



Top 10 Things You Should Know...

About the Unemployment Insurance System When Claiming Weekly Benefits

Unemployment Insurance (UI) provides temporary financial assistance to qualified individuals who have lost their jobs through no fault of their own and who continue to meet Massachusetts UI eligibility requirements.

The program is not a right to all who have lost their job.

Keep these top ten key facts in mind when you are filing for UI benefits to ensure accurate and quick payment of benefits.

For more information, please visit www.mass.gov/dua or call 617-626-6800. We're here to help.

- 1 Be Available for Work.** In order to collect benefits, you must continually verify that you are able, available and willing to accept suitable work.
- 2 Actively Search for Work.** You must search for work each week or benefits may be denied.
- 3 Report Any Wages You Are Earning.** You must report your gross wages for each week you work. Report on all earnings – including part-time or temporary work.
- 4 As Soon As You Begin Working Again, Stop Claiming Benefits.** You cannot collect UI benefits after you have started work regardless of whether you have been paid or not.
- 5 Accurately Report the Reason You Are Unemployed.** It's important that you report your reason for separation accurately if you reactivate your claim for benefits.
- 6 Register with the Massachusetts One-Stop Career Centers.** To be eligible for benefits, you are required to attend a Career Center Seminar where you will learn about available resources to help you become re-employed.
- 7 Develop an Effective Work Search Plan.** Contact your local Career Center for help with planning an effective work search.
- 8 Avoid Errors and Ensure Proper Payment of Benefits.** To prevent errors that may result in an overpayment, read all of the information provided to you.
- 9 Follow the Rules to Prevent Yourself from Committing Fraud.** Anyone who collects UI benefits is legally responsible for following the rules. Failure to follow the rules can have serious consequences, including fines, penalties and even imprisonment.
- 10 Know Your Responsibilities and Ask for Help.** Navigating through the UI system can be confusing. If you have a question, contact the Massachusetts Department of Unemployment Assistance for help.