

# New Requirements FOR Unemployment Benefits [updated 2015]

## Did You Know?

As of April 11, 2014, Ohio made changes to its requirements for unemployment compensation claimants. In addition to filing weekly claims and making two employer contacts per week, claimants are required to use Ohio's job-matching website, OhioMeansJobs.com. Understanding these changes is vital to your eligibility to receive benefits!

## What is OhioMeansJobs?

OhioMeansJobs.com ("OMJ") is an online resource designed to help you in your search for new employment. You can publicly post your resume for potential employers to see. You can also find available job postings in your general skill area.

## What do I have to do?

Unless waived or exempt, the new changes require you to complete several tasks, known as "Re-employment Activities," by their deadline. These activities must be completed to remain eligible for benefits.

When you first file for unemployment benefits, you will receive in the mail a New Claim Instruction Sheet. Keep it! This form contains important information, including the deadline dates by which you must complete each re-employment activity. In addition, an account on OhioMeansJobs.com will automatically be created in your name. A temporary resume will also be created. You will receive a log-in username and a temporary password in the mail. You have a certain number of weeks from the day you initially filed for benefits to complete each activity.

## What if I don't have access to a computer or the Internet or do not read or write English?

If you do not have a computer or access to the Internet, you should call your local OhioMeansJobs Center and see if you can schedule an appointment to use their computers. Call 1-888-296-7541 to find a local Center near you.

You must call to schedule an in-person appointment at an OhioMeansJobs Center if you:

- Have a limited ability to read, write, or understand English;
- Have a physical or visual impairment that prevents you from using a computer; or
- Are legally prohibited from using a computer

## How do I create my account?

Go to OhioMeansJobs.com and click on the "Individuals-Get Started" icon. Then click on the "Unemployment Compensation Claimant" icon. This will take you to the "OhioMeansJobs Unemployment Guide". Then click on "Sign in Now" and follow

the instructions to create your own permanent password and set up your account.

## Important Deadlines:

### By Week 8: Create a Permanent Resume

- Once you set a permanent password, you must then replace your temporary OMJ resume with a more detailed and permanent resume.
- OMJ also provides a "Resume Builder" tool which will help you fine-tune your resume in order to better attract potential employers.

### By Week 14: Complete Core Assessments

- **As of May 2015, the UC agency is no longer requiring that claimants take the 3 'Work Keys' tests that were previously required. You can take them if you wish, however.**

### By Week 20: Create a Career Profile

- You must answer a series of questions about your likes and dislikes. Afterward, you will be given a report showing what kind of work best suits you.

## What if I miss a deadline?

If you do not complete these tasks by their assigned deadlines, you will receive a notice concerning your continued eligibility to receive benefits. That means your benefits may be stopped until you complete the missed activity.

For more information on notices of eligibility issues and appeals, refer to the Unemployment Compensation Workers Guide, which you should receive by mail. It can also be found on the Department of Job and Family Services website.

## Am I exempt from the requirements?

The requirement to actively seek work may be waived if:

- You were laid off due to a plant closing for less than 26 weeks and your employer files an application with the Office of Unemployment which is approved; or
- You were laid off and your employer notifies the Office of UC that work is expected to be available for you within 45 calendar days following the last day you worked.