How to Apply for Unemployment

EDD Employment Development Department State of California

What are unemployment benefits?

Unemployment benefits (edd.ca.gov/unemployment) provide temporary income to workers who have lost their job or had their hours reduced through no fault of their own and meet all eligibility requirements. You can receive from $40 to $450 each week, depending on your earnings over the past 18 months. The Unemployment Benefit Calculator (edd.ca.gov/uicalculator) can help you estimate what your benefit amount could be.
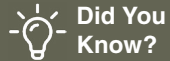
Am I Eligible?

To receive benefits, you must meet the following requirements (edd.ca.gov/ui_eligibility/):

- Have earned enough wages during a specific period based on your earnings over the past 18 months. This is called the base period. See How Unemployment Insurance Benefits Are Computed (DE8714AB) (PDF) (edd.ca.gov/siteassets/files/pdf_pub_ctr/de8714ab.pdf).

- Totally or partially unemployed.

- Unemployed through no fault of your own.

- Physically able to work.

- Available for work.

- Ready and willing to accept work immediately.

- Are not currently receiving disability benefits.

If you quit, were fired, or were incorrectly classified by your employer as an independent contractor, you may still qualify for benefits.

If you are not sure of your eligibility, we encourage you to apply. We will let you know if you meet the requirements for this program.

Step 1: Get Your Information in Order

[Apply for unemployment benefits](edd.ca.gov/ui_filing_a_claim) (edd.ca.gov/ui_filing_a_claim) when you lose your job or have your hours reduced. Your claim begins the Sunday of the week you apply for unemployment.

Unemployment Information Checklist

Before you apply, gather the below information. You will need to provide the names you used while working, identity documents, mailing and physical addresses, and:

☐ Information about your last employer, their name, supervisor's name, your mailing and physical address, and phone number.

☐ Last date worked and the reason you are no longer working.

☐ Gross wages (total before taxes and deductions) in the last week you worked, beginning with Sunday, and ending on the last day you worked that week.

☐ Information about all previous employers during the past 18 months. This includes name, mailing and physical address, dates of employment, gross wages earned before taxes, hours worked per week, hourly pay rate, and the reason you are no longer working.

☐ Your citizenship status. If you are not a US Citizen and are registered with the United States Citizenship and Immigration Services, you must provide information from your employment authorization document. This includes the Alien Registration Number, card number, and expiration date if applicable.

☐ If you worked for the federal government during the last 18 months, you will need to provide information from your *Notice to Federal Employee About Unemployment Insurance, Standard Form 8*.

☐ If you served in the military in the last 18 months, you will need to provide information from your *DD214 Member Copy 4*.

Did You Know?

You can use your check stubs or multiply your hourly wage by the hours you worked during your last week to get the gross wages.

[Contact us](edd.ca.gov/contact_ui) (edd.ca.gov/contact_ui) for any questions on what you need to apply.

Step 2: Apply

Online

[UI Online](edd.ca.gov/ui_online) (edd.ca.gov/ui_online) is the fastest and most convenient way to apply for unemployment benefits.

Phone

Contact the following toll-free numbers, Monday through Friday from 8 a.m. to 5 p.m. Pacific time, except state holidays.

English and Spanish	1-800-300-5616
Cantonese	1-800-547-3506
Mandarin	1-866-303-0706
Vietnamese	1-800-547-2058

Korean	1-844-660-0877
Armenian	1-855-528-1518
Tagalog	1-866-395-1513
TTY	1-800-815-9387

Interpreter Services

If your preferred spoken language does not have a dedicated language phone line, call the English and Spanish unemployment line at no cost at 1-800-300-5616 and ask to speak with an interpreter.

Visit [Deaf and Hard of Hearing Services](edd.ca.gov/contact_DHH) (edd.ca.gov/contact_DHH) to find locations where you can get more help.

Fax or Mail

The *Unemployment Insurance Application* (DE 1101I) can be printed out and completed only in English or Spanish. You can find the application in English or Spanish by visiting [Unemployment Insurance – Forms and Publications](edd.ca.gov/en/unemployment/forms_and_publications) (edd.ca.gov/en/unemployment/forms_ and_publications). Select **Fill-In Forms** to find the DE 1101I.

Submit your application by fax or mail to the contact information on the application and allow extra time for processing. Contact your local [America's Job Center of California](edd.ca.gov/office_locator) (edd.ca.gov/office_locator) at no cost for help with completing and submitting your paper application.

Visit [Language Resources](edd.ca.gov/en/language-resources/) (edd.ca.gov/en/language-resources/) for translated resources currently available, including forms, publications, and contact information to get language help.

