

ELIGIBILITY

What you must do to be eligible for unemployment

Your Responsibilities

We want to help you be paid correctly. For that to happen, you must remain eligible for benefits. 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.
- **Actively look for work.** If you are a Colorado resident you must make 5 *job contacts* per week unless this has been officially changed by your local workforce center. If you live outside the state of Colorado you must make 3 job contacts per week. If you did not make all of your job contacts, you must answer "no" to the question "Did you make your required number of job contacts?"
- **Register with** a workforce center to be eligible for benefits. You may register in person or online at connectingcolorado.com. If you live in another state, you must register with a workforce center in your area which you can locate at careeronestop.org/LocalHelp/local-help.aspx.
- **Keep track of your contacts with employers in a written log.** This includes jobs for which you have applied, job interviews, and testing you have done when competing for a job. You must be able to provide your work-search log to us when requested. Download a sample log at coloradoui.gov/eligibility

Did you know many 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



COLORADO
Department of
Labor and Employment
Division of Unemployment Insurance

If you have questions or want more information, please refer to your handbook, Your Guide to Unemployment Benefits. You may also contact us at 303-318-9000 or 1-800-388-5515 (outside Denver-metro area). To request payment, go to www.coloradoui.gov/MyUI or call 303-813-2800 or 1-888-550-2800 (outside Denver-metro area).

Si usted tiene preguntas o quiere más información, por favor consulte su manual, Su Guía para Beneficios de Desempleo.

También puede comunicarse con nosotros al 303-318-9333 en el área metropolitana de Denver o al 1-866-422-0402 fuera del área del Metro de Denver.