

## .05 Unemployment Insurance Referral

**REVISION 05**  
(07/01/08 – 09/30/08)

Participants who have been employed in any state may be eligible for Unemployment Insurance (UI) benefits. Complete the following for participants who have worked in Arizona:

- Review **HOSC** and see whether a UI claim has been filed. (See [SVES](#))
- Refer participants to UI to apply for benefits when both of the following apply:  
Income displays in any of the four calendar quarters prior to the date HOSC is accessed.  
The participant reports [terminated employment](#), or they are not employed.
- Use the Information Request and Pending Information Agreement (FA-077) form or the C011 notice to request the participant apply for UI.

Claims for UI benefits must be completed by telephone or on-line. (See [Filing for UI Benefits](#))

### **EXCEPTION**

Refer disabled participants who have had employment in the previous two quarters on HOSC to UI for an eligibility determination.

Do not refer participants to UI that have no employment history on HOSC and who are unable to work. Verification that the participant is unable to work must be provided. Use the [verification process](#) to verify that the participant is unable to work.

- HOSC must be checked before making determination.

### **NA EXCEPTION**

Referral for other benefits is not a requirement.

Complete the following for participants who have worked outside of Arizona:

- Review [BAGI](#) to see whether the participant has already filed a claim for out-of-state UI benefits.
- Refer participants who have worked out of state to the Arizona [UI](#) web site to file for Interstate UI. When the participant does not have internet access provide them with the UI telephone number.