

**H LINE (BOTH SHIFTS) UNEMPLOYMENT INSTRUCTIONS**

**PLEASE FOLLOW THE UNEMPLOYMENT INSTRUCTIONS BELOW CAREFULLY TO AVOID YOUR BENEFITS BEING HELD UP. THE ODJFS WILL NOT BACKDATE CLAIMS. IF YOU DON'T FILE CORRECTLY AND ON TIME, THEY WILL NOT PAY YOU.**

Please **DO NOT** do these things when filing:

1. **NEVER ANSWER ANY OF THE UNION QUESTIONS.** **UAW LOCAL 2000 IS NOT A HIRING HALL.**
2. **NEVER ANSWER NO TO THE JOB SEARCH QUESTION.** Whether or not you have a mass layoff number, **you will need to enter two jobs if they ask you for them.**

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 # 2400914**. Your last day worked is **12/13/2024** and your return to work date (for unemployment purposes) is **12/23/2024**. **PLEASE NOTE:** You will need to call your processing center or visit the ODJFS web site **TWO TIMES** to file for unemployment benefits. The first time to reopen or restart your application for benefits and the second time to claim your layoff week (see below):

1. **SUN., DECEMBER 15, 2024** – Open/restart application for benefits or file new claim if old has expired.
2. **SUN., DECEMBER 22, 2024** – Claim layoff week ending **DECEMBER 21, 2024**.

**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.

**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](mailto:ifs.ui_respond@ifs.ohio.gov)**. 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.

**Wishing everyone a safe, happy holiday season!**

Dianna Brezina, President / Jay Kiska, Chairperson Unit 1 / Angela Mullins, Chairperson Unit 2  
Lisa Ortiz, Chairperson Unit 3 / Kenneth McNeil, Chairperson Unit 4 / Tony Rollison, Chairperson Unit 5  
Omar Miranda, Chief Steward, Unit 6