN</a>
CT	Mini-WARN	In addition to the WARN requirements, under the Plant Closing Law certain employers that permanently shut down (or relocate) must pay continued group health insurance for one-hundred and twenty (120) days.	<a href="https://ctdol.state.ct.us/progsupt/bussrvce/WARN%20(updated%208-14)%20REVISED.pdf">https://ctdol.state.ct.us/progsupt/bussrvce/WARN%20(updated%208-14)%20REVISED.pdf</a>
DC	Other Provision	The Displaced Workers Protection Act: D.C. Code §§ 32-101 to 32-103 protects workers when there is a change in a service contract.	<a href="https://code.dccouncil.gov/us/dc/council/code/titles/32/chapters/1/">https://code.dccouncil.gov/us/dc/council/code/titles/32/chapters/1/</a>
DE	Mini-WARN	Expanded the federal WARN Act to apply to all employers with at least 100 full-time employees who work an aggregate of 2,000 hours per week (rather than 4,000 hours per week under the federal WARN Act).	<a href="https://joblink.delaware.gov/warn_info#:~:text=The%20Worker%20Adjustment%20%26%20Retraining%20Notification,plant%20closing%20or%20mass%20layoff.">https://joblink.delaware.gov/warn_info#:~:text=The%20Worker%20Adjustment%20%26%20Retraining%20Notification,plant%20closing%20or%20mass%20layoff.</a>
GA	Advanced Notice Law	Requires that when an employer separates or lays off 25 or more employees in an establishment on the same day for the same reason, that employer must provide the GDOL (closest to the company's place of business) with a mass separation notice in duplicate and a list of workers within 48 hours of those separations, if the separations are either: permanent; for an indefinite period of time; or for an expected duration of a least seven (7) days.	<a href="https://dol.georgia.gov/get-assistance-concerning-layoff-or-closure-employers">https://dol.georgia.gov/get-assistance-concerning-layoff-or-closure-employers</a>



# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
HI	Mini-WARN	Requires employers with at least 50 employees to provide written notice 60 days before the closing or partial closing of a covered establishment due to: a sale, transfer, merger, other business takeover, or transaction of business interests, or any other close of business transaction that results in the layoff of employees. Employers must give notice to all affected employees and to the Hawaii Department of Labor and Industrial Relations (HRS §§ 394B-2 to 394B-9.) The DWA does not have a counterpart to the federal WARN Act's unforeseeable circumstances exception or natural disaster exception.	<a href="https://labor.hawaii.gov/wdc/the-warn-act/">https://labor.hawaii.gov/wdc/the-warn-act/</a>
IL	Mini-WARN	<p>Requires covered employers (e.g., 75 or more full-time employees or 75 or more employees who in the aggregate work at least 4,000 hours per week exclusive of overtime) to provide written notice 60 days before ordering any mass layoff, relocation, plant closing, or employment loss (see 820 ILCS 65/1 to 65/99). An employer receiving economic development incentives may be required to provide additional notice.</p> <p>Under the state law, a “plant closing” is the temporary or permanent shutdown of an employment site that results in a loss during any 30-day period of 50 or more full-time employees, and a “mass layoff” results in a loss during any 30-day period of at least 250 full-time employees or at least 25 full-time employees who make up at least 33 percent of the workforce; or relocation. Further, an “employment loss” is an “employment termination other than a discharge for cause, voluntary departure, or retirement; a layoff exceeding six months; or a reduction in work hours of more than 50% during each month of any six-month period.</p>	<a href="https://labor.illinois.gov/laws-rules/conmed/warn.html">https://labor.illinois.gov/laws-rules/conmed/warn.html</a>

# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
IA	Mini-WARN	Requires 30 days' advance, written notice before a covered "business closing" (e.g., permanent or temporary closing of a single site of employment) or a "mass layoff" that will result in a loss of 25 or more full-time employees.	<a href="https://iowaworkforcedevelopment.gov/worker-adjustment-and-retraining-notification-act">https://iowaworkforcedevelopment.gov/worker-adjustment-and-retraining-notification-act</a>
KS	Other Provision	Certain Kansas employers must apply to the Kansas Secretary of Labor for authority to cease or limit operations (K.S.A. 44-616). The purpose of this statute is not to require notice for resulting group layoffs, but to maintain reasonable continuity and efficiency of these businesses for the peace and security of Kansas residents (K.S.A. 44-606).	
LA	Other Provisions	Louisiana employers must comply with state law on wage payment for terminated employees (see La. R.S. 23:631(A)(1)(a)).	<a href="https://www.laworks.net/workforcedev/wfd_warnfacts.asp">https://www.laworks.net/workforcedev/wfd_warnfacts.asp</a>
ME	Mini-WARN	Maine has enacted notice requirements for certain group layoffs as part of the Maine Severance Pay Act	<a href="https://joblink.maine.gov/warn_info">https://joblink.maine.gov/warn_info</a>
MD	Advanced Notice Law	Requires that an employer implementing a "reduction in operations" must provide 60 days' advance notice to employees and others, and also provide continuation of health, pension, severance and/or other benefits to affected employees on terms yet to be developed by the state's secretary of labor. These obligations are triggered by the closure of all or a portion of operations affecting as few as 15 employees, as well as by relocations of operations.	<a href="https://dllr.state.md.us/employment/warn.shtml">https://dllr.state.md.us/employment/warn.shtml</a>

# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
MA	Plant Closing laws	<p>The first law requires companies that receive financing from specified Massachusetts quasi-public agencies must accept voluntary standards of corporate behavior relating to plant closings. (M.G.L. c. 149 §182). Such companies must make a good faith effort to give every employee affected by a plant closing or partial closing as much practicable advance notice, and assistance with reemployment (if possible).</p> <p>The second law, the Massachusetts Plant Closing Law requires covered employers to provide notice of any plant closing.</p>	
MI	Mini-WARN	Requires written notice to the Workforce Development Agency and the State of Michigan Workforce Innovation and Opportunity Act Title I Section in addition to the federal WARN Act requirements.	<a href="https://michigan.gov/leo/bureaus-agencies/wd/programs-services/worker-adjustment-and-retraining-notification-act-warn">https://michigan.gov/leo/bureaus-agencies/wd/programs-services/worker-adjustment-and-retraining-notification-act-warn</a>
MN	Mini-WARN	State law encourages businesses considering a closing or substantial layoff to give notice as early as possible and requires employers providing WARN notice to report to the Workforce Development commissioner the names, addresses, and occupations of terminated employees in addition to the federal WARN Act requirements.	<a href="https://mn.gov/deed/business/starting-business/basics/plant-closings.jsp">https://mn.gov/deed/business/starting-business/basics/plant-closings.jsp</a>
NH	Mini-WARN	Requires fact-finding for temporary or permanent mass layoffs and notice if an employer lays off (or expects to lay off) 25 or more individuals in the same calendar week for an expected duration of seven days or more in addition to the federal WARN Act requirements.	<a href="https://nhes.nh.gov/services/employers/compliance.htm#:~:text=In%20additio n%20to%20the%20NHES,government%20officials%2060%20days%20before">https://nhes.nh.gov/services/employers/compliance.htm#:~:text=In%20additio n%20to%20the%20NHES,government%20officials%2060%20days%20before</a>



# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
NJ	Mini-WARN	Requires mandatory severance payments for all workers effected by a mass lay off (a closing affecting 50 or more employees) and increasing the minimum notice period from 60 days to 90 days).	<a href="https://nj.gov/labor/lwdhome/warn/njwarn.html">https://nj.gov/labor/lwdhome/warn/njwarn.html</a>
NY	Mini-WARN	Requires 90 days' advance written notice (rather than 60 days), to certain agencies and parties and is triggered by a plant closing, mass layoff, relocation or 50% reduction in hours of 25 or more full time workers. The mini-WARN Act also applies to private businesses with 50 or more full time workers in the state (contrasted with federal WARN's 100 full time employee threshold), which includes individuals who work remotely but are based at the employment site.	<a href="https://dol.ny.gov/worker-adjustment-and-retraining-notification-warn#:~:text=The%20New%20York%20State%20WARN,employees%20in%20New%20York%20State.">https://dol.ny.gov/worker-adjustment-and-retraining-notification-warn#:~:text=The%20New%20York%20State%20WARN,employees%20in%20New%20York%20State.</a>
ND	Other provision	Requires employers to provide notice of mass layoffs: to the public employment service (closest to the place of employment) within forty-eight (48) hours prior to the date of the mass separation (e.g., layoff of 25 or more workers in a single establishment either for an indefinite period of time or a period expected to be more than seven (7) days for the same reason).	<a href="https://jobsnd.com/unemployment-business-tax/employers-guide/employer-responsibilities-employee-separations">https://jobsnd.com/unemployment-business-tax/employers-guide/employer-responsibilities-employee-separations</a>
OH	Other Provision	Employers must inform the Ohio Department of Job and Family Services of a layoff or separation of 50 or more employees because of a lack of work within any seven-day period. The employer must provide notice at least three working days before the first day of the separation or lay off.	
OR	Other Provisions	Employers must notify the state Department of Community Colleges and Workforce Development (ODCCWD) if they give notice of a plant closing or mass layoff under the federal WARN Act (Or. Rev. Stat. § 285A.516). The ODCCWD then provides a list of employers that have given notice under the federal WARN Act.	

