

KKK Unemployment Insurance (UI)

[REVISION 32](#)
(10/01/14 - 11/30/14)

Unemployment Insurance (UI) payments are countable as unearned income.

Unemployment insurance is an insurance benefit that may be paid to people when they have lost their jobs and meet other eligibility criteria. State governments pay unemployment insurance from a fund of unemployment taxes collected from employers.

Key the UI Unearned Income Code in the INC TYPE field on **UNIC**.

Consider the UI benefits available to the participant on the second [workday\(g\)](#) following the date benefits are issued. Use **HOSC** to identify the date benefits are issued.

When the customer states they have recently moved to Arizona investigate the possibility of out of state UI benefits.

When possible receipt of UI benefits from California is indicated, request verification from the State of California Employment Development Department (EDD). Mail an Authorization To Release Information (FA-059) form signed by the participant, along with a stamped, self-addressed return envelope to the [California EDD Address](#).

When a low balance shows for the customers UI benefits, only budget the actual amount of benefits that are remaining. When the benefits run out after the [current system month](#) (CSM) and prior to the end of the current approval period complete the following:

- Set a free form ACTS alert for the month prior to the month benefits are ending.
- Indicate that UI benefits are ending.

WARNING

Do not budget future UI benefits when either of the following occur:

- When any of the following [Pay Type Codes](#) display in the PAY TYPE field on HOSC:

03 - Ineligible due to military waiting period

07 - Disqualified

10 - Waiting Week

12 - Pending unresolved issue

15 - Benefits exhausted

16 - Final pay

17 - Monetarily ineligible

28 - Claimant declines due to employment

NOTE When Pay Type Code 28 is used there is a possibility the customer may have new employment.

- At the time of benefit approval there is no date in the ISSUE DATE field on HOSC.