

# TEAMMATE SERVICES

**WHAT:** Indiana – Filing an unemployment claim

**WHEN:** May 18, 2020

**WHO:** Teammates in Indiana

The Indiana Department of Workforce Development operates the state's Unemployment Insurance (UI) program. UI benefits are not only for those individuals who unfortunately find themselves without work, the program also covers workers whose hours have been reduced for business reasons. If your hours have been reduced and you are struggling financially to keep up with expenses, please explore the option of applying for partial UI benefits.

## **What you need to apply:**

- A valid email account – your email address will become your Uplink Username.
- Driver's license or valid ID, address, Social Security number, date of birth and phone number.
- Last employer's name, mailing address, phone number, dates of employment and reason you are unemployed.
- Bank routing number and account number if choosing direct deposit as your payment option (Note: Key2Benefits prepaid MasterCard® is also available).

## **How to apply:**

All claims must be filed through Uplink, the online filing system:

<https://uplink.in.gov/CSS/CSSLogon.htm>

Online filing on Sunday/Monday: Due to the number of people filing online on Sundays and Mondays, the Uplink system might be slow. It is recommended that you file later in the week for an improved filing experience.

Contact Center: Due to high call volume, waits will be longer than usual. The state is responding as quickly as possible.

You must file a voucher each week through the Uplink online filing system and comply with the terms of the weekly vouchers to continue to be eligible for and receive benefits each week. During this emergency, the requirement that claimants actively search for work each week that they receive benefits has been waived. However, claimants still must be "able and available for work."

Benefit payments for Unemployment Insurance made using Direct Deposit to a U.S. checking/savings account or a Key2Benefits prepaid Mastercard with KeyBank.

**Resources:**

Step by Step guide to filing an unemployment claim:

[https://www.in.gov/dwd/files/Unemployment\\_Insurance\\_Brochure-One\\_Page-Final.pdf](https://www.in.gov/dwd/files/Unemployment_Insurance_Brochure-One_Page-Final.pdf)

Unemployment Insurance Benefit estimation:

<https://www.in.gov/dwd/2359.htm>

FAQs regarding Unemployment Claims:

[https://www.in.gov/dwd/files/Indiana\\_Unemployment\\_FAQ.pdf](https://www.in.gov/dwd/files/Indiana_Unemployment_FAQ.pdf)

For information regarding Unemployment Claims in Spanish, go to the following links:

[https://www.in.gov/dwd/files/Claimant\\_Handbook\\_SP.pdf](https://www.in.gov/dwd/files/Claimant_Handbook_SP.pdf)

[https://www.in.gov/dwd/files/Indiana\\_Unemployment\\_FAQ\\_Sp.pdf](https://www.in.gov/dwd/files/Indiana_Unemployment_FAQ_Sp.pdf)