

UNEMPLOYMENT INSURANCE CLAIM INFORMATION

Most District employees are covered by State Unemployment Insurance. Contributions for this coverage are made by the District for each employee. This contribution appears on an employee's pay warrant as "SUI-DISTRICT PAID". Covered employees who terminate or suffer a reduction in hours and pay may be eligible for unemployment benefits.

Claims and inquiries regarding Unemployment Insurance benefits must be made by the employee directly to the Employment Development Department (EDD) via telephone (1-800-300-5616) or the web at www.edd.ca.gov. The EDD will determine if you are eligible to receive unemployment compensation.

Please provide your employer's mailing address to EDD as:

**Los Angeles Unified School District,
C/O TALX UCExpress,
P.O. Box 283
St. Louis, MO 63166-0283**

- ❖ Utilizing the above address will help to ensure that TALX, our administrator for unemployment claims, responds to any state inquiries on your claim in an efficient and timely manner and prevent any unnecessary delay in the processing of your claim.

What Do I Need to File a Claim?

You must be out of work (for any reason), or working less than full-time. Also, you must provide the following information:

- Your name, telephone number, and your social security account number
- Your mailing and residence address (if different)
- Last employer's name, address (mailing and physical location) and telephone number
- Information on all employers you worked for during the 18 months prior to filing your Claim, including the name, period of employment, wages earned and pay schedule.
- Your driver's license or ID card number, if you have either
- Last date you worked and the reason you are no longer working
- Citizenship status (which may include your alien registration number)

- ❖ If the EDD needs to verify any of the information provided while filing a claim, additional forms will be sent by mail and additional information and/or documentation will be requested. Once the claim is filed, EDD will determine if you are eligible to receive benefits.