



The Unemployment Insurance Benefit Process

Please note we are experiencing unprecedented numbers of initial claims. Any delays in processing on our end will not impact your eligibility or benefit amount.

1. You are laid off from your employer and need to file for Unemployment Insurance benefits
 1. Establish your initial claim online: www.labor.vermont.gov
 2. Establish your claim by calling: 1-877-214-3330 or 1-888-807-7072
2. After establishing your initial claim, you will receive a confirmation number in an email that your claim has been filed. The email contains the following information about the next steps
3. Your claim will be processed into the system. After processing, your monetary eligibility determination will be mailed to you via USPS. You should receive this within 3 to 4 days after processing. This monetary determination letter will serve as your only confirmation notification that your claim has been processed.
 - a. You will be required to certify that you have read your “Rights and Responsibilities” prior to filing your first weekly claim. This information can be found in the Department’s claimant handbook which can be accessed here https://labor.vermont.gov/sites/labor/files/doc_library/B-11Claimant%20handbook%202019.pdf
 - b. The additional \$600 benefit, from the federal CARES Act, will not be included in your monetary determination letter but will be added to your weekly payment for claims beginning the week of March 29, 2020. You do not need to do anything to receive the additional federal benefit other than continuing to file your weekly claims.
4. Once your claim is processed, you can begin filing for unemployment insurance benefits. You must file your weekly claim each week you wish to receive benefits. You may file each weekly claim beginning each Sunday at midnight through each Friday at 4:00 p.m. Please note, if you establish your **initial** claim on a given Friday, you cannot file for your first weekly benefit until the following Wednesday, as opposed to the usual Sunday. You can file your weekly claim by:
 1. Calling the automated weekly claims line: 800-983-2300
 2. Logging on to the online portal: <https://uipublic01.labor.vermont.gov/Claimantportal/portal/login.aspx>
5. Continue filing for your weekly benefit for subsequent weeks as needed