



**Iowa Workforce
Development**

**Ewonan ri-kwa jen an ri-
im kaket bwe ej juon
boktok**

2026-2027

Jabōbōk

Ewonan ri-kwa jen an ri-im kaket bwe ej juon boktok im kajin ke ewor itokwe ilo koman en emen. Ewonan ri-kwa ej juon boktok im kajin ke ej juon in emen. Ejjerbōk an ri-kwoj roñoul maronon jān emen ilo imon. Bwe joñ an in ri-kwa, an okkan ri-bwe ej etal in:

- Ke ri-sñewōt in inlo an ri-im koman
- Ejkabwōt in ri-im
- Ejkabwōt rōlojjī in yottton kōntōl that are still accepted.

Bwe emen om man ejmej kōro ejkweļļ, eļap jab an ri-im koman jān eļap jān fraud. Fraud eļap lead to serious consequences including civil im criminal penalties. Bwe eļap wōt inlo ri-im kōntōl, ewor Defining UI Fraud.

Ewor im kōntōl, ri-im kōkōtļā in ri-kwa ej eo out inlo. Bwe imōin, umatañ imue.

Bwe ej kōļļā in, bōk kōnkarōk ijo this handbook, ej wewein in meto ilon in. Eļap kākōt 866-239-0843 jān help.

JINLOK IN AN RIKIRBŌJ EJ KŌK

Ej kōjparok an ri-kwa jān ri-itokwe (IWD) ej kōkōj kōmmarōk in federal financial assistance ijōs eļap ko rej kari—jān ruwōj:

- Ijōs any individual ilo U.S, jān basis ruwōj race, color, religion, sex, national origin, age, disability, political affiliation or belief; im
- Ijōs any beneficiary ko programs financially assisted ilo Title I in Workforce Investment Opportunity Act (WIOA) ej July 2015, jān basis in beneficiary's citizenship/status jān immigrant lawfully admitted authorized to work ilo United States, or ej participation ilo any WIOA Title I - financially assisted program or activity.

Bwe ej meto an ōbōkōt ko ej kōroļļān discrimination, ej mōñā eļap kākōt Equal Opportunity Officer jān:

Iowa Workforce Development
1000 East Grand Avenue Des
Moines, IA 50319

Auxiliary aids im services ej wewein ilo request in individuals ej kōroļļā. Jān deaf or hard of hearing, ej use Relay 711.

UNEMPLOYMENT INSURANCE

Unemployment Insurance ej juon tax kōn kajin an ri-im ilo employers ro ej covered ilo Iowa Employment Security Law. Ej kōrōk kōn rik ijo ri-cost in.

Unemployment Insurance ej jab jān need; ej kōn kommon benefits jān:

- Unemployed or working reduced hours kōjparok imōj en kōmman an ri-kiman.
- Able im available ilo work
- Actively looking for work (kojparok kom kolloñ)

Ej kōrōk automatikly qualified jān unemployment benefits. Rōññōk eļap tōkāļo an eligibility jān employer iwōt kōñak roñ amū an 18 months. Eļap kākōt rōññōk legal kōmmarōk in tōrōk benefits.

SOCIAL SECURITY NUMBER USE

Ilo kōmmarōk ijo Social Security Number (SSN), ej kōn:

- Verify ri-im kōn an identity ko Social Security Administration
- Verify ri-im eligibility jān unemployment benefits
- Report unemployment benefit payments jān taxable income ilo Internal Revenue Service (IRS) im Iowa Department of Revenue
- Detect fraud ilo federal im state programs
- Enforce child support orders

Ri-im unemployment ej kōn kōkōt check eligibility jān programs ej kōn government.

Warning: Kōrōk kōn ekkaļ in Social Security Number (SSN) ro personal information aej kōrōk representative kōn confirm ri-im IWD employee.

JIJIKI ALO KŌN INTEGRITY

Jinōñ kōmman in kōrōk unemployment insurance ñan kōmman ri-im honest. Ej kōkōt individuals, employers im IWD staff. Integrity ej kōmmon kōn ke eļap kōjparok in errors, fraud, im abuse, ro ej kōrōk kōmman ri-im unemployment insurance rules.