Step 3: Review Benefit Documents

After you submit your unemployment application, we will mail these documents to you within two weeks. [Sample copies](edd.ca.gov/uiapply) (edd.ca.gov/uiapply) of these forms can be found under the forms drop down. Each form has its own directions to follow.

Important: Review these documents carefully to ensure that your information is accurate. If you disagree with any information, such as your wages are missing or incorrect, or an employer is not listed, refer to each notice for additional instructions on what to do

- *Notice of Unemployment Insurance Claim Filed* (DE 1101CLMT)
  Provides a copy of your claim information that was processed by the EDD. It also explains your right to correct errors and omissions and gives instructions on how to contact us.

- *Employment Development Department Customer Account Number Notification* (DE 5614)
  Your EDD Customer Account Number (EDDCAN) is required to register for UI Online. If you were automatically enrolled in UI Online or already have an existing UI Online account, there is no need to re-register. Your EDDCAN may be used instead of your Social Security number when speaking with the EDD, so it is important to keep for your records.

- *Notice of Unemployment Insurance Award* (DE 429Z)
  Provides you with specific monetary and eligibility information on your claim.

- *Unemployment Insurance Benefits: What You Need to Know* (DE 1275B)
  Important information about eligibility requirements for unemployment benefits and a step-by-step guide to certifying for ongoing benefits.

- *Continued Claim* (DE 4581)
  Use this form to certify for continued benefits every two weeks. You can also certify through UI Online or over the phone.

If you applied over the phone, submitted a paper application by mail or fax, or the EDD had difficulties verifying your identity, you will receive:

- *Request for Identity Verification* **(DE 1326C)**
  It advises that the EDD needs to verify your identity. You will need to provide identifying documents.

To find the form and learn more about identity verification, visit Respond to Your Request for Identity Verification (edd.ca.gov/en/unemployment/identity-verification/).

Step 4: Certify

Step 5: Register in CalJOBS

You must provide the EDD with eligibility information every two weeks. This process is known as certifying for benefits (edd.ca.gov/uicertify). You can certify with UI Online, EDD Tele-Cert (1-866-333-4606) (English and Spanish), or by mail. When certifying, it is important to:

Submit On Time

If you certify early or late, your payment could be delayed or denied.

Report Accurately

Your payments can be delayed if you answer questions incorrectly. For help answering these questions, visit Understanding the Certification Questions (edd.ca.gov/uicc) or contact us (edd.ca.gov/contact_ui).

Report Work and Wages

Report any work (edd.ca.gov/report_work_and_wages) you performed and wages you earned, even if you were not paid. Report every two weeks when you certify for benefits.

If you are receiving unemployment benefits, you must register for CalJOBS (edd.ca.gov/caljobs) within **21 days** and post your résumé, unless otherwise instructed by the EDD. If you already have a CalJOBS account, you will need to update your registration information and work history.

If you do not register and update your résumé in CalJOBS, this can affect your eligibility to receive unemployment benefits.

You have **21 days** from the Notice Date on your *Notice of Requirement to Register for Work* (DE 8405) form to meet this requirement. If you have already submitted your application, you can register now (caljobs.ca.gov).

Step 6: Receive Your First Payment

It takes at least three weeks to process a claim for unemployment benefits and issue payment to most eligible workers.

We issue benefit payments to a Money Network prepaid debit card unless you select a different payment option. You can change your payment option through your UI online account (myedd.edd.ca.gov).

Activate your card so you can track, use, and transfer your benefit payments. If you receive unemployment, disability, or Paid Family Leave benefits on a debit card in the last three years, you will receive a new Money Network card.

More information about your payment options (edd. ca.gov/paymentoptions) can be found on our website.

If you need help or have questions regarding your debit card, visit Money Network online (moneynetwork.com/edd/), or speak with a customer service representative 24 hours a day, 7 days a week by calling:

Contact Money Network

Within the United States
1-800-684-7051

Outside the United States
1-531-262-5282

TTY
1-800-684-7053

Step 7: Continue to Certify

To continue receiving benefit payments, you must certify every two weeks. Repeat Step 4 until your employment situation changes.

Step 8: End Your Benefits

Your payments will end when you:

- Stop certifying for benefits. You will not be paid for any weeks you do not certify.

- Have reported to us that you are back to work on the *Continued Claim Form* (DE 4581) and have stopped certifying for benefits.

- Have received all the benefits available to you.

If you continue to need assistance, you can visit Additional Resources (edd.ca.gov/resources) for more services available to you. In many parts of California, you can also call 2-1-1 to learn about resources in your community. Some programs may have eligibility requirements.

