

Ohio Department of Job and Family Services  
**MASS LAYOFF INSTRUCTION SHEET**

For employees of <b>NAVISTAR, INC. , 6125 Urbana Rd., Springfield, OH</b>	Last day worked <b>November 17, 2017</b>
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The following mass layoff number is to be used when filing your application for unemployment benefits. The mass layoff number applies only to applications filed on the last day of work shown above.

**Mass Layoff Number: 1700683**

To file your application for unemployment benefits, take the following action starting **November 19, 2017** but no later than **November 25, 2017**

File online at: [unemployment.ohio.gov](http://unemployment.ohio.gov) (accessible 24 hours a day, 7 days a week). Service may be limited while our system is being updated.

If you do not have internet access, call 877-644-6562 and select option 1. (Business hours are 8:00 a.m. to 5:00 p.m., Monday - Friday, except holidays.) Filing later **in the week listed above** will not affect your claim eligibility, because claims are effective the Sunday of the week in which you file your application.

**You should be prepared to provide the following information:**

- Your Social Security number and either your driver's license or state ID number
- Your name, address, telephone number, and email address (if applicable)
- The name, address, telephone number, and dates of employment with each employer for whom you worked during the past 6 weeks of employment. If you were on assignment from a temporary placement agency (often called a "temp agency"), the temp agency - not the employer they assigned you to - is the employer you need to identify.
- If you had out-of-state employment within the past 18 months: the name, address, telephone number, and dates of employment for each employer with whom you worked out of state during the past 18 months
- If you were separated from military service with any branch of the U.S. armed forces within the past 18 months, your discharge papers (form DD-214, member 4)
- If you were employed by the federal government within the past 18 months, the SF-8 or SF-50 form given to you by your government employer at the time of your separation
- Dependents' names, Social Security numbers and dates of birth, including your spouse's
- Alien Registration Number and the expiration date of your work authorization (if you are not a U.S. citizen or national)
- Direct deposit information (if preferred, you will need your bank routing number and account number)

**Once your application has been filed, you will receive further information in the mail or email, based on your correspondence preference.**

**Applying for unemployment benefits is a two-step process.** First, you must file your application for benefits, **then** on the following week starting on Sunday you must claim the week of unemployment by accessing the website or using the interactive voice response (IVR) system at 877-644-6562 option 2.

To Navistar 402 members involved in the lay-off during the November 20-24 down week

**\*\*\*MAKE SURE YOU READ THE ENTIRE INSTRUCTION SHEET\*\*\***

To be eligible for State Benefits you must 1) make application for benefits and 2) file for your claim timely and within the specified time limits.

If you are off both weeks but are only filing for one week of unemployment because you have one week of vacation then the second week is the week to file for your unemployment benefit.

**\*Change in procedure\*** The State Bureau mandates that all claims may be opened by phone 877-644-6562 or online (<http://unemployment.ohio.gov>), however you may only file for the week (step 2) online. If you do not have computer access, we will try to assist you with step 2 or claiming the week. Either way, remember to apply for benefits during your first week of lay off.

**\*\* THIS IS A 2 STEP PROCESS \*\***

(Step 1) **OPEN** a claim known as making application for benefits. You must call ODJFS or access the website once **DURING** the first week of lay-off. So, make application for benefits (**open the claim**) **beginning November 19 and no later than November 25**. In case there is an issue, sooner is better than later.

**And then you must...**

(Step 2) **FILE (CLAIM THE WEEK)** with the ODJFS **WITHIN 21 DAYS** of the end of that week in order to receive benefits/waiting week for that week. Please answer all questions **completely and honestly** for your own protection. You will be able to claim the week beginning Sunday following the week of layoff. **The state (unemployment) week runs from Sunday – Saturday.**

**\*Due to the holidays during the down week, you will be required to claim the holiday pay received\*** There will be an offset, but you may still file for the difference between holiday pay received and your UE benefit awarded amount.

If you are establishing a new claim, you will have to serve a waiting week.

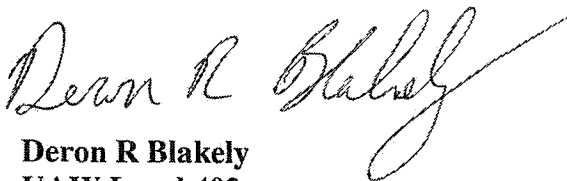
**If you qualify for state benefits under a new claim, the maximum benefits for 2017 are as follows:**

Number of Allowable Dependents	Dependency Classification	If your Average Weekly Wage was:	Then your Maximum Weekly Payment is:
0	A	\$886 or higher	\$443
1 or 2	B	\$1,074 or higher	\$537
3 or more	C	\$1,196 or higher	\$598

**Example:** \$1000 average weekly wage x ½ = \$500

So, if your **Average Weekly Wage** was lower... your **Maximum Weekly Payment** will be lower also.

**NOTE: IF YOU DISAGREE WITH YOUR ASSIGNED BENEFIT AMOUNT, YOU MUST APPEAL WITHIN 21 DAYS!**



**Deron R Blakely**  
**UAW Local 402**  
**Benefits Rep**