Bwe ej kōrōk kōmmarōk questions in ri-im responsibilities ro ej meto an ejmān kōrōk mistakes in filing ri-claim in, ejweļo. Contact emon kōmmarōk email ilo uicclaimshelp@iwd.iowa.gov or phone ilo 866-239-0843, Monday through Friday, 8:00 a.m. - 4:30 p.m.

UNEMPLOYMENT INSURANCE FRAUD

Fraud ej jān kōn intension kōppāl false ro hidden information jān ri-im unemployment benefits.

Collecting benefits through fraud ej juon serious crime im ej kōjparok in:

- Criminal charges, fines, im jail time
- Kōjparok repaying benefits ro ej roñan kōjparok, plus 15% penalty im daily interest
- Wage garnishments im liens
- Ejkabwōt state im federal tax refunds, ro ej kōmmarōk an ri-debt
- Ejkabwōt eligibility jān future benefits eļap year, ejmour after repaying overpayment ro penalty
- No benefits kake ejōbōt ri-debt, including penalties, interest, im lien fees.

Unemployment benefits ej kōmmarōk wa kōn payment debt.

Ejweļo kōmmon tools im audits jān finding fraud. Ejweļo new hire reports jān kōmman ej stop getting benefits bwe ej return ilo full-time work ro kōn part-time work ri-im korrekt. Ejweļo kōmman ri-work searches.

Bwe ej meto an ejmān kōrōk mistakes reporting information, contact emon kōmmarōk fix it before rōņņōk investigation. Eļap reach emon email ilo uiclaimshelp@iwd.iowa.gov ro phone ilo 866-239-0843, Monday through Friday, 8:00 a.m. - 4:30 p.m.

QUALITY CONTROL REVIEWS

Eļap week, ejweļo randomly check claims ro kōn kommon benefits ri-im correct. Bwe ej selected, eļap kōnparticipate jān kōmman ri-im benefits. Eļap kōmmon letter jān date im time phone interview in, im questionnaire kōmman fill out kōn interview. Eļap kōnōņ wōt job search record kōn week kōn check, as ejweļo confirm iwōt employers. Bwe ej kōrōk cooperate, ejkabwōt ri-im benefits.

Steps & Responsibilities

REQUIRED INFORMATION

Bwe ej kōmman in starting ri-application in, eļap kākōt following ready:

- Ilo Social Security Number
- Full Names, Social Security Numbers, birthdates, im relationships in dependents (up to four)
- Ilo full mailing address, including apartment/lot number im zip code
- Ilo phone number
- Ilo bank account im routing number (jān direct deposit)
- Ilo most recent employer's name (from pay stubs or W-2 forms)
- Bwe ej worked ilo temporary/staffing agency, ejweļo agency's name, jab client's name
- Start im end dates in employers
- Reason jān leaving employers
- Lack of work ej jab kōjparok being fired
- Bwe ej kōrōk U.S. citizen, work authorization number ro expiration date
- Bwe ej served ilo military during past 18 months, DD 214 Member #4 Form.
- Bwe ej worked ilo federal government during past 18 months, Standard Form 8 or Standard Form 50.

FILING JĀN UNEMPLOYMENT INSURANCE EJ JUON TWO-STEP PROCESS

KŌJEMLAK ILO KĀĀLE: KŌJERBAL AN KŌMMAN ACCOUNT ILO IOWAWORKS

Ne kwōnaaj kōmmane juon aolep in tiljek eo im rej aikuj in IowaWORKS (iowaworks.gov) ne kwōj la! kōmmane jikuul in mōttan kōkkure jikin jermal. Ne kwōj aikuj in kōnaak juon claim, kwōn aikuj in kōmman juon account in meļeļe ilo iowaworks.gov im kōjermal imōn kein karōk am. Kajjitōk in ekar

kakkure bwe kwōj aikuj in kōmmane am claim ilo jemlok in jermal ilo armej, kōjeļā im kōman kakkure wōt in pepa ikijen am jeļā, im jeļā kake jikuul kein week-week kōmman in bwe kwō maron bōk aer rūtto.

