

DC CLAIM UNEMPLOYMENT

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

Contact Email: does@dc.gov

Phone: (202) 724 – 7000

Fax: (202) 698- 5706

Keep these top ten key facts in mind when you are filing for UI benefits to ensure accurate and quick payment of benefits:

1. **Accurately Report the Reason You Are Unemployed.** To ensure that you can receive benefits quickly, accurately report your reason for separation from your job when you initially file your claim for benefits.
2. **Report Any Wages You Are Earning.** You must report your gross wages for each week you work. Report on all earnings – including part-time or temporary work.
3. **Register with the District of Columbia Department of Employment Services.** Unless in rare cases where someone is exempt by law, you must register with the District of Columbia Department of Employment Services to be eligible to collect UI benefits.
4. **Be Available for Work.** In order to collect benefits, you must continually verify that you are physically able, available and willing to accept suitable work.
5. **Actively Search for Work.** You must search for work each week and have at least 2 job contacts or benefits may be denied.
6. **Develop an Effective Work Search Plan.** Contact the DC Department of Employment Services through one of the Career Centers for help with planning an effective work search.
7. **Avoid Errors and Ensure Proper Payment of Benefits.** To prevent errors that may result in an overpayment, read all of the information provided to you.
8. **Do not Delay – As Soon As You Begin Working Again, Report Your Return to Work.** As soon as you begin working, notify this Agency. Do not wait until you receive your first paycheck.
9. **Follow the Rules to Prevent Yourself from Committing Fraud.** Anyone who collects UI benefits is legally responsible for following the rules. Failure to follow the rules can have serious consequences.
10. **Know Your Responsibilities and Ask for Help.** Navigating through the UI system can be confusing. If you have a question, please contact us for assistance.
For more information, call 202-724-7000 – *we're here to help.*

To begin the process of filing for your unemployment benefits, you will need to have the following information readily available:

- Your social security number
- Your most recent 30-day employer's name, address, phone number and dates of employment
- Your Alien Registration Number, if you are not a US Citizen
- Your DD214, if you are ex-military
- Your Standard Form 8 or Standard Form 50, if you are a former federal employee
- Severance pay information (only applicable if you did or will receive severance pay)
- Pension