

SAMPLE

Employment Development Department
UI Center Riverside
ATTN: CTB Unit
PO Box 59910
Riverside, CA 92517-1910



EDD PHONE NUMBERS:

English 1-800-300-5616
Spanish 1-800-326-8937
Mandarin 1-866-303-0706
Vietnamese 1-800-547-2058
Cantonese 1-800-547-3506
TTY 1-800-815-9387

Claimant Name
Claimant Mailing Address
Claimant City, State, ZIP Code

Mail Date:
Benefit Year Begins (BYB):

NOTICE OF REQUEST FOR SCHOOL OR TRAINING INFORMATION

You are receiving this *Notice of Request for School or Training Information* (DE 4365T) because you reported to the Employment Development Department (EDD) that you began attending school or training and that you are unavailable for work and/or not seeking work.

Attendance in school or training may affect your eligibility to receive Unemployment Insurance (UI) benefits unless your school or training plan is approved by the EDD under the California Training Benefits (CTB) program or the EDD determines you are actively seeking work and remain available to accept work while attending school or training. Information about the CTB program is provided on the enclosed *California Training Benefits (CTB) Program Fact Sheet* (DE 8714U) and on Page 2 of this notice.

In order to determine your eligibility for the CTB program and UI benefits, the enclosed *California Training Benefits (CTB) Application and School or Training Questionnaire* (DE 4365TQ) and the *Training Provider Questionnaire* (DE 4365TP) must be properly completed, signed, and returned **within 10 calendar days** of the mail date of this notice. **The DE 4365TP must be completed by an authorized representative from your school or training provider, training program, trade union, or association.**

Your UI benefits cannot be paid until the EDD determines your eligibility for the CTB program or approves your school or training attendance while you collect UI benefits based on the information you provide.

FAILURE TO PROVIDE THE REQUESTED INFORMATION OR RETURN THE COMPLETED AND SIGNED QUESTIONNAIRES WITHIN 10 CALENDAR DAYS MAY RESULT IN THE DENIAL OF YOUR UI BENEFITS.

Note: If you are *not* currently attending school or training and you are *not* in a recess or break period, you must complete Sections B and C of the DE 4365TQ, and sign and return the form within 10 calendar days of the mail date of this notice or a decision on your UI eligibility will be made based on available information.

If you are in a training program authorized by the Workforce Innovation and Opportunity Act (WIOA) or the Trade Adjustment Assistance (TAA) program, the EDD must verify your enrollment and participation in training with your authorized program representative. You may contact your WIOA or TAA program representative to have a *Training Enrollment Verification* (DE 3422D) submitted on your behalf through a separate, expedited process for CTB approval. Otherwise you must complete the enclosed questionnaire and have your authorized program representative complete the DE 4365TP and return the completed questionnaires within 10 calendar days.

Form Tracking:

RIGHTS AND RESPONSIBILITIES

The EDD will use the information provided on the returned questionnaires and any attached documents to determine your eligibility for the CTB program and your continued eligibility to receive UI benefits while you attend school or training. **If you fail to return the completed questionnaires within 10 calendar days, your eligibility will be determined based on available information and your UI benefits may be denied.** If the returned questionnaires are incomplete or illegible, the EDD may return the questionnaires to you to provide the missing or illegible information, and your UI benefits will continue to be delayed until the information is provided.

You have the right to contact the EDD and request a phone eligibility interview if you need more time to gather information, contact witnesses, or obtain advice from a representative. Please be advised that scheduling a phone interview instead of returning the completed questionnaire may result in an additional delay in your UI benefit payments. No UI benefits can be paid until the interview is completed and your eligibility is determined.

CTB PROGRAM INFORMATION

If you are eligible for the CTB program, you are not required to be available for immediate employment, to actively seek work, or to accept an offer of suitable work while attending an EDD approved period of training. Depending on the circumstances of your individual claim, you may potentially be eligible for a Training Extension (TE) after your regular benefits are exhausted if you are still attending approved training and you are not receiving federal extended benefits. Refer to the enclosed *CTB Fact Sheet* (DE 8714U) for detailed CTB and TE eligibility criteria.

The CTB program does not guarantee that UI benefits will be available for the entire period of your training or at the same weekly benefit amount. Your eligibility for UI benefits ends when you fail to meet all UI eligibility criteria or when available UI benefits run out, regardless of how long you are approved to attend school or training.

ELIGIBILITY NOTICES

If you are eligible for the CTB program, you will be mailed a *Notice of Determination* and any pending UI benefit payments will be issued, as long as you are otherwise eligible to receive UI. Your initial eligibility for a TE claim is also included in the *Notice of Determination* along with your rights and responsibilities for participation in the CTB program.

If you are not eligible, you will be mailed a *Notice of Determination* informing you of the reason for the decision and your appeal rights. **However, you may still be issued any pending UI benefit payments, if you are otherwise eligible to receive UI benefits and you have provided sufficient information to show that you are available for work, actively looking for work and willing to drop or modify school to accept work.**

If you are not eligible for the CTB program and the EDD determines you are not available for work, you will receive a separate *Notice of Determination* informing you of the reason benefits are denied and your appeal rights.

FALSE STATEMENTS AND OVERPAYMENTS

If you willfully give false information or withhold information about school or training attendance in order to claim UI benefits, you may be subject to a false statement penalty that denies your benefits from 2 to 23 weeks. You may be required to repay any UI benefits which you were not entitled to receive.

RETURN INSTRUCTIONS

You must return both the complete and signed three page DE 4365TQ and the two page DE 4365TP within 10 calendar days either by fax at 1-855-873-4359 or by mail in the enclosed envelope to the Employment Development Department, UI Center Riverside, PO Box 59910, Riverside, CA 92517-1910.

Do not return the cover letter, or the enclosed DE 3100D. Attach any additional documents you wish to be considered and include your name and the last four digits of your Social Security number on each page. If you are returning the questionnaires by fax, send all documents and attachments in one continuous fax transmission.

The EDD fax number and return envelope are to only be used for submitting the questionnaires and related attachments. All documents are processed automatically and any documents submitted other than the questionnaire and related attachments will be destroyed.

Please allow the EDD 10 days after the date you return this form for processing before you inquire about your eligibility results.

CONTACTING EDD

If you have any questions about the CTB program or this notice, or if you need to make any corrections to the information you have supplied, visit edd.ca.gov and select the **Contact EDD** tab or call one of the toll-free phone numbers listed at the top of Page 1 of this notice.