



## Filing Requirements for New, Additional, Reopened and Continued Claims

**What the law says:** This matter is covered by Sections 28(b) and 32(b) of the *Michigan Employment Security Act*, and by Administrative Rule 210. The law says that for a worker to be eligible to receive unemployment benefits for a week of unemployment, the worker must, among other things, file the claim on time and report, on time, to certify for benefits.

### TYPES OF CLAIMS

There are three types of claims that can be filed to start, or restart, a claim for benefits:

A new claim is one that is filed to establish a claim that did not previously exist.

An additional claim is one that is filed to reactivate benefits when an unemployed worker already has a claim in existence, interrupts the payment of benefits on the claim by returning to work, and then becomes unemployed again.

A reopened claim is one that is filed when an unemployed worker already has a claim in existence, but interrupts the payment of benefits on the claim for a reason other than returning to work, and then seeks to reactivate benefits.

A worker files a "continued claim" when the worker reports by "MARVIN" to claim benefits by certifying as to his or her continued eligibility for benefits.

### TIMELINESS REQUIREMENTS

For a new or additional claim: The claim must be filed by the Saturday after the end of the week containing the individual's last day of work. So a person laid off on September 6 (see the calendar on this page) would have until Saturday, September 14 to file a new or additional claim effective with the week of the layoff.

For a reopened or continued claim: The claim must be filed by the Saturday after the end of the week containing the last day of the period for which the worker is claiming benefits or is reporting to certify for benefits. A reopened claim filed on October 11 is effective

for that week. A continued claim for the two weeks ending October 5 and October 12 must be filed by Saturday, October 19.

### GOOD CAUSE FILING EXTENSION

For good cause (including such things as acts of God, delay in mail delivery, funeral attendance, incarceration, and jury duty), an additional period of 14 days will be permitted for filing the new, additional, or reopened claim, or for reporting to file a continued claim.

For an individual who last worked on Thursday, September 12, a new or additional claim, to be effective for week beginning September 8, must be filed by Saturday, September 21. For good cause, that date can be extended 14 days to Saturday, October 5.

To file a reopened claim for the week ending October 12, or to report to file a continued claim for the weeks ending October 5 and 12, the claim must be filed by Saturday, October 19. For good cause, the filing date is extended 14 more days to Saturday, November 2.

SEPT/OCT/NOV						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

To file a reopened for the week ending October 12, or to report to file a continued claim for the weeks ending October 5 and 12, the claim must be filed by October 19. For good cause, the filing date is extended 14 more days to November 2.

If the unemployed worker does not have good cause for late filing of a new, additional, reopened, or continued claim, then the claim will be effective as of the week in which it is filed.

If the unemployed worker cannot file timely because services from the Agency are unavailable, the claim will be timely if it is filed on the next workday.

## **METHODS OF FILING CLAIMS AND REPORTING**

### **New Claims, Additional Claims, and Reopened Claims**

New, additional, and reopened claims may be filed either by telephone or on the internet.

### **Telephone Filed Claims (TFC)**

To file by telephone, an unemployed worker may call 1-866-500-0017 at the time indicated in the chart below. The numbers shown in the columns refer to the last 2 digits of the unemployed worker's social security number:

Time	Monday	Tuesday	Wednesday	Thursday & Friday
8:00 a.m. - 12:30 p.m.	00-15	34-48	67-81	Open Call-In
12:30 p.m. - 4:30 p.m.	16-33	49-66	82-99	(All Social Security Numbers)

If an unemployed worker's social security number was 123-45-6789, the last 2 digits would be "89." Looking at the table, the number "89" would be in the group of numbers under the "Wednesday" column, and they would be in the "12:30 p.m. to 4:30 p.m." row. Therefore, a person whose social security number ended with the digits "89" would call to file a new, additional, or reopened claim on Wednesday afternoon, between 12:30 and 4:30. Times are Eastern zone.

If an unemployed worker misses calling on the right day and time, he or she can call at any time between 8:00 a.m. and 4:30 p.m., on either Thursday or Friday of that same week.

### **Internet Filed Claims (IFC)**

New, additional, and reopened claims may also be filed on the Agency's website at <http://www.michigan.gov/uia>, from 7:00 a.m., Monday through 7:00 p.m., Saturday.

Click on "File Unemployment Claim" to link to the site on the internet where the claim can be filed.

### **Continued Claims (Bi-weekly Telephone Reporting)**

With a few exceptions specifically granted by the Agency, such as for individuals in certain kinds of training, or those with hearing difficulties, all continued claims for unemployment benefits must be filed by telephone or online using MARVIN (Michigan's Automated Response Voice Interactive Network). Unemployed workers are assigned a calling day and time. An unemployed worker who misses calling at the assigned time can call in at any time between 8:00 a.m. and 7:00 p.m. on Thursday or Friday of the same week, without penalty. Times are Eastern zone. The telephone number for calling MARVIN is 1-866-638-3993. A worker with a CWAM account can certify by online MARVIN at <http://www.michigan.gov/uia> and click on "Certify with MARVIN online," at any time Monday through Friday, 7:00 a.m. to 7:00 p.m. (Eastern Time).

**Proof at the hearing:** Where the question at a hearing is whether the claim was filed on time, or whether the unemployed worker had good cause for filing late, the burden of proof is on the unemployed worker to show that he or she filed on time or had good cause for being late.

**For Further Help:** The UIA Advocacy Program can provide assistance to employers and/or unemployed workers in preparing for an Administrative Law Judge hearing. Call 1-800-638-3994; Item 2.