

## MARYLAND CLAIM UNEMPLOYMENT

### **If my employer temporarily ceases operations due to COVID-19, preventing me from coming to work, am I eligible for benefits?**

If you are laid off temporarily due to a business shutdown as a result of COVID-19, the Division of Unemployment Insurance recommends that you file a claim for unemployment insurance. After you file a claim for unemployment insurance benefits, the Division of Unemployment Insurance will determine whether you qualify to receive unemployment insurance benefits. You can [apply for unemployment insurance benefits online](#) or by phone between 7:30 a.m. - 3:30 p.m., Monday through Friday, at 410-949-0022 (within the Baltimore-metro area and out-of-state) or 800-827-4839 (from within Maryland).

### **Am I required to search for work during this state of emergency?**

The Division considers each claimant's efforts in relation to the labor market conditions to determine if the search for work criteria under Section 8-903 of Maryland Unemployment Insurance Law has been satisfied. During this period of dramatically changing labor market conditions, the Division might not require claimants to search for jobs, but may instead require claimants to perform other reemployment activities, such as creating a resume, completing online classes and training courses, or completing other approved online tasks that prepare the claimant to become reemployed in a future, stabilized labor market.

Claimants are not required to search for work if their employer has temporarily laid off the claimant and has provided a return to work date that is less than 10 weeks in the future.

## **Employer-Specific Questions**

### **If an employee or former employee receives unemployment benefits as a result of a coronavirus-related business shutdown, will the employer's unemployment insurance taxes increase?**

No employer will see an increase in their tax rate for 2020 due to the coronavirus, COVID-19. Unemployment insurance benefits are proportionately charged to each employer based on the employee's earnings in their base period. Contributory employers may see an increase in their 2021 tax rate as a result of benefits paid due to COVID-19; however, tax rates are calculated based on benefits that have been charged to the employer account over the prior three (3) years, ending on June 30. Thus, any benefits paid due to coronavirus, COVID-19, from March to June will comprise four (4) months of the 36 months used to calculate the 2021 tax rate for employers.

In the event that a process for employers to apply for a waiver of charging of any benefits paid due to coronavirus, COVID-19, additional information will be provided outlining the requirements. Waivers will be reviewed on a case-by-case basis and approved as the law allows.

Reimbursing employers are charged dollar for dollar for benefits paid to their former employees.

Website link: <https://secure-2.dllr.state.md.us/NetClaims/Welcome.aspx>

**To be eligible for benefits, you must make a minimum of three (3) valid job contacts per week, unless you are exempt from work search. Applications or resumes must be submitted where accepted. Valid job contacts are as follows: a) in-person contact with an individual with knowledge of the job; b) telephone contact with an individual with knowledge of the job; c) electronic transmission (e.g. internet, email, fax); or d) other methods appropriate to the occupational classification or as specified by the employer. You must record your job contacts at [mwejobs.maryland.gov](http://mwejobs.maryland.gov), the Reemployment Exchange (REX). Information submitted into REX will be retained as your permanent record of your job contacts. Your job contacts are subject to verification by the Division of Unemployment Insurance. Failure to**

**perform and record at least three (3) job contacts per week will result in a denial of benefit payments.**

INITIAL CLAIM:

### **YOU MUST HAVE THE FOLLOWING INFORMATION TO PROCEED!**

- Your Social Security Number and mailing address.
- A telephone number where you can be reached.
- The name, birth date and Social Security Number of all dependents under age 16.
- If you are not a citizen, proof of your alien status.
- The business name, address, and dates of employment for all employers within the last 18 months. A copy of your [W-2 form](#) may be helpful.
- If you seek work through a union, the hiring hall number is required.
- If you were in the military within the last 18 months, your [DD214](#), Member 4.

ALREADY OPENED AN INITIAL CLAIM – FILE WEEKLY CLAIM:

Weblink: <https://secure-2.dllr.state.md.us/webcert/Logon.aspx>

### **WEEKLY CLAIM CERTIFICATION**

After filing your initial claim you must file weekly claim certifications in order to receive unemployment insurance benefits if eligible. A weekly claim certification can be filed by internet (Webcert) or telephone (Telecert). Both methods of filing are available 7 days a week, 24 hours per day. If you do not file weekly claim certifications, benefits cannot be paid.

You may file a **Webcert** over the internet at [www.mdunemployment.com](http://www.mdunemployment.com). In the "Claimant Information" area of the webpage, click on the second bullet "File Your Webcert".

You may file a **Telecert** by calling 410-949-0022 from the Baltimore area and Out of State or 1-800-827-4839 outside the Baltimore area but within Maryland.

### **W-2 FORM**

Information on your W-2 Form may assist you when entering information about your work history in the employment section of the application. Line 15 on your W-2 form may contain an employer number that could be beneficial when searching for your employer. The form also provides the address for your employer(s) and may provide a corporate name that is different than the name the company uses for doing business.