



for

**UNEMPLOYMENT
INSURANCE
CLAIMANTS**

HOW TO APPLY FOR UNEMPLOYMENT BENEFITS

Need to file for unemployment benefits? If so, visit unemployment.ohio.gov to register online. You'll need the following:

- Social Security number
- Driver's license or state ID number
- Name, address, phone number and email address
- Employer name, address, phone number and employment dates for each employer over the past six weeks
- Reason you became unemployed from each employer
- Dependents' names, Social Security numbers and dates of birth, including for your spouse
- Your usual occupation and job skills
- If you worked outside Ohio in the past 18 months, provide employer names and the dates you worked.
- If you are not a U.S. citizen or national, provide your alien registration number and expiration date.
- If you were separated from the U.S. Armed Forces in the past 18 months, provide your discharge papers (DD-214, member 4).
- If you were employed by the federal government within the past 18 months, provide the SF-8 and SF-50 forms.

Ohio | Department of
Job and Family Services

Mike DeWine, Governor
State of Ohio

Kimberly Hall, Director
Ohio Department of Job and Family Services

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IF YOU ARE APPROVED TO RECEIVE BENEFITS, YOU MUST:

- Complete at least two work-search activities each week.
- Keep a detailed record of your work-search activities (unless you receive a notice from ODJFS that you have been waived from the work-search requirement).
- Participate in reemployment services as requested, including any appointments with OhioMeansJobs Center staff.
- Be ready, available and able to work.
- Accept any offers of suitable employment.
- Report any wages or other income received.
- Visit **OhioMeansJobs.com**.
- Select "Get Started": **Individuals**

GET STARTED

- Next, click on this icon:

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- Follow all the steps in the OhioMeansJobs Unemployment Guide. *You can complete the following tasks as early as you would like, but no later than these dates:*

You may lose your benefits if you miss a deadline.

By Week 8: Upload a resume or create a new one with the Resume Builder. You must do this by the date shown on your New Claim Instruction Sheet.

By Week 20: Take the Career Profile assessment, which can help identify careers that match your skills and interests. You must do this by the date shown on your New Claim Instruction Sheet.

Hint: Renew your resume monthly from the "Manage Resumes" page, so employers can find you more easily.

