

## WHAT HOOSIERS SHOULD EXPECT WHEN FILING A NEW CLAIM

**PLEASE READ** through this important information about unemployment benefits. Remember you must be able and available to work full-time in order to be eligible.

- You may receive up to 26 weeks of state unemployment benefits.
- After filing a new claim, you do not need to contact DWD or your local WorkOne Center for 21 days, unless otherwise instructed. Eligibility will be determined during this period.
- **Within ten days of filing, you will receive a wage transcript and benefits computation form.** This does not mean you qualify; it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- **Eligible recipients typically receive their VISA® debit card within 21 days.** Benefits are paid through a VISA® debit card. This debit card can be used anywhere VISA® is accepted or at any ATM machine. Online banking can be used to transfer funds to your personal banking account by calling 1-888-393-5866.

**NOTE:** You will not receive payments for the first week you submit a voucher and are eligible. State law requires a one week waiting period.

GET STARTED TODAY!

# THE #1 SOURCE OF JOBS in Indiana

Whether you are looking for a new career, seeking current job market information or exploring training opportunities, [IndianaCAREERconnect.com](http://IndianaCAREERconnect.com) can help.

[IndianaCAREERconnect.com](http://IndianaCAREERconnect.com) will guide you through building a resume and searching for a job, all for FREE.

[IndianaCAREERconnect.com](http://IndianaCAREERconnect.com)

## Filing for Unemployment Insurance As Easy As

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uplink

INDIANA CAREER CONNECT is the State of Indiana  
NO CHARGE service to benefit recipients  
X-39B R.1-13

# 1

## APPLY

- Watch the online tutorial at [www.in.gov/dwd/2409.htm](http://www.in.gov/dwd/2409.htm)
- **File application for benefits**  
You may file your application from a computer with Internet access at [www.in.gov/dwd/2362.htm](http://www.in.gov/dwd/2362.htm) or at any WorkOne. This link will take you to Uplink, Indiana's online unemployment insurance filing system.



### **DON'T FORGET** the following information when filing:

- Address, social security number, date of birth and phone number
- Last employer's name, mailing address, phone number, dates of employment and reason you are unemployed
- **TIP:** Have your latest check stub with you.

# 2

## VOUCHERS

- **Vouchers must be submitted WEEKLY to the DWD.** Submit your weekly voucher the week following your initial application and each week thereafter.
- **Benefits are paid weekly.** Weeks run from Sunday to Saturday. Vouchers cover the previous week and may be filed starting on Sunday.

### **DON'T FORGET** that you are required to report the following information each week:

- Income earned during the week you file your voucher
- Three places that you looked for work-be sure to include contact name, address and method of contact
- Ability to work if you are offered a full-time job

- **PLEASE NOTE: Vouchers without any issues will be processed within two days.** To submit a voucher go to [www.in.gov/dwd/2362.htm](http://www.in.gov/dwd/2362.htm)
- **You must submit a weekly voucher even if you have an issue delaying your benefits.** Once the issue has been resolved, payments will be made for the weeks you are eligible for benefits.

# 3

## VISIT YOUR LOCAL WorkOne

Log on to [www.workoneworks.com](http://www.workoneworks.com) to find your local WorkOne. Let us help you update your resume, recharge your job search and strengthen your computer and interview skills. We can help you earn your GED and/or become certified in a high demand industry. We are here to work with you to match your skills with a new career opportunity, so let us help you find a job today!

### UPLINK LOGIN INFORMATION

Please take a moment to write down your **Uplink Username and Password.** Uplink is Indiana's online unemployment insurance filing system. When you are finished, trim along the dotted line and store in a safe place for future reference.

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Username \_\_\_\_\_

Password \_\_\_\_\_