# MINI-WARN ACTS

State	Mini-WARN or other law	Provisions	Links
PA	Other Provisions	Certain cities, like Philadelphia, have ordinances requiring notice for group layoffs that should also be consulted.	
PR	Other Provisions	Puerto Rico does have an Unjust Dismissal Act that applies when employers conduct group layoffs in certain situations (e.g. group layoffs because of a full, temporary or partial closing of operations; technological or reorganization changes; certain changes to the product or the employer's services rendered to the public; or necessary employment reductions as a result of reduced production volume) (see P.R. Laws Ann. tit. 29, § 185b(d), (e), and (f)).	
TN	Mini-WARN	Plant Closing and Reduction in Operations Act applies to partial or full closings or other management decisions that result in a reduction of at 50 employees over a three-month period within a factory, plant, office, or other facility in which employees produce goods or provide services.	<a href="https://tn.gov/workforce/employers/staffing-redirect/layoffs---unemployment/warn-notice.html">https://tn.gov/workforce/employers/staffing-redirect/layoffs---unemployment/warn-notice.html</a>
VT	Mini-WARN	Vermont has two notice requirements for group layoffs: the Vermont Notice of Potential Layoffs Act (NPLA) and Vermont Notice of Potential Layoffs Act Rule; and the Vermont Mass Separation Notification Administrative Rule. Both add state-level notification requirements in addition to the federal WARN Act requirements.	<a href="https://labor.vermont.gov/warn-act-and-notice-potential-layoffs-act">https://labor.vermont.gov/warn-act-and-notice-potential-layoffs-act</a>
WI	Mini-WARN	Requires, with certain exceptions, businesses with 50 or more employees in Wisconsin to provide written notice 60 days before implementing a temporary or permanent closing or mass layoff in the state. If an employer fails to provide notice, an employee can recover the pay or the value of any benefits he/she would have received during the recovery period, including the cost of medical treatment..	<a href="https://dwd.wisconsin.gov/dislocatedworker/employer/tools/notice/">https://dwd.wisconsin.gov/dislocatedworker/employer/tools/notice/</a>





## ADDITIONAL LAYOFF INFORMATION

# ADDITIONAL LAYOFF INFORMATION

State	Provisions	Links
AL	<p>If an individual experiences a job loss due to “administrative downsizing,” they may be eligible for exemption of some (or all) of any severance pay received. Beginning with the 2020 tax filing year, a qualified individual is eligible for up to \$50,000 in exempt severance. Alabama income tax must not be withheld when exempt severance payments are made.</p> <p>Employers may request approval for the exemption by submitting a written request. The request must accompany the company’s downsizing plan along with additional requested details.</p> <p>Additional information can be found on the website. Further questions can be directed to Laura Walden at (334) 242-1301 or <a href="mailto:laura.walden@revenue.alabama.gov">laura.walden@revenue.alabama.gov</a>.</p>	<p><a href="https://revenue.alabama.gov/individual-corporate/alabama-severance-pay-exemption/">https://revenue.alabama.gov/individual-corporate/alabama-severance-pay-exemption/</a></p>





# WORK SHARE PROGRAMS

# WORK SHARE PROGRAM BASICS

Employers may be looking for alternatives to layoffs and one such option is a Short-Time Compensation (STC) or Work Share Program.

These programs are an alternative to layoffs for employers experiencing a reduction in available work. An STC arrangement allows an employer to reduce hours for groups of employees and enables the affected employees to collect a percentage of their unemployment compensation. By reducing the hours of the group of employees, employers may be able to avoid permanent layoffs by spreading the reductions across the group.

To implement an STC arrangement, employers must submit an STC plan to the appropriate state workforce agency for approval.

