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Top 10 Things You Should Know... About Filing a Claim for Unemployment Benefits

Maine Bureau of Unemployment Compensation

Maine Department of Labor

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Top 10 Things You Should Know... About Filing a Claim for Unemployment Benefits



Keep these Top 10 key facts in mind when you are filing for benefits.

Unemployment Insurance provides temporary financial assistance to qualified individuals who have lost their job through no fault of their own. Unemployment benefits are *not* guaranteed for everyone who has lost their job.

Those who are qualified must continue to meet weekly eligibility requirements.

For more information, please visit www.file4ui.com, or call 1-800-593-7660.

1. Accurately Report the Reason You Are Unemployed. Accurately report your reason for separation from your job when you initially file your claim.

2. Report Any Wages You Are Earning. You must report your gross wages for each week you work. Do this for the week in which you work – don't wait until you are paid to report the earnings. Report on all earnings – including part-time or temporary work.

3. Register with the Maine Job Bank. In order to be eligible for benefits, you must register with the Maine Job Bank. You can find the Maine Job Bank online at www.mainecareercenter.com. If you don't live in Maine, you must register with the employment service in the state where you are living instead.

4. Be Available for Work. In order to collect benefits, you must continually verify that you are able, available and willing to accept suitable work.

5. Actively Search for Work. You must search for work each week or benefits will be denied.

6. Develop an Effective Work Search Plan. Contact the Maine CareerCenter for help with planning an effective work search. CareerCenter online services, and locations across the State, can be found at www.mainecareercenter.com.

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. As Soon As You Begin Working Again, Report Your Return to Work. As soon as you begin working, notify the Claims Center. 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 unemployment insurance system can be confusing. If you have a question, a Customer Service Representative is here to help.

