

Claims for unemployment insurance can be filed online at [www.ides.state.il.us](http://www.ides.state.il.us) or at any of the local IDES offices or Illinois Employment and Training Centers (IETC) located throughout the state. Once you file your claim, you can obtain information on the status of your claim by calling Teleserve at **1-888-337-7234** or TDD/TTY 1-800-662-3943. At IDES local offices and IETCs, you can also get help with your job search.

Our online job matching service, [www.IllinoisSkillsmatch.com](http://www.IllinoisSkillsmatch.com), can match you to employers' job openings instantly. To find the IDES office or center nearest you, call **1-888-367-4382**.

### IDES/IETC LOCATIONS

Alton	Elgin	Maywood
Arlington Heights	Evanston	Moline
Aurora (See North Aurora)	Freeport	Mt. Vernon
Belleville	Galesburg	Murphysboro
Bloomington	Glen Carbon	North Aurora
Bolingbrook	Grayslake	Olney
Burbank	Harrisburg	Ottawa
Carlinville	Harvey	Pekin
Centralia	Jacksonville	Peoria
Champaign	Joliet	Pontiac
Chicago Heights	Kankakee	Quincy
Cicero	Litchfield	Rockford
Danville	Lombard	Springfield
Decatur	Marion	Sterling
DeKalb	Mattoon	Waukegan
East St. Louis		Woodstock
Effingham		

#### In Chicago:

2550 W. Addison St.  
 1657 S. Blue Island Ave.  
 Daley College-  
 7500 S. Pulaski, Bldg. 100  
 4931 W. Diversey Ave.  
 837 W. 119th Street

2444 W. Lawrence Ave.  
 10 S. Kedzie Ave.  
 8750 S. Stony Island Ave.  
 715 E. 47th Street  
 1515 E. 71st St.  
 3500 W. Grand Ave.

State of Illinois  
 Rod R. Blagojevich, Governor

Department of Employment Security  
 James P. Sledge, Director



# WHAT EVERY WORKER SHOULD KNOW

about  
 Unemployment Insurance

## Notice to Employers

When workers are laid off for a period of seven days or more or are separated from the payroll for any reason, employers are required to provide them with a copy of this publication. If it is not practical to provide copies at the work site, the publication should be mailed to employees' last known address within five calendar days of separation. Enter the firm's name and address in the space below:



Illinois Department of Employment Security  
[www.ides.state.il.us](http://www.ides.state.il.us)

The Illinois Department of Employment Security administers the unemployment insurance program for the state of Illinois. You are entitled to unemployment insurance benefits while you are unemployed if you meet the legal requirements. Benefits are financed solely by employers' payroll taxes – not by any deductions from your wages.

## Who Qualifies for Unemployment Insurance?

1. To qualify, you must have earned at least \$1,600 during a recent 12-month period known as the *base period* (see chart below). You must have earned at least \$440 outside of the base period quarter in which your earnings were the highest. The staff of your local office can explain the rules in more detail.

If you file your claim:	Your base period will be:
Jan. 1 thru March 31, 2007	Oct. 1, 2005 thru Sept. 30, 2006
April 1 through June 30, 2007	Jan. 1, 2006 thru Dec. 31, 2006
July 1 thru Sept. 30, 2007	April 1, 2006 thru March 31, 2007
Oct. 1 thru Dec. 31, 2007	July 1, 2006 thru June 30, 2007
Jan. 1 thru March 31, 2008	Oct. 1, 2006 thru Sept. 30, 2007

2. Your employer must be subject to the state's unemployment insurance law. Among the types of work *not* covered are some agricultural, domestic and railroad work, some special government work, some work done for one's family, and some work done on commission.
3. You must either be entirely out of work or be working less than full-time because no more work is available. Your earnings must fall below a certain threshold determined at the time you file your claim.
4. Your unemployment must be involuntary. You may be disqualified if you: quit your job voluntarily without good cause attributable to your employer; were discharged for misconduct in connection with your work; were discharged for a felony or theft in connection with your work; or are out of work because of a labor dispute.
5. You must be able and available to work. Benefits are not paid for any period in which you are on vacation, when your principle occupation is that of a student (*you may be eligible if you are attending a training course approved by the IDES Director*) or while you engage in any other activity which makes you unavailable for work. Benefits are not paid for any day or days on which you are unable to work because of illness, disability, family responsibilities, lack of transportation, etc.

6. You must be actively seeking work, and willing to accept any suitable job offered. You must keep a log of your job search activities in every week for which you claim benefits. If your eligibility is challenged, you may be required to produce that document.

## When and Where to File:

File your claim for unemployment insurance benefits during the first week after you have become unemployed. You can file for benefits online at [www.ides.state.il.us](http://www.ides.state.il.us) or at a local IDES office or Illinois Employment and Training Center (IETC). If you are uncertain about your eligibility for benefits, ask your local IDES office for further information. Receipt of this pamphlet does not necessarily mean you are eligible. You must also register for job placement service at an IDES office or IETC or online at [www.IllinoisSkillsMatch.com](http://www.IllinoisSkillsMatch.com).

## Information Needed to File for Benefits:

- This pamphlet
- Verification of your Social Security number
- Names and addresses of past employers and the number of days worked for each
- Records showing wages earned, including dismissal wages and vacation pay
- Records of any pension payments you are receiving, including Social Security
- Any odd-job or part-time earnings while you are unemployed
- Your spouse's employment status and Social Security number
- Names and birth dates of your children, including stepchildren, adopted children under 18, disabled children regardless of age, and any child of whom you have court-ordered

If, within the past two years, you have worked (1) in a state other than Illinois, (2) for a railroad, (3) for the federal government, or (4) if you have served in the armed forces, tell the claimstaker.

**Note:** The law provides jail sentences and fines if you attempt to obtain benefits fraudulently by withholding pertinent information or by making false statements with your claim.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Office Manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY (888) 340-1007.