We're Here for You

If you have any questions, visit Contact Information for Unemployment Insurance (edd.ca.gov/contact_ui).

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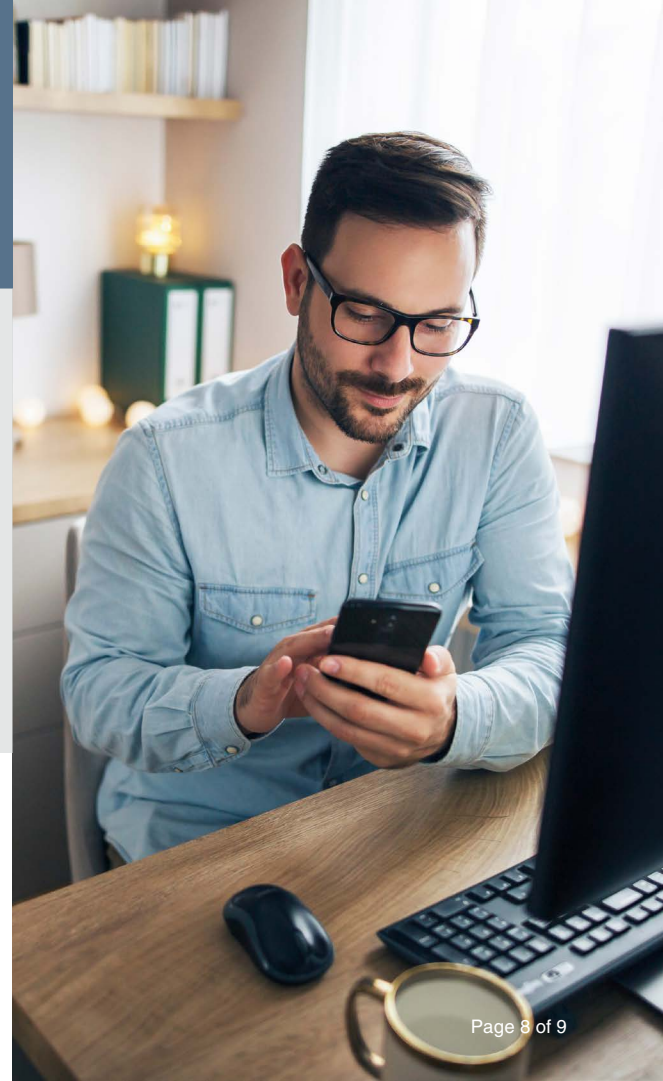
Helpful Links

The resources linked below can help you learn more about unemployment benefits.

- [Eligibility Requirements](https://edd.ca.gov/ui_eligibility/)
  (edd.ca.gov/ui_eligibility/)

- [UI Benefit Calculator](https://edd.ca.gov/uicalculator)
  (edd.ca.gov/uicalculator)

- [How to File a Claim](https://edd.ca.gov/ui_filing_a_claim)
  (edd.ca.gov/ui_filing_a_claim)

- [After You Apply](https://edd.ca.gov/uiapply)
  (edd.ca.gov/uiapply)

- [Claim Status](https://edd.ca.gov/en/unemployment/claim-status/)
  (edd.ca.gov/en/unemployment/claim-status/)

- [Verifying Your Identity](https://edd.ca.gov/verifyid_ui)
  (edd.ca.gov/verifyid_ui)

- [UI Online](https://edd.ca.gov/ui_online)
  (edd.ca.gov/ui_online)

- [CalJOBS](https://edd.ca.gov/caljobs)
  (edd.ca.gov/caljobs)

- [UI Forms and Publications](https://edd.ca.gov/en/unemployment/forms_and_publications/)
  (edd.ca.gov/en/unemployment/forms_and_publications/)

- [Frequently Asked Questions](https://edd.ca.gov/en/unemployment/faqs/)
  (edd.ca.gov/en/unemployment/faqs/)

- [Misclassified as an Independent Contractor](https://edd.ca.gov/en/unemployment/misclassified/)
  (edd.ca.gov/en/unemployment/misclassified/)

- [California Training Benefits](https://edd.ca.gov/en/unemployment/california_training_benefits/)
  (edd.ca.gov/en/unemployment/california_training_benefits/)

- [Ask EDD](https://edd.ca.gov/askui)
  (edd.ca.gov/askui)

- [How-To Videos for Unemployment](https://edd.ca.gov/howtoui)
  (edd.ca.gov/howtoui)

- [Additional Resources](https://edd.ca.gov/resources)
  (edd.ca.gov/resources)