

Steps to Your Unemployment Compensation

1. Gather your Information (for new claimants)

Before filing your claim on-line, gather the following information to assist you in completing the application:

- Your Social Security number
- The names, addresses, and phone numbers of all your employers during the last 18 months
- The dates you worked and total earnings from each employer
- Gross earnings for this week since 12:01am Sunday
- Driver's License, State ID, Voter Registration number or other type of ID that could verify your identity
- The name and local number of your labor union hall, if applicable
- If you are not a U.S. citizen, your Alien Registration Number and work permit expiration date
- Your DD-214 form (if you were in the military within the last 2 years)
- Form SF-50 or for SF-8 and check stubs or W-2 proof of earnings (if you were a federal employee).

2. File your claim online at www.floridajobs.org

- Click on "Job Seekers & Community Services" then "Unemployment Compensation Benefits Center" then "File a Claim"

3. Complete the Initial Skills Review (for new claimants after 8/1/2011 only)

- As of August 1, 2011, Florida law requires an online Initial Skills Review.
- Go to <http://www.floridajobs.org>. Click on "Job Seekers & Community Services" then "Unemployment Compensation Benefits Center" then "Manage Your Benefits"
- On the screen where you enter your SS# and PIN, click "Click Mouse Here to Register for the Initial Skills Review." It takes about 30-45 minutes.

Payment of your claim may be delayed or denied if you do not complete the Initial Skills Review.

4. Complete your full registration at www.employflorida.com

- Instructions available in the Suncoast Workforce Resource Guide

5. Conduct five (5) work searches per week

It is important that you keep a record of each job to which you apply. You will need to enter the following information at www.floridajobs.org for each job search you complete:

1. Date of contact
2. Method of contact (in person, internet, phone call, etc.)
3. Business name, website name/URL or email address
4. Result of your search (no response, awaiting call back, etc.)
5. Type of work sought/job title

6. If you are unable to Conduct five (5) work searches in a given week AND Steps 1, 2, 3 and 4 above are complete, you may participate in one of the following activities in a Suncoast Workforce Career Center to satisfy this requirement for that week:

If you have been notified by Unemployment that you are required to participate in one of the following programs, your attendance at your scheduled appointment will be recorded:

- **Reemployment and Eligibility Assessment (REA)**
- **Priority Reemployment Planning Program (PREP)**

You may also attend any of the following Suncoast Workforce workshops once.

See calendar of events online at www.suncoastworkforce.org for days, times, and locations.

- **Unemployment Compensation Solutions Workshop**
- **Employability Skills Workshops including: Resume Writing, Interview Skills, Job Search, etc.**