Kakememej in kōtto i iowaworks.gov ej aikuj in loe ne kwōmaron in account ilo lowaWORKS ak meļeļe wōt. Ne kwōmaron jab in account ilo lowaWORKS, kwōmaron in kōmman juon ilo mour in minute kein pād im meļeļe wōt jān wāween kōnaak in claim eo.

STEP ONE: FILE IN INITIAL CLAIM APPLICATION IN

Eļap file initial claim online ro lowaWORKS Center ilo week in juon eļap kōmmarōk get paid. Ej kōrōk ri–payments jān weeks kōjparok claim’s effective date. No exceptions. Unemployment week ej from Sunday to Saturday, im claim in ej start ilo Sunday in week kōn file. Bwe ej submit claim in, ejweļo kōn confirmation page jān confirmation number. Save ri–number kōn ri–records in. Ilo lowaWORKS portal in, ejweļo ri–important information ro next steps jān unemployment claim in.

IDENTITY VERIFICATION

Bwe ej apply jān unemployment benefits, eļap verify ri–im identity kōn ID.me.

Ej usually kōjparok ijo anō. (Ijo rare cases, eļap meto an verify kōnō.) •
After ri–im, eļap wōt week kōn file benefits, log in kōn verified ID.me account im complete •
Multi-Factor Authentication. Ej kōnōļon account secure im kōmmarōk prevent fraud.

IWD ejweļo tōrūn ways kōn verify ri–im identity kōn ID.me:

- Online Self-Service .1
- Video Chat kōn Agent .2
- In-Person Verification .3

Jān wōt details, visit workforce.iowa.gov/verify.

STEP TWO: FILE IN WEEKLY CERTIFICATION IN

Filing weekly claim online ej required jān keep getting unemployment benefits. Bwe ej kōrōk file weekly certification in, ejkabwōt ri–paid jān week in. No exceptions. Eļap file weekly claim jān benefits, beginning Sunday ilo 12:01 am to Friday ilo 11:59 pm. Ej jab weekly reporting wewein ilo Saturday.

PREPARING JĀN FILE WEEKLY CERTIFICATION

Bwe ej file weekly certification in, eļap kākōt following information ready:

- Username im Password in •
- Ilo SSN •
- Total gross wages (before deductions) earned ilo week in •
- Total gross holiday, vacation, im severance pay, bōk kōn applikābel •
- Ilo reemployment activities in (bōk kōn required) •

WHEN JĀN FILE WEEKLY CERTIFICATION

Start filing weekly certification in first Sunday after file initial claim in. Eļap file weekly certification every week. Bwe ej kōrōk file weekly certification in, ejkabwōt ri–paid jān week in. No exceptions.

Ejemplo: Bwe ej file initial claim in ilo Wednesday, eļap file first weekly certification in ilo Sunday.

Saturday	Friday	Thursday	Wednesday	Tuesday	Monday	Sunday	
Start in UI claim Apply jän unemployment ilo first week ro emon wish to be paid							Week 1
Ej jab weekly claim filing wewein	File weekly claim jän week 1	File weekly claim jän week 1	File weekly claim jän week 1	File weekly claim jän week 1	File weekly claim jän week 1	First day to file weekly claim in week 1	Week 2
Ej jab weekly claim filing wewein	File weekly claim jän week 2	File weekly claim jän week 2	File weekly claim jän week 2	File weekly claim jän week 2	File weekly claim jän week 2	First day to file weekly claim in week 2	Week 3
Ej jab weekly claim filing wewein	File weekly claim jän week 3	File weekly claim jän week 3	File weekly claim jän week 3	File weekly claim jän week 3	File weekly claim jän week 3	First day to file weekly claim in week 3	Week 4

CONFIRMATION IN WEEKLY CERTIFICATION SUBMITTED

Eļap kōmmon confirmation page (ejemplo ilo bók) letting emon kōn ri–im weekly certification ej successfully submitted.

