

**FCA US, LLC KOKOMO – Area Plants
Indefinite Layoff Effective IMMEDIATELY March 18, 2020**

DEPARTMENT OF WORKFORCE DEVELOPMENT (DWD) UNEMPLOYMENT INSURANCE (UI) INSTRUCTIONS

Week of **March 22, 2020** you **MUST** file your application for benefits using Uplink, Indiana's unemployment insurance filing system, from a computer with Internet access at www.in.gov/dwd/unemployment or at any WorkOne Center. **Don't forget to check out the online tutorial before you get started!**

Within ten days of filing you will receive a wage transcript and benefits computation form.

- This form does not determine qualification; it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- Eligible recipients typically receive their debit card within 21 days. Online banking can be used to transfer funds to a claimant's personal banking account or by calling 1-888-393-5866.
- Weekly benefits are credited to the debit card's account.

You will not receive payments for the first week you submit a voucher and are eligible. State law requires a one week waiting period.

Information You Must Provide

You will need to provide DWD with the following information to file your claim. If you are visiting a WorkOne, please bring this information with you on your first visit.

- Your complete name, address and zip code
- Your Social Security number (your claim *will not* be processed without it)
- Personal identification (i.e., driver's license, photo ID, alien card)
- Name, address and telephone number of your last employer
- Dates worked at your last place of employment
- The reason you are unemployed
- If you are eligible for SUB – this allows them to waive the requirement for you to register for work

TIP: Bring your latest check stub from your most recent employer with you.

Determination of Eligibility

This notice will be mailed to you after a claims deputy reviews the fact finding information you and your previous employer have provided. It states whether or not you qualify for benefits. It also explains how and why the decision was made. Please review the information in the Determination of Eligibility carefully (*see example below*). If the legal result of the case for the claimant reads "no penalty" or "no disqualification", then you are eligible for benefits from the listed issue.

Claim Voucher

Your claim voucher is what you use to request payment of benefits. Vouchers must be submitted each week following your initial application and each week thereafter. Weeks run from Sunday to Saturday. Vouchers cover the previous week and may be filed starting on Sunday. Unemployment claims are based on a calendar week beginning with Sunday and ending with Saturday – this is sometimes referred to as the *Calendar Week End (CWE)*. Vouchers can be submitted each week at www.in.gov/dwd/unemployment. If you do not have Internet access, you can file at any WorkOne. The online system will provide you with step-by-step instructions.

Please note there is a one week waiting period after you file your initial claim when you will not receive benefits. You must still file a claim voucher during this waiting period.

More detailed information and instructions can be found at: http://www.in.gov/dwd/files/Claimant_Handbook.pdf

***** NOTE: If you have deferred your vacation pay to a week you will be laid off, you need to change that deferral date through Dashboard Anywhere. Receiving vacation pay during a layoff will make you ineligible for UI benefits.**

ADDITIONALLY, the new process for the State to process your claim requires them to verify you having been laid off and that you are eligible for SUB. This will result in a delay in their issuing your payment(s), so the time frame to receive your benefits will now be longer than before they implemented this new process***

UAW Chrysler Supplemental Unemployment Benefits (SUB)

Employees with at least one year of Corporate Seniority as of the last day worked prior to the qualifying layoff will be eligible for Supplemental Unemployment Benefits. Since Indiana does not transmit unemployment payment data to FCA, employees **MUST** submit an application for SUB through the kiosk at the plant or through Dashboard Anywhere. For this ONE week of layoff, you should use the SUB Denial Reason: "Serving a waiting week while temporarily laid off" and include a scanned copy of your Determination of Eligibility form. SUB payments are issued the week following the kiosk application being approved by your plant HR Department.