

FACT SHEET #160 March 2020

CLAIMING UNEMPLOYMENT BENEFITS IN MICHIGAN COVID-19 GUIDE

If you become unemployed, you may qualify for unemployment insurance benefits. These benefits are intended to provide temporary income as you seek new employment. To be eligible for unemployment benefits, you must be unemployed and able to, available for, and actively seeking suitable full-time work.

Filing for and Receiving Benefits

A claim for unemployment benefits begins the week it is filed. Therefore, you should file your claim during your first week of unemployment.

There are two ways to file a new claim or re-open an existing claim:

- **FASTEST AND PREFERRED METHOD:** Online – Visit www.michigan.gov/uia and sign into MILogin to access or create an account on the Michigan Web Account Manager (MiWAM).
- **Telephone** – Call 1-866-500-0017. If you are hearing impaired, TTY service is available at 1-866-366-0004.

Information Needed to File a Claim:

- Your social security card,
- Your state issued driver's license or ID card number or your MARVIN PIN (if you have one),
- The names and addresses of employers you worked for during the past 18 months along with your quarterly gross earnings,
- The last date of employment with each employer,
- Your most recent employer's Federal Employer ID number (FEIN) (especially if you have **not** filed a claim within the last three years or have been employed for less than six months) and Employer Account Number (EAN). Depending on your situation, knowing the account number may speed up the processing of your claim.
- If you are **not** a U.S. citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

Bi-Weekly Certifications

You must certify your eligibility every two weeks to receive payment. The preferred method of certifying is online, although phone certification is also available.

- **Online:** Visit www.michigan.gov/uia and sign into MILogin to access your MiWAM account. Your online account is accessible seven days a week, 24 hours a day.
- **By Phone:** Call MARVIN at 1-866-638-3993, Monday through Saturday, 8:00 a.m. to 7:00 p.m.

Register for Work and Work Search

- **At this time, you are not required to register for work. Your application for benefits will be used to satisfy the work registration requirement when you file your claim.**
- **For those workers indicating in their claim filing that they expect to return to work with the same employer within 120 days, the application for benefits will be used to satisfy the seeking work requirement.**

Two ways to receive benefits, choose either:

- Debit card or
- Direct deposit to your bank account

FACT SHEET #160

Page 2

For more information – including a copy of UIA 1901, *Unemployment Benefits in Michigan* and forms, visit our website at www.michigan.gov/uia. If you have a question or problem with your claim, you can submit an inquiry online through your MiWAM account. For in-person assistance, you may visit one of our Local Offices located throughout the state. Find a list of locations at www.michigan.gov/uia.

Employers, direct your questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at www.michigan.gov/uia. If you are hearing impaired, TTY service is available at 1-866-366-0004.

WHAT YOU NEED TO FILE AN UNEMPLOYMENT CLAIM

To file a claim, you must first sign into MILogin to create or access your MiWAM account at www.michigan.gov/uia.

PERSONAL INFORMATION	
Social Security Number:	
Driver license number or State ID number:	
Mailing address (where you want information about your claim sent):	
County (where you live):	
Telephone number: Email Address:	
How do you want to be paid? Select your benefit payment preference:	Direct Deposit <input type="checkbox"/> Debit Card <input type="checkbox"/> Routing Number: _____ Bank Account: _____
If you are not a citizen or national of the United States, give your Alien Registration Number and the expiration date shown on your alien ID or documents:	
EMPLOYMENT INFORMATION	
Your most recent employer (the one you last worked for) and Federal Employer Identification Number and Employer Account Number:	Name: <u>ProCare Pain Solutions</u> FEIN: <u>3 8 3 1 6 6 3 5 7</u> EAN: _____
Street Address (use the payroll address if known):	61 Commerce Ave SW
City, State and Zip Code:	Grand Rapids, MI 49503
Dates of employment and the amount of money you earned (gross amount, without deductions)	Beginning Date: <u>Found in ADP. Myself tab then click Profile.</u> Ending Date: <u>Last day worked, in office or remote work.</u> Gross Earning _____
Your next recent employer (the one you last worked for) and Federal Employer Identification Number and Employer Account Number:	Name: _____ FEIN: _____ EAN: _____
Street Address (use the payroll address if known):	
City, State and Zip Code:	
Dates of employment and the amount of money you earned (gross amount, without deductions)	Beginning Date: _____ Ending Date: _____ Gross Earning : _____

Found in ADP, Myself tab, then click Pay Statements to view all check stubs. Add up quarterly *gross earnings*.