

A GUIDE TO FILING FOR WISCONSIN UNEMPLOYMENT INSURANCE (UI)



If you are unable to file your claim online or have general questions, contact the Claimant Assistance Line at 414-435-7069 or 844-910-3661.

BEFORE FILING, DO NOT FORGET:

If you are laid off, **make sure you are on the DISPATCH Ready-to-Work BEFORE filing.** You will need to be in DISPATCH in order to get your work search waived.

FILE FOR UI BENEFITS HERE



FIRST STEP: INITIAL CLAIM

The claim you file to start your unemployment insurance benefits is called your **INITIAL CLAIM**. You must file an initial claim in the **FIRST WEEK** you want to receive a unemployment insurance payment.

IF YOU DO NOT FILE YOUR INITIAL CLAIM DURING THE WEEK OR WITHIN 7 DAYS OF THE WEEK YOU WANT YOUR CLAIM TO BEGIN, YOU MAY LOSE UNEMPLOYMENT BENEFITS.

REMEMBER: Falsification on a UI claim is against the law. Please make sure you are answering to the best of your knowledge.

Here are some questions that you will encounter on your claim:

- 1** Do you obtain work through a union hall?
ANSWER: Yes
(as long as you obtain work through DISPATCH)
- 2** Are you a member in good standing ?
ANSWER: Yes
(as long as you are in good standing)
- 3** Are you on the out of work list ?
ANSWER: Yes
(as long as you are on DISPATCH)
- 4** Please select your Union from dropdown list:
ANSWER: Select your Local number.
- 5** Why are you no longer working for this employer?
ANSWER: Laid Off
(as long as this is the correct reason you are off work)

- 6** Do you attend school or plan to attend in the next three weeks, anytime between the hours of 7 am and 5 pm, Monday through Friday?
ANSWER: Yes (only if you attend that week or in the next three weeks and you are a registered apprentice)
- 7** Did you refuse work since your last day of work?
ANSWER: No (if you have not refused a job)
- 8** What is the name of the school you are or will be attending?
ANSWER: Carpenters Training Center
- 9** Provide the city and state in which the school is located. They will also ask for the phone number.
 - Kaukauna - (920) 766-1515
 - La Crosse - (715) 355-0800
 - Madison - (608) 241-0960
 - Rothschild - (715) 355-0800
 - Pewaukee - (262) 574-6995
- 10** Are you enrolled in an Apprenticeship administered by the Department of Workforce Development (DWD)
ANSWER: Yes

- 11** Trade/Occupation:
 - Carpenter
 - Floor Coverer
 - Millwright
 - Heavy Highway Pile Driver

- 12** Trade/Occupation:
 - Kaukauna - (920) 766-1515
 - La Crosse - (715) 355-0800
 - Madison - (608) 241-0960
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 - Pewaukee - (262) 574-6995

- 13** What degree or certificate are you seeking?
Type one of the following: Journeyman Carpenter, Floor Coverer, Millwright, or Heavy Highway Pile Driver

- 14** Are you able to work? (Select which situation applies.)
 - Yes (ONLY if you are physically able to work if not training)
 - No (ONLY if in training)

By answering YES you are physically able for employment AND on DISPATCH. This is required for a valid claim. Generally, if you are NOT able and available for work you are INELIGIBLE for benefits. Only answer NO if you are in training. The system will then ask you detailed question about your apprenticeship.

SCHOOL / APPRENTICE ISSUES

YOUR WEEKLY CLAIM

File the initial claim the week you are laid off. The weekly claim is filed when the week is completed. State Law allows a maximum of 26 weeks of claims.

HELPFUL HINT: for unemployment insurance purposes, the calendar week runs from Sunday to Saturday.

HELPFUL HINT: The initial claim assesses your eligibility, BUT you MUST file a weekly claim to trigger the benefit payment for ALL weeks including your first week of unemployment.

The weekly claim is has fewer questions which will include:

1. The reason you are no longer working
2. If you are currently unemployed or working reduced hours
3. Whether you are able to work and available for work
4. Whether you have refused any job offers or referrals to a job

INFORMATION ON YOUR WORK SEARCH WAIVER

Typically, state law requires claimants to apply to 4 jobs per week in order to maintain their unemployment benefit eligibility HOWEVER your Work Search is waived if you are in a Registered Apprenticeship Program OR if you obtain work through a union hall in our case DISPATCH.

Important: If you do not file your initial claim during the week or within 7 days of the week you want your claim to begin, you may lose unemployment benefits. If you do not file weekly within 14 days of the close of the week you are filing for, you may lose unemployment benefits.

IF YOU ARE AN APPRENTICE

Question: For eligibility purposes, DWD considers you to be a full-time student while attending school for the Carpentry apprenticeship program.

Question: Your Carpentry apprenticeship is considered "Apprenticeship administered by the Dept of Workforce Development"

The screenshot shows the 'Able and Available - School' section of the Wisconsin Unemployment Insurance portal. It includes a progress bar at the top with steps: Getting Started, Personal Information, Able and Available, Employment Status, Income, Review and Submit, and Claim Certification. The 'Able and Available - School' section contains a text box stating: 'You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar)'. Below this, it asks: 'During the week, did you attend school or training classes in person or online anytime between the hours of 7 a.m. and 5 p.m., Monday through Friday?'. The user has selected 'Yes'. Below this, it asks: 'Are you a full-time student?'. The user has selected 'Yes'. Below this, it asks: 'Is your training through one of these programs?'. The user has selected 'Apprenticeship administered by the Department of Workforce Development'. Below this, it asks: 'What is the start date of your current semester or term?'. The user has entered '09/01/2021'.

COMMONLY MISUNDERSTOOD QUESTIONS

If you are on DISPATCH you are eligible for your work search waiver.

The screenshot shows the 'Trade Union Membership' section of the Wisconsin Unemployment Insurance portal. It includes a progress bar at the top with steps: Getting Started, Personal Information, Employment Information, Trade Union Membership, Eligibility Information, Payment & Withholding, and Review & Submit. The 'Trade Union Membership' section contains a text box stating: 'Are you a member of a union that has a hiring hall or referral service?'. Below this, it asks: 'Are you a member in good standing?'. Below this, it asks: 'Are you currently listed on your union's out-of-work list?'. The user has selected 'Yes' for all three questions. Below the questions, there are 'Previous' and 'Next' buttons.

For apprentices, be prepared have the contact information for your training centers:

- Kaukauna - (920) 766-1515
- La Crosse - (715) 355-0800
- Madison - (608) 241-0960
- Rothschild - (715) 355-0800
- Pewaukee - (262) 574-6995

The screenshot shows the 'School Attendance' section of the Wisconsin Unemployment Insurance portal. It includes a progress bar at the top with steps: Getting Started, Personal Information, Employment Information, School Attendance, Eligibility Information, Payment & Withholding, and Review & Submit. The 'School Attendance' section contains a text box stating: 'You may be denied benefits if you are unavailable for full-time first shift work and unable or unwilling to change your classes to work full-time first shift, unless the department determines you are in a course of approved training. This applies even if you are working.' Below this, it asks: 'What is the name of the school you are or will be attending?'. Below this, it asks: 'Provide the city and state in which the school is located:'. Below this, it asks: 'What is the phone number for the school?'. Below this, it asks: 'Are you enrolled in an Apprenticeship administered by the Department of Workforce Development?'. The user has selected 'Yes' for all three questions. Below the questions, there are 'Previous' and 'Next' buttons.

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