## WORK SHARE REQUIREMENTS

- Work Share programs are administered by the state and requires weekly reporting.
- Most plans can be put into place for a 6-12 months period.
- In order to qualify, the reduction in hours must fall in the state's parameters – usually at least 10-20% reduction but no more that 40-60%.



# WORK SHARE PROGRAMS

State	Duration of Plan	Required Reduction of Work	Website
AR	12 Months <sup>1</sup>	At least 10% but not more than 40%	<a href="https://dws.arkansas.gov/workforce-services/employers/shared-work-program/">https://dws.arkansas.gov/workforce-services/employers/shared-work-program/</a> <a href="https://dws.arkansas.gov/wp-content/uploads/Shared-Work-Unemployment-Compensation-Information-and-Application-For-Employers_1.pdf">https://dws.arkansas.gov/wp-content/uploads/Shared-Work-Unemployment-Compensation-Information-and-Application-For-Employers_1.pdf</a>
AZ	12 Months	At least 10% but not more than 40%	<a href="https://des.az.gov/services/employment/unemployment-employer/shared-work-program-faqs">https://des.az.gov/services/employment/unemployment-employer/shared-work-program-faqs</a>
CA	12 Months	At least 10% but not more than 60%	<a href="https://edd.ca.gov/en/unemployment/Work_Sharing_Program">https://edd.ca.gov/en/unemployment/Work_Sharing_Program</a>
CO	12 Months	At least 10% but not more than 40%	<a href="https://cdle.colorado.gov/employers/layoff-separations/layoff-alternatives/work-share-program">https://cdle.colorado.gov/employers/layoff-separations/layoff-alternatives/work-share-program</a>
CT	6 Months	At least 10% but not more than 60%	<a href="https://portal.ct.gov/sharedwork">https://portal.ct.gov/sharedwork</a>
DC	12 Months	At least 10% but not more than 60%	<a href="https://does.dc.gov/service/shared-work-unemployment-insurance-program">https://does.dc.gov/service/shared-work-unemployment-insurance-program</a>
FL	12 Months	At least 10% but not more than 40%	<a href="https://floridajobs.org/office-directory/division-of-workforce-services/reemployment-assistance-programs/short-time-compensation-program-for-employers">https://floridajobs.org/office-directory/division-of-workforce-services/reemployment-assistance-programs/short-time-compensation-program-for-employers</a>
IA	24 Months	At least 20% but not more than 50%	<a href="https://iowaworkforcedevelopment.gov/voluntary-shared-work-program">https://iowaworkforcedevelopment.gov/voluntary-shared-work-program</a>
IL	12 Months	At least 20% but not more than 60%	<a href="https://ides.illinois.gov/employer-resources/workshare-il.html">https://ides.illinois.gov/employer-resources/workshare-il.html</a>

<sup>1</sup>For work sharing plans effective on or after July 6, 2014, the length of an approved plan is 12 months. For plans effective on or before July 5, 2014, the length of the approved plan is six months.

# WORK SHARE PROGRAMS

State	Duration of Plan	Required Reduction of Work	Website
KS	12 Months	At least 20% but not more than 40%	<a href="https://dol.ks.gov/employers/shared-work-program">https://dol.ks.gov/employers/shared-work-program</a>
KY	12 Months	At least 10% but not more than 40%	<a href="https://kcc.ky.gov/career/If-you-are-an-Employer/Pages/default.aspx">https://kcc.ky.gov/career/If-you-are-an-Employer/Pages/default.aspx</a>
MA	52 Weeks	At least 10% but not more than 60%	<a href="https://mass.gov/topics/workshare-program">https://mass.gov/topics/workshare-program</a>
MD	26 Weeks	At least 10% but not more than 60% (50% max maybe waived by Secretary)	<a href="https://dllr.state.md.us/employment/worksharing/">https://dllr.state.md.us/employment/worksharing/</a>
ME	12 Full Calendar Months (after approval)	At least 10% but not more than 50%	<a href="https://maine.gov/unemployment/workshare/">https://maine.gov/unemployment/workshare/</a>
MI	52 Weeks	At least 15% but not more than 45%	<a href="https://michigan.gov/leo/bureaus-agencies/uia/employers/panel-resources/programs/workshare-program">https://michigan.gov/leo/bureaus-agencies/uia/employers/panel-resources/programs/workshare-program</a>
MN	12 Months	At least 20% but not more than 50%	<a href="https://uimn.org/employers/alternative-layoff/index.jsp">https://uimn.org/employers/alternative-layoff/index.jsp</a>
MO	12 Months	At least 20% but not more than 40%	<a href="https://labor.mo.gov/shared-work">https://labor.mo.gov/shared-work</a>
NE	12 Months	At least 10% but not more than 60%	<a href="https://dol.nebraska.gov/STC">https://dol.nebraska.gov/STC</a>
NH	26 Weeks	At least 10% but not more than 50%	<a href="https://nhes.nh.gov/nhworking/stay/index.htm">https://nhes.nh.gov/nhworking/stay/index.htm</a>