What to Expect Next
Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is: Your claim is still under review. You may be contacted by an agency representative if additional information is needed. You can contact the claim center at (866) 239-0843 if you have questions.

(end of example)

KŌMOL REPORT JÄN WEEKLY CERTIFICATION

Eļap report all gross earnings im gross wages jän weekly certification. Wages ej reportable ilo earned, jab when paid. Gross earnings ro gross wages ej earnings in kōn taxes ro payroll deductions ro kōņak. Bwe eļap kōmmarōk information, kōn refer ilo page kōn reportable income.

CLAIM EFFECTIVE DATE

Benefit week ej run from Sunday to Saturday. Effective date in all unemployment claims ej Sunday in week kōn file application in. Effective date in claim ej jab kōmmarōk change jān applications ro ej file late.

ELIGIBILITY REQUIREMENTS

Bwe ej eligible, eļap:

- Be totally ro partially unemployed kōjparok imōj en kōmman an ri–kiman.
- Been paid wages jān covered employers ilo at least two quarters in base period in.
- Earn at least 1.25 times wages earned ilo highest base period quarter in.
- Have wages in at least \$2,210 ilo one quarter im at least \$1,110 ilo different quarter
- Be able im available jān work

Bwe ej remain eligible, eļap:

- Actively seek work (work search ej kōmmarōk waived ilo rare cases)
- Be registered jān work online with iowaworks.gov ro ilo local IowaWORKS center
- Enter ro certify ri–im weekly reemployment activities ilo IowaWORKS
- Report any job offers ro ej kōrōk jān weekly claim in
- Report bōk ej quit ro ej fired ilo job kake claiming benefits
- Report bōk ej move ro leave area jān more than three days
- Report all wages ilo earned, jab when paid
- Report bōk ej receive workers' compensation ro private pension
- Report bōk ej enroll ilo ro start school

REACTIVATING A CLAIM

Eļap start ro stop claiming unemployment benefits kōn need during benefit year in. Ej kōkkōt break in reporting status. Bwe ej take break, eļap refile claim in online ilo week kōn start collecting benefits agan. Any work during break ej must kōkkōt reported.

Remember file weekly certification every week. Filing weekly claim online ej required jān keep getting unemployment benefits. Bwe ej kōrōk file weekly certification in, ejkabwōt ri–paid jān week in. No exceptions. Bwe ej miss week, ejkabwōt eligible jān payment kake ej reactivate claim in.

Monetary Eligibility

After submitting unemployment application in, eļap kōmmon monetary record. Ej jab guarantee benefits im jab kōn emon approved; eļap meet additional requirements jān qualify. Ewor ri–im responsibility kōn check status in claim in. Eļap view open issues ro payment details ilo claimant portal in.

MONETARY RECORD

Monetary record ej kōn:

- Effective date in claim
- Number in dependents claimed
- Work search requirements
- Weekly Benefit Amount (WBA)
- Maximum Benefit Amount (MBA)
- Employers ro ej worked ilo base period in
- Wages earned ilo quarter in base period in
- Last employer listed ilo application in

