

H LINE (DAYS) UNEMPLOYMENT INSTRUCTIONS (TWO WEEKS)

PLEASE NOTE: YOU MUST CLAIM THE GOOD FRIDAY HOLIDAY WHEN YOU CLAIM WEEK ENDING 4/19/25. SEE INSTRUCTIONS BELOW.

YOU MUST CALL YOUR PROCESSING CENTER OR USE THE CHAT ONLINE TO REOPEN YOUR APPLICATION FOR BENEFITS. The number is located on the top of past correspondences you've received from the ODJFS. Business hours are 8:00 AM – 5:00 PM Monday – Friday, except holidays. The reason you have to call them to open your claim is because you were laid off a few weeks ago and all of those weeks haven't cleared yet, meaning the correct date won't be offered online OR on the 877#. **Whether you go online or call the 877# to reopen your application for benefits, the correct date you need will not be available.** The only way to restart your claim with the correct effective date is to call your processing center or use their chat option to request a live agent from your login page online. Please note: If you start getting messages about completing the resume or career profile assessment, call your processing center right away to ask them to waive the requirement since you're on a two-week mass layoff.

When you get someone from the processing center on the phone or chat line, let them know the following: The date offered by ODJFS as the effective date for me to reopen my claim is incorrect because I am on a two week on / two week off mass layoff and all of the weeks from the last layoff haven't cleared yet. My last day worked was **04/04/25** so my effective date is **04/06/25**. **DO NOT use the date ODJFS is offering** because it will create a break in claim and I won't get paid. **Don't answer the union questions** because we're not a hiring hall. **Don't answer NO to the job search.** If asked for jobs click **YES**, then enter Ohio Assembly Plant, 650 Miller Road, Avon Lake, OH 44012 in both job spaces and type the mass layoff number after Ohio Assembly plant.

Reopen your application for unemployment benefits using **Mass Layoff # 2500191**. Your last day worked is **04/04/2025** and your return-to-work date is **04/21/2025**. **PLEASE NOTE:** You will need to call your processing center to reopen your claim once on Monday, 04/10/25 and then visit the ODJFS web site **TWO TIMES** afterward to file for unemployment benefits, the first time to reopen your application for benefits and the 2nd and 3rd times are to claim your layoff weeks:

- 1. MON., APRIL 7, 2025 – CALL YOUR PROCESSING CENTER** to reopen application
- 2. SUN., APRIL 13, 2025 – Claim layoff week ending APRIL 12, 2025.**
- 3. SUN., APRIL 20, 2025 – Claim layoff week ending APRIL 19, 2025.** ****OHAP will pay you for Good Friday, so you MUST claim that holiday pay as earnings when you claim your week. Example: \$25.335 (hourly rate) x 8 (hours) = \$202.68 (what you need to claim as earnings).**

FOR ASSISTANCE WITH CLAIM ISSUES (pay held, denied, break in claim) please call the processing center and schedule a return call or you can use the chat line in the bottom right corner of the main page once you log in. To get assistance with claim issues and even with reopening your application when the correct effective date isn't available online or on the 877#. To use the chat option: Keep typing "**chat with live agent**" and hitting send and eventually the computer will ask for your name and how you need them to assist you. You'll be put on a hold and then the live person will let you know they're there, and hopefully will be able to assist you.

Dianna Brezina, President / Jay Kiska, Unit 1 Chair

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