

HOW TO FILE AN UNEMPLOYMENT INSURANCE (UI) CLAIM

District employees may file for unemployment compensation at www.dcnetworks.org.

To begin the process of filing for your unemployment benefits, you will need to have the following information readily available:

- Your social security number
- Your most recent 30-day employer's name, address, phone number and dates of employment
- Your Alien Registration Number, if you are not a US Citizen
- Your DD214, if you are ex-military
- Your Standard Form 8 or Standard Form 50, if you are a former federal employee
- Severance pay information (only applicable if you did or will receive severance pay)
- Pension information (only applicable if you are receiving a pension payment)
- **Evidence of a public health emergency impact (if applying due to the coronavirus (COVID-19) public health emergency). Documentation may include:**
 - ❖ A letter documenting a voluntary request or involuntary order to isolate or quarantine from a medical professional or local health official
 - ❖ A note from your medical provider or medical records office recommending isolation or quarantine
 - ❖ A self-determination that the Department of Health's quarantine guidance applies to you

Eligibility Criteria

A person eligible to receive Unemployment Insurance must meet the following criteria:

1. Be unemployed through no fault of your own
2. Be able to work
3. Be available to work, absent a quarantine or self-isolation order related to coronavirus (COVID-19)
4. Be actively seeking work, unless your unemployment is related to the coronavirus (COVID-19) emergency

On-Line Filing

1. Log on to www.dcnetworks.org and click the tab labeled "Claim Unemployment Benefits"
2. On the Unemployment Insurance Service Center for Claimants page, locate and click the section marked "File for Benefits"
3. Scroll to the bottom of the page and click the section marked "File Your Claim On-Line"
4. Proceed to answering the questions with accurate information to complete the claim filing process

Customer Navigation Center

Claimants are encouraged to file online at www.dcnetworks.org. If you are having trouble filing your claim online, call 202-724-7000 to connect to DOES' Customer Navigation Center.