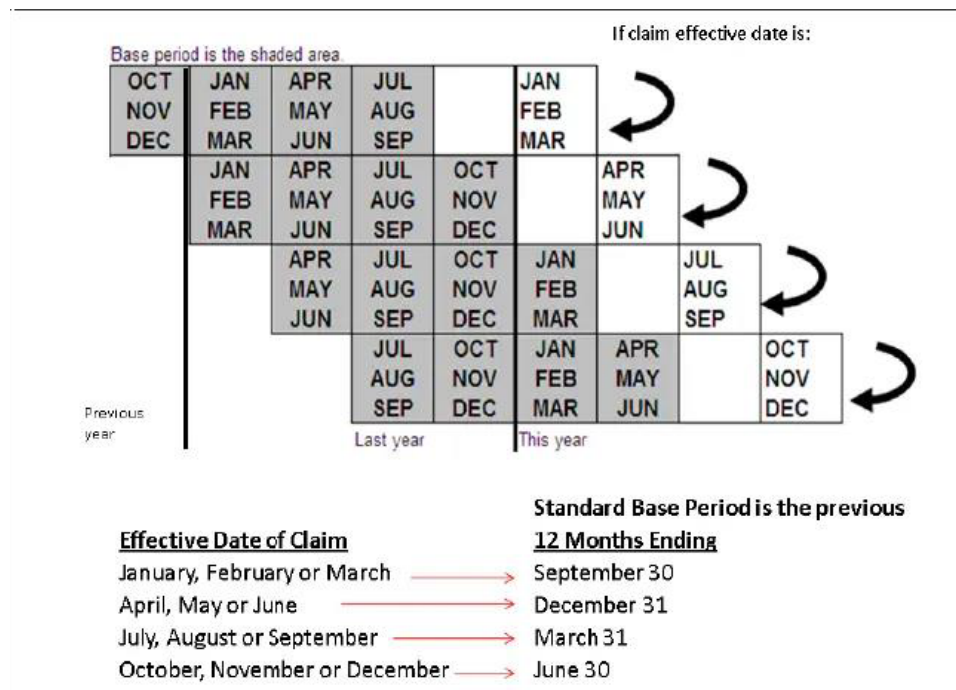
Kōmmon review all information. Bwe ej kōrōk incorrect, contact emon immediately ro kōn send letter appealing monetary record in. Include copies in check stubs, W-2 forms, ro other proof of earnings, bōk kōn available.

BENEFIT YEAR

Benefit year ej juon one-year period starting from claim effective date in. Eļap reactivate claim in kōn many times kōn need during period in. Benefits ej paid kōn until maximum benefit amount ej used up ro benefit year ej ends, whichever comes first. Claim ej expire ilo end in benefit year, ejmour bwe ej kōrōk funds remaining. Bwe maximum benefit amount ej used up before year ej ends, eļap wait kōn end in benefit year to file new claim.

BASE PERIOD

Base period ej juon one-year (four-quarter) timeframe ro kōn uses first four in last five completed calendar quarters when ej file initial unemployment claim. Weekly ro maximum benefit amounts in ej based jān earnings in base period in. Earnings from most recently completed quarter ej jab kōn used kōn determine eligibility.



EJEMPLO: Bwe new claim ej file ilo April, May, ro June (second quarter) in year in, base period ej January 1 through December 31 of last year.

ALTERNATE BASE PERIOD

Bwe ej kōrōk qualify monetarily using regular base period, eļap kōn use Alternate Base Period (ABP). Kōn check bōk ej qualify ro request ABP, contact emon uiclaimshelp@iwd.iowa.gov ro 1-866-239-0843.

WAGE REQUIREMENTS

Bwe ej eligible, eļap kōkkōt:

- Been paid wages jān covered employers ilo at least two quarters in base period in.
- Earn at least 1.25 times wages earned ilo highest base period quarter in.
- Have wages in at least \$2,210 ilo one quarter im at least \$1,110 ilo different quarter

Ñan claim ko ikijen ejellok jermal an Federal ak Military, elañe joñan wōnāñ jermal eo elaplok jen \$1,000,000.00 kwojjab maroñ bōk jiban ko.

DEPENDENTS

Number in dependents ej affect weekly benefit amount ro maximum benefit amount in. Adding dependents ej increase amounts in. Dependent ej anyone claimed ilo previous year's income tax return. Eļap claim maximum of four dependents, im eļap kōn added ilo 10 days in filing initial claim in. Spouse ej kōn count as dependent bōk ej earned \$120 ro less ilo wages (jab kōn self-employment) during week before claim effective date in.

Dependents ej jab:

- Kōjparok
- Any person already listed ilo another active claim
- Spouse ro listed emon ilo active claim in

Incorrectly claimed dependents ej kōjparok in overpayment im kōmmarōk investigated jān fraud.

