

.05 Unemployment Insurance Referral

REVISION 03
(01/01/08 – 03/31/08)

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 to determine potential UI eligibility, and to see whether a claim has been filed. (See [SVES](#))
- Refer participants who appear to be eligible for UI, or for whom potential eligibility is not indicated on HOSC, to UI. 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

Do not refer participants to UI 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.

- Set an alert in EWAL to check HOSC in ten days to verify that the participant applied for UI.

FS 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 nearest UI office to file for Interstate UI.