

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

For employees of <b>Navistar, Inc.</b>	Last day of work* <b>October 23, 2020</b>
Layoff location <b>6125 Urbana Rd. Springfield, OH</b>	

\*This date will automatically populate on to your application and determination of benefits.

### STEP #1: File an APPLICATION

File your application within the first week of your layoff. Applications are effective Sunday of the calendar week in which they are filed. Filing your application after the first week of layoff may cause a delay or denial of benefits.

Your application may be filed as early as: **October 25, 2020** But no later than: **October 31, 2020**

Apply online at <https://unemployment.ohio.gov> (accessible 24 hours a day, 7 days a week), OR apply by phone at 1-877-644-6562 during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays).

Be prepared to provide the following information on your application:

- Your Social Security number and your driver's license (or state ID) number
- Your name, address, telephone number, and email address
- **Mass Layoff Number: 2000597**
- *Using this number will populate your employer's information and last day of work on to your application.*
- The name, address, telephone number, and dates of work for any additional employers with whom you worked during your last 6 weeks of work
- Names, Social Security numbers, and dates of birth of any dependents, to include children and your spouse
- Alien Registration Number and expiration date of your work authorization (if not a U.S. Citizen)
- Payment Preference (if direct deposit is preferred, you will need your bank routing number and account number)

**NOTE:** It is your responsibility to read all correspondence and reply to any requests for additional information sent to you by the established deadlines. You may view and respond to notices by logging in to your online account and viewing your Correspondence Inbox.

### STEP #2: File WEEKLY CLAIMS

Weekly Claims cannot be filed until the week is over, and *only if* your application was properly filed within the first week of your layoff.

Weekly Claims must be filed by logging in to your online account at <https://unemployment.ohio.gov>. *You will not receive payment if you do not file your Weekly Claims.* If your application is filed within the timeframe specified in Step #1, your first Weekly Claim can be filed as early as: **November 1, 2020**

You have 21 days to file your week in a timely manner. Failure to file timely Weekly Claims may result in a delay or denial of payment. Be prepared to provide the following information on your Weekly Claims:

- Gross **HOLIDAY PAY** for holidays that occur during the calendar week (do not report holiday pay during the week paid, it must be reported in the week the holiday falls);
- Gross **EARNINGS** for any work performed during the calendar week (do not report earnings during the week you are paid, earnings must be reported during the calendar week in which your work is performed);
- **NOTE: DO NOT report Vacation Pay, Bonuses or Severance Pay** on your Weekly Claims. If applicable, you will be questioned about additional income on a Notice of Eligibility Issue. If you received vacation, bonus or severance pay and do not receive a questionnaire regarding the income, call your Processing Center for assistance.

**WORK SEARCH:** If your employer provided a recall date within 45 days of your last day worked, your work search may be waived. Otherwise, you must complete all work search and reemployment activity requirements.

*If you do not receive a confirmation number for either of the steps above, the action was not complete and could cause a delay or denial of benefits.*

#### Processing Center Contact Information:

[http://jfs.ohio.gov/ouc/Processing Offices by SSN.pdf](http://jfs.ohio.gov/ouc/Processing%20Offices%20by%20SSN.pdf)

To all 402 members involved in the October 26<sup>th</sup> temporary no work lay-off

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

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

**\*Change In procedure\*** The State Bureau mandates that all claims may be open 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 (claiming the week). Either way, remember to apply for benefits during your first full week of lay off.

You must open your claim the first **FULL** week of lay off. You will be required to complete a work search each week. Pay close attention to the requirements given by the state.

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

(Step 1) **OPEN** a claim (known as making application for benefits). You must call the ODJFS or access the website once **DURING** the first **FULL** week of lay-off. So, make application for benefits (**open the claim**) beginning Sunday 10/25/20 and no later than Saturday 10/31/20

And then you must...

(Step 2) **FILE (CLAIM THE WEEK)** with the ODJFS WITH IN 21 DAYS of the end of that 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.**

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 2020 are as follows:

Number of Allowable Dependents	Dependency Classification	If your Average Weekly Wage was:	Then your Maximum Weekly Payment is:
0	A	\$960 or higher	\$480
1 or 2	B	\$1,164 or higher	\$582
3 or more	C	\$1,294 or higher	\$647

**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!**

*Kristen Snapp*

Kristen Snapp  
UAW Local 402  
Benefits Rep.