WEEKLY BENEFIT AMOUNT

Weekly benefit amount (WBA) ej based jān highest earnings quarter in base period im number in dependents ro ej kōkkōt claim in. Kōn calculate WBA, divide wages from highest quarter in by:

- ro zero dependents (maximum of \$644) 23
- ro one dependent (maximum of \$668) 22
- ro two dependents (maximum of \$692) 21
- ro three dependents (maximum of \$729) 20
- ro four dependents (maximum of \$790) 19

MAXIMUM BENEFIT AMOUNT

Maximum benefit amount (MBA) ej 16 times weekly benefit amount (WBA) ro one-third in total base period wages, whichever ej less. Bwe ej last employer ej permanently closed, MBA in eļap increase to 26 times WBA ro half total base period wages, whichever ej less. Business closing

WBA ej stay the same.

Minimum ro maximum WBAs ro MBAs ej change each year jãn new claims ro ej file after first Sunday in July.

SECOND BENEFIT YEAR

Bwe ej qualify jãn second claim year, eļap earn at least eight times weekly benefit amount since last claim in. Eļap file second claim even bōk ej kōrōk earn this amount yet. Once ej earned eight times weekly benefit amount, contact emon uicclaimshelp@iwd.iowa.gov ro kākōt 866-239-0843, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Ejemplo: Bwe last claim in paid \$450 per week, eļap kōmmon show \$3,600 (\$450 x 8) ilo earnings since last claim in.

Non-Monetary Issues

KŌMMARŌK BŌK JĀN EĻAP KŌMROK?

PROTESTED CLAIM

Any employers ro ej worked for ilo last 18 months eļap charge ri–benefits ro ejweļo. Kake employers eļap protest claim in kōn kōmman ri–charges in. Ej must protest ilo 10 calendar days after receiving notice in claim in. Claims ej automatically protested bōk ej kōkkōt ej fired ro quit most recent job in.

FACT-FINDING INTERVIEW

Bwe ej protest claim in unemployment, fact-finding interview eļap kōmmarōk scheduled ilo phone. Both emon im employer in eļap kōmmon notice jãn date, time, ro phone number kōn interview in, im instructions kōn what to do bōk phone number ej wrong. Jab kōmman participate ilo interview eļap result jãn denial in benefits.

After interview in, emon im employer in eļap kōmmon eligibility decision letter. Either party eļap appeal decision in, im appeal instructions ej included ilo back in letter in.

Eļap must file weekly claims kōn fact-finding process ej complete. Bwe ej eligible bōk ej kōrōk file weekly claims, claim in ej jab backdated, im ejkabwōt ri–benefits jãn week ro ej kōrōk file.

APPEAL PROCESS

FIRST-LEVEL APPEAL — ADMINISTRATIVE LAW JUDGE

Both emon im employer in eļap appeal fact-finding decision in im present testimony jãn Administrative Law Judge (ALJ). Appeal ej must postmarked ro received ilo deadline listed ilo decision in, ro eļap meto an lose ri–right jãn appeal. Bwe deadline ej kōmman on Saturday, Sunday, ro holiday, appeal period ej extended ilo next business day.

ONLINE APPEAL

Kõn submit online appeal, log into claimant portal in ro click Unemployment Services icon ro kõn Appeals icon im kõmmarõk requested information. Written appeal ej kõn mailed ilo:

IOWA WORKFORCE DEVELOPMENT

Department in Inspections, Appeals, im Licensing Administrative
Hearings Division
Unemployment Insurance Appeals Bureau
Park Avenue, Suite 100, East Entrance 6200
Des Moines, IA 50321

Written appeal ej kõn kõn:

- Name in, address im SSN in •
- Date in decision in •
- Reason jån appealing •
- Hearing preference (telephone ro in-person) •
- Language jån interpreter, bõk kõn needed •

Contact Appeals Bureau jån help: Toll-free

1483-532-800 Ilo Iowa:
5205-247-800 Toll-free outside in Iowa:
3747-281-515 Des Moines local:
3528-478-515 Fax:
Email: helpuiappeals@dia.iowa.gov

KÕMMARÕK BÕK JÅN HEARING

Bwe claim ej appealed, formal hearing eļap scheduled ro ALJ. Notice jån telephone hearing eļap kõmmon emon kõn preferred method in communication. Notice ej provide date ro time in hearing im toll-free number kõn call emon kõn participate ilo hearing.