# WORK SHARE PROGRAMS

State	Duration of Plan	Required Reduction of Work	Website
NJ	12 Months	At least 10%	<a href="https://nj.gov/labor/employer-services/business/sharedwork.shtml">https://nj.gov/labor/employer-services/business/sharedwork.shtml</a>
NY	53 Weeks	At least 20% but not more than 60%	<a href="https://dol.ny.gov/shared-work-program-0">https://dol.ny.gov/shared-work-program-0</a>
OH	52 Calendar Weeks	At least 10% but not more than 50%	<a href="https://jfs.ohio.gov/job-services-and-unemployment/unemployment/for-employers/employer-resources/02-sharedwork-ohio">https://jfs.ohio.gov/job-services-and-unemployment/unemployment/for-employers/employer-resources/02-sharedwork-ohio</a>
OR	52 Weeks	At least 10% but not more than 50%	<a href="https://oregon.gov/employ/Businesses/WorkShare/Pages/Work%20Share%20Home%20Page.aspx">https://oregon.gov/employ/Businesses/WorkShare/Pages/Work%20Share%20Home%20Page.aspx</a>
PA	52 Weeks	At least 20% (with not less than two employees) but not more than 40%	<a href="https://uc.pa.gov/employers-uc-services-uc-tax/shared-work/Pages/default.aspx">https://uc.pa.gov/employers-uc-services-uc-tax/shared-work/Pages/default.aspx</a>
RI	12 Months	At least 10% but not more than 50%	<a href="https://dlt.ri.gov/employers/unemployment-insurance/workshare">https://dlt.ri.gov/employers/unemployment-insurance/workshare</a>
TX	12 Months	At least 10% but not more than 40%	<a href="https://twc.texas.gov/businesses/shared-work">https://twc.texas.gov/businesses/shared-work</a>
WA	12 Months or date of plan, if earlier	Not less than 10% or more than 50%	<a href="https://esd.wa.gov/SharedWork">https://esd.wa.gov/SharedWork</a>
WI	12 Months in any 5-year period	At least 10% but not more than 60%	<a href="https://dwd.wisconsin.gov/uitax/workshare.htm">https://dwd.wisconsin.gov/uitax/workshare.htm</a>
WV	Up to 52 consecutive weeks	At least 10% but not more than 60%	<a href="https://workforcewv.org/employers/short-time-compensation-for-employers/">https://workforcewv.org/employers/short-time-compensation-for-employers/</a>
WY	Up to 1 Year	At least 10% but not more than 60%	<a href="https://dws.wyo.gov/dws-division/unemployment-insurance/short-time-compensation/">https://dws.wyo.gov/dws-division/unemployment-insurance/short-time-compensation/</a>





# PARTIAL UNEMPLOYMENT BENEFITS

# PARTIAL UNEMPLOYMENT BENEFITS

## CAN I REDUCE THE HOURS OF MY EMPLOYEES TO AVOID A LAYOFF BUT STILL ALLOW THEM TO COLLECT UNEMPLOYMENT?

Possibly. States allow individuals who have had their hours reduced to file for unemployment benefits to make up some of the wages that are lost. This option differs from a work share program in that you do not need to apply for the program and the amount of benefits that an employee can collect will also differ. With partial unemployment, each state has their own computation for determining if an individual is eligible. A good rule of thumb is an individual who is earning less than their weekly benefit amount may be eligible for some benefit from the state.

The following chart outlines the qualifications for partial benefits in each state and if the state will offset (subtract a portion of their earnings) wages to help more people qualify for partial benefits.



