KKK   Unemployment Insurance (UI)

REVISION 30
(06/01/14 - 07/31/14)

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

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.

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WARNING

DO NOT ANTICIPATE receipt of 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

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

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