

ELIGIBILITY

Job Attached

What you must do to be eligible for unemployment

Your Responsibilities

Although you do not have to look for other work to receive benefits, there are things you must do to be eligible to be paid. If you are paid and it is later found that you were not meeting the requirements, you could have to pay the money back. This is called an overpayment and may be considered fraud. Nine out of ten people do provide accurate information.

To maintain your eligibility, you must:

- **Be physically and mentally able** to work for all weeks you are unemployed and requesting benefits, whether or not you are offered a job. If you are not able to work, you must answer "no" to the question "Were you able to work?" when you file for payment of benefits.
- **Be available** (ready) to return to work. If you are not available to work, you must answer "no" to the question "Were you available to work?" when you file for payment of benefits.
- **Request payment every two weeks** while you are unemployed. Not requesting benefits can lead to missing payments.

If you learn that you will not return to work with your last employer within 16 weeks or if you decide you no longer want to work for this employer, notify the Division immediately.

Did you know many of your questions about your claim can be answered online?

Manage your unemployment claim through MyUI! You can access your account any time of day and avoid long wait times over the phone.

You can do almost everything you need to online, such as:

- Request payment every two weeks
- Check claim status
- Receive some forms online
- Check your payment information and history
- View your account balance
- Update your address and personal information
- View the Notices of Decision
- File an appeal
- View and download your 1099-G
- Change tax withholding status (once during your claim)

Register online at
www.coloradoui.gov/MyUI



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