

# *EDD*

## *Unemployment Benefits*

### **BENEFITS OVERVIEW**

#### **Special points of interest:**

- Filing for EDD Unemployment Benefits
- Important EDD Contact Information
- Frequently Asked Questions
- Application and Help with Application Questions

Apprentices and Trainees enrolled in classes through a State Approved Apprenticeship Program are eligible for Unemployment Benefits while attending mandatory apprenticeship training, which causes them to be unemployed for a period of time. Once you have been informed of your scheduled two-week class start date you should plan on filing for unemployment benefits the Friday before the first day of your first semester. This should be your last day worked before your two-week class session. Do not file until your last day of work. If you have not already applied for unemployment benefits by the first day of class, you should do so immediately. The EDD can backdate any claim up to three weeks. EDD filing must be done on your time—no opportunity will be available during class time. Information on how to file is included in this informational packet.

Once you have filed your claim online or over the phone, EDD will open a claim and send you the paperwork to report the days that you did not work due to class attendance.

When you have successfully completed the class, PHCC will issue you a certificate of semester completion. This needs to be sent in with the paperwork that EDD has sent you.

Since the EDD has a 7-day waiting period for Unemployment Benefits, you will only be paid for the second week of classes (unless you already have filed a claim during the year). Once your application is received and accepted by EDD, it should take no longer than 10 days to get a check.

The steps for filing a claim for the second 2-week set of classes are the same, except you will be exempt from the 7-day waiting period, as long as you have not exhausted your EDD time or monetary limits (1 year or 26 weeks of payment).

You will receive a benefits book from EDD that will include an unemployment insurance benefit table and complete filing information.

## FILING FOR UNEMPLOYMENT BENEFITS

### When to File your Claim:

– File your EDD unemployment claim the Friday before the first day of each of your 2-week class sessions, or immediately following. Do not file your claim before your last day worked.

### What you will Need:

– Your name (including all names you have used while working), your social security number, your mailing address and telephone number (include the zip code for your mailing address and the area code for your telephone number).

– The last date you worked for any employer. For most, this will be the Friday before class starts.

– The name, mailing address, and telephone number of your last employer, including the zip code and the area code. Remember, PHCC is not your employer. Be specific about the spelling of the employer's name and make sure the address is correct because EDD is required to mail a notice to that employer and an incorrect address can delay your payments.

– The name of the employer you worked for the longest within the last year and a half, and the number of years you worked for that employer. This may or may not be the same as your last employer.

– The reason you are no longer working for your last employer. Be specific about the reason you are not working because the information you give must be sent to your last employer. The information obtained during the interview will help decide if you are eligible to receive benefits. For the 2-week class session, you will choose “Laid off, lack of work” and you will explain that you were “laid off to attend classes through a mandatory apprenticeship and/or training program”.

– Whether you are receiving, or expect to receive any payments from a former employer. EDD asks about this because some types of payments may be deducted from your benefits. A few examples of payments that may be deducted include wages, pension payments, holiday pay, or vacation and sick pay.

– Whether you are able to work and available to accept work. In most cases, you would check Yes, because after the training is over, you will be available to work.

– Whether you have a legal right to work in the United States. If applicable, individuals will be asked for their alien registration number.

## FILING FOR UNEMPLOYMENT BENEFITS (CONT'D)

### How to File:

#### – By Phone:

– To file your claim for EDD unemployment benefits by phone, call EDD's automated phone line at 1-800-300-5616.

– You will hear a welcome message in English and Spanish. You will then be asked to:

→ Press 1 to hear the recording in English

→ Press 2 to hear the recording in Spanish

– Special instructions or announcements may be played prior to the main menu. A brief description of each main menu item will then be provided. If you know the selection you want, you can press the number and bypass the main menu recording. After you make your selection from the main menu, you may need to make further choices.

→ Press 2 to file a claim or for information about unemployment insurance.

– Throughout the automated system:

→ Press 9 to repeat the main menu choices or to return to the main menu.

→ Press \* to return to the previous menu

→ Press 0 to speak to an EDD representative

#### – Online:

– To file your claim online, go to EDD's website at [www.edd.ca.gov](http://www.edd.ca.gov) and click on the "How to file an unemployment insurance claim" link on the left hand side. Then click the "applications" link under Programs and Services. You can also go to the application directly by typing the following in your internet address bar—<https://eapply4ui.edd.ca.gov/>

– Once you are on the application page, click the "continue" button on the bottom right of the website and begin to complete your application for unemployment insurance.

## IMPORTANT EDD CONTACT INFORMATION

Internet: [www.edd.ca.gov](http://www.edd.ca.gov)

Telephone:

English 1-800-300-5616

Spanish 1-800-326-8937

Cantonese 1-800-547-3508

Vietnamese 1-800-547-2058

## FREQUENTLY ASKED QUESTIONS

Q: What if I have already filed for Unemployment Benefits within the last year because I was laid off from work?

A: If you have already filed for unemployment insurance within the last 12 months and have not exhausted the allotted benefits for that claim (26 weeks of payments), then your claim for benefits will be a re-opening of your existing claim and you will not be subject to any waiting period.

Q: I'm a trainee, can I still apply for Unemployment Benefits?

A: Yes, trainees can apply for unemployment benefits while they are attending class.

Q: I got a letter that states I have to be available for a phone interview on a certain date. Do I have to comply with the letter? What is it for?

A: The EDD randomly picks applicants for follow-up phone interviews to check on the accuracy of their applications. These instructions have to be complied with since they are generated from a different division within EDD. The best way to insure you will be there for the call is to leave a cell phone number where you can be reached (line 9 on the application). They give you a tight window in which they will call and it only takes a few minutes. You can also have the call forwarded to a number where you can be reached if you have left your home number. If you've already gone back to work because the class is over, then mention that at the outset. It will save a lot of time. The call is to help you in your search for work.

Q: What do I do if need to reschedule my interview time?

A: You need to follow the instructions on the "Telephone Interview Notification and Instructions" form mailed to you by EDD. This form instructs you to call EDD's 800 number, before the date of your scheduled interview to reschedule. The best times to call this number are between 8AM and 10AM and between 3:15PM and 4:45 PM. It can be very difficult to get through on this line so it is very important that you keep trying.

Q: I called in my application and was asked about union membership when I stated I was attending classes through a State-approved Mandatory Apprenticeship and/or Training Program. The person did not recognize PHCC as a program and even questioned it being state-approved. What should I say about that?

A: Certain people within EDD are unaware of PHCC and have only dealt with union applicants. Give them our State File Number, 19810, and ask them to verify with the Division of Apprenticeship Standards. If problems persist, call the PHCC office and make sure to get the name and phone number of the EDD interviewer so we can help you resolve this type of issue.

Q: Do I have my instructor sign the back of the form they sent me to mail in after the class ends?

A: The instructor's signature is only required for ongoing classes, not the two-week model. You can get it signed though.

Q: I received my form in the mail. When do I send it in?

A: Check the form for the date to mail it back. Most of the time it should not be mailed until the Sunday after the last class of your semester. Be especially sure to include the completion certificate PHCC gives you with the form. You will not get paid without it.

Q: How much will I get from unemployment?

A: Very often PHCC apprentices/trainees qualify for the maximum amount. It depends on your employer's contributions and the hours worked in the previous quarter.

Q: How do I end my claim?

A: Discontinue mailing your Confidential Claim Form (DE 4581). If EDD does not receive a claim form from you, they assume that you have returned to work, or are no longer claiming benefits. It is not necessary to contact EDD to stop your benefits.