# PARTIAL UNEMPLOYMENT BENEFITS

State	Maximum Weekly Benefit Amount (individual)	Maximum Weekly Benefit Amount (w/dependents)	Earnings Disregard
	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
AK	\$ 370	\$ 442	75% of wages over \$50
AL	\$ 275		33.3% of weekly benefit amount
AR	\$ 451		40% of weekly benefit amount
AZ	\$ 320		\$160.50
CA	\$ 450		Greater of \$25 or 25% of wages
CO	\$ 781		Up to 50% of weekly benefit amount
CT*	\$ 703	\$ 778	33.3% of wages
DC	\$ 444		33.3% of wages
DE	\$ 400		50% of weekly benefit amount
FL	\$ 275		Eight times federal hourly minimum wage

\* CT – The maximum UI benefit rate will be frozen during the four years from October 2024 through October 2028



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	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
GA	\$ 365		\$50
HI	\$ 835		\$150
IA	\$ 582	\$ 714	25% of weekly benefit amount
ID	\$ 463		50% of weekly benefit amount
IL	\$ 578	\$ 787	50% of weekly benefit amount
IN	\$ 390		\$100
KS	\$ 589		25% of weekly benefit amount
KY	\$ 665		20% of weekly benefit amount
LA	\$ 275		Lesser of 50% of weekly benefit amount or \$50
MA	\$ 1015	\$ 1,282	1/3 of weekly benefit amount

# PARTIAL UNEMPLOYMENT BENEFITS

State	Maximum Weekly Benefit Amount (individual)	Maximum Weekly Benefit Amount (w/dependents)	Earnings Disregard
	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
MD	\$ 430		\$50
ME	\$ 573	\$ 714	WBA + \$114
MI	\$ 362		40% of weekly benefit amount
MN	\$ 857		50% of earnings
MO	\$ 320		Greater of \$20 or 20% of weekly benefit amount
MS	\$ 235		\$40
MT	\$ 657		25% of weekly benefit amount and 50% of wages of the 25% of weekly benefit amount
NC	\$ 350		20% of weekly benefit amount
ND	\$ 748		60% of weekly benefit amount
NE	\$ 490		25% of weekly benefit amount

# PARTIAL UNEMPLOYMENT BENEFITS

State	Maximum Weekly Benefit Amount (individual)	Maximum Weekly Benefit Amount (w/dependents)	Earnings Disregard
	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
NH	\$ 427		30% of weekly benefit amount
NJ	\$ 854		20% of weekly benefit amount
NM	\$ 514		1/5 of weekly benefit amount
NV	\$ 562		25% of wages
NY	\$ 504		Less than 5 hours worked: No reduction in Weekly Benefit Rate 5-10 hours worked: 75% of Weekly Benefit Rate 11-20 hours worked: 50% of Weekly Benefit Rate 21-30 hours worked: 25% of Weekly Benefit Rate 31+ hours worked: 0% of Weekly Benefit Rate
OH	\$ 530	\$ 715	20% of weekly benefit amount
OK	\$ 493		\$100
OR	\$812		Greater of \$300 or 33.3% of weekly benefit amount



# PARTIAL UNEMPLOYMENT BENEFITS

State	Maximum Weekly Benefit Amount (individual)	Maximum Weekly Benefit Amount (w/dependents)	Earnings Disregard
	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
PA	\$ 594	\$ 602	30% of weekly benefit amount
PR	\$ 240		Weekly benefit amount
RI	\$ 705	\$ 881	1/5 of weekly benefit amount
SC	\$ 326		25% of weekly benefit amount
SD	\$ 514		\$25 + 25% up to weekly benefit amount
TN	\$ 325		Greater of \$50 or 25% of weekly benefit amount
TX	\$ 549		Greater of \$5 or 25% of weekly benefit amount
UT	\$ 661		30% of weekly benefit amount
VA	\$ 378		\$50

# PARTIAL UNEMPLOYMENT BENEFITS

State	Maximum Weekly Benefit Amount (individual)	Maximum Weekly Benefit Amount (w/dependents)	Earnings Disregard
	<i>In most states, a worker is partially unemployed during a week of less than full-time work if earnings from the employer are less than the weekly benefit amount.</i>		<i>Amount an individual can earn up to a specific amount (the "disregard") with no reduction in benefits. Benefits are then reduced on a dollar per dollar basis for earnings in excess of the disregard.</i>
VI	\$ 552		25% of wages over \$15
VT	\$ 668		50% of earnings
WA	\$ 999		25% of wages over \$5
WI	\$ 370		\$30 + weekly benefit amount will be reduced by 67% of the remaining amount
WV	\$ 424		\$60
WY	\$ 595		50% of the weekly benefit amount
VI	\$ 645		25% of wages over \$15
VT	\$ 668		50% of earnings
WA	\$ 1019		25% of wages over \$5