

H LINE (NIGHTS) UNEMPLOYMENT INSTRUCTIONS **(TWO WEEKS)**

PLEASE FOLLOW THE UNEMPLOYMENT INSTRUCTIONS BELOW CAREFULLY TO AVOID YOUR BENEFITS BEING HELD UP. THE ODJFS WILL NOT BACKDATE CLAIMS.

Please **DO NOT** answer any of the union questions and never say **NO** to the work search question. If they ask if you searched for work, click YES, then enter Ohio Assembly Plant, 650 Miller Road, Avon Lake, OH 44012 and type the mass layoff number after Ohio Assembly plant. Answer the rest of the questions as if you've been laid off. ODJFS told us to do this if we're on a mass layoff and asked for jobs.

File for unemployment benefits online at <http://unemployment.ohio.gov>. If you do not have internet access, call your processing center (the number is located on correspondence you've received from the ODJFS). ODJFS business hours are 8:00 AM – 5:00 PM Monday – Friday, except holidays.

PLEASE NOTE: You must confirm that your yearly claim is not expired by going under CLAIM DETAILS, click on VIEW CLAIM SUMMARY / PAYMENT HISTORY. At the top of the page in the left hand corner, you will see your beginning and end dates of your yearly claim. **If your claim is expired, please do not reopen or restart because YOU MUST FILE A NEW CLAIM.** If you can't file online, call them to file. The phone lines there are usually not as busy later in the week.

File for unemployment benefits using **Mass Layoff # 2500031**. Your last day worked is **01/24/2025** and your return to work date is **02/10/2025**. **PLEASE NOTE:** You will need to call your processing center or visit the ODJFS web site **THREE TIMES** to file for unemployment benefits. The first time to reopen your application for benefits and the 2nd and 3rd times to claim your layoff week (see below):

- 1. SUNDAY, JANUARY 26, 2025** – Open/restart application for benefits/file new claim if old has expired.
- 2. SUNDAY, FEBRUARY 2, 2025** – Claim layoff week ending **FEBRUARY 1, 2025**.
- 3. SUNDAY, FEBRUARY 9, 2025** – Claim layoff week ending **FEBRUARY 8, 2025**.

FOR ASSISTANCE WITH CLAIMS ISSUES (pay held, denied, break in claim) please call the processing center and schedule a return call or use the *Submit A Question* option at <https://odjfs2.my.site.com/OUIForm/s/connect-ohio-inquiry-form>. You'll be taken to an online form that allows you to provide detailed information about your issue(s). The *Submit A Question* option generates a notification directly to a team member for follow up. We have a lot of success with it and highly recommend using it before calling the union hall for help.

FOR ASSISTANCE WITH OHIO ID LOGIN ISSUES: Call **877-644-6562** or use the live chat option at the ODJFS page to reset your pin.

FOR ASSISTANCE WITH IDENTITY AUDITS: When you send your documents in, you must also answer eligibility questions and certify through your ODJFS correspondence inbox or you may get another audit next time you file for UC benefits. You may also be asked to go to a local post office with your license to identify yourself. If it's too late to respond and attach through the inbox, please email your documentation to ifs.ui_respond@ifs.ohio.gov or via **"Submit A Question."** If the address on your driver's license differs from the address on your check, you will also need to submit a utility bill or another household bill with your new address.

Dianna Brezina, President / Jay Kiska, Chairperson Unit 1

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