

**Model Language for Employer Notification to Employees of the Availability of
Unemployment Compensation**

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For assistance or more information about filing a UI claim, call 1-800-xxx-xxxx or visit www.xxx.gov [The state UI agency should insert the options available for filing initial UI claims].

You will need to provide the state UI agency with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number; and
3. Your authorization to work (if you are not a US Citizen or resident).

To file a UI claim by phone call:

To file a UI claim online, visit:

If you have questions about the status of your UI claim, you can call the state UI agency at 1-800-xxx-xxxx or e-mail www.xxx.gov.