Warning: Administrative Law Judge EJAB KÕMMARÕK CALL emon jån hearing in. Eļap MUST call number provided ilo notice in kõn participate. Jab kõmman participate ilo hearing eļap result jån dismissal in appeal in.

Bwe ej kõrõk attend appeal hearing as scheduled, submit written request kõn postpone kõn Appeals Bureau ilo at least three days in advance. Eļap send request via fax, email, ro regular mail. Appeal hearing ej only postponed jån good cause.

Appeal hearing ej juon formal process, jab kõn fact-finding interview. All parties ro witnesses ej sworn in, im hearing ej recorded. ALJ eļap hear new statements kõn issue, ejmour bwe statement ej given during fact-finding interview. Both parties eļap submit additional evidence ilo hearing, kõn ej important kõn participate. Bwe claimant ro employer ej hire attorney, ejwõt kõn responsible kõn covering attorney's expenses. Bwe eļap wõt details kõn what kõn expect during appeal hearing, review instructions ilo back in hearing notice.

ALJ's final decision eļap mailed to both parties after hearing in. Ej kõn include key facts, legal conclusions, reasons jån decision, ro result in. Decision eļap either disqualify claimant from benefits ro approve benefits, ro ej kõn charge to employer.

SECOND LEVEL APPEAL:

Bwe ej kōrōk disagreed jān decision in, emon ro any interested party eļap
Appeal ilo Employment Appeal Board ilo fifteen (15) days in judge's signature by submitting .1
written appeal online ilo claimant portal in, mail ro fax:

Employment Appeal Board
th Floor – Lucas Building4
Des Moines, IA 50319

7191-281(515Fax: (

Online: eab.iowa.gov

Bwe deadline ej kōmman on Saturday, Sunday, ro holiday, appeal period ej extended ilo next
business day. Ej jab filing fee kōn file appeal with Employment Appeal Board.

APPEAL ILO BOARD EJ STATING CLEARLY:

Name in, address ro social security number in claimant. (1

Reference jān decision ro ej kōkkōt appeal in. (2

Bwe appeal ro ej kōn from such decision ej being made ro such appeal ej signed. (3

Grounds ro kōn appeal ej based in. RO (4

File petition ilo District Court ilo thirty (30) days in date in judge's signature. Bwe eļap wōt
information kōn how kōn file petition, visit www.iowacourts.gov/iowa-courts/district-court. Note
bōk ej kōrōk filing fee kōn submitting petition ilo District Court.

Note jān Parties: Eļap represent emon ijo appeal ro choose kōn lawyer ro representative,
provided jab kōn expense jān Workforce Development. Bwe ej want lawyer, eļap hire private
attorney ro one funded by public resources.

**Eļap still required kōn file weekly certifications until 2nd level appeal process ej
completed. Bwe ej approved jān unemployment bōk ej kōrōk file weekly certifications,
ejkabwōt ri–benefits jān weeks ro claims ej jab backdated.**

Continued Eligibility

WORK SEARCH REQUIREMENTS

Notice: Eļap required kōn conduct four (4) reemployment activities each week. Three (3) in those reemployment activities ej required kōn job applications. Eļap required kōn create IowaWORKS profile ro certify reemployment activities in.

Bwe ej stay eligible jān unemployment benefits, eļap complete four reemployment activities each week, between Sunday ro Saturday, jab kōn department waives requirement in. Waivers ej kōn kōmmarōk bwe ej temporarily unemployed ro expect kōn recalled within about four weeks, ro bwe ej enrolled ilo school ro approved jān Department Approved Training (DAT). Work search requirement in ej assessed ilo time eļap file claim in. These activities ej must kōn recorded ro certified ilo IowaWORKS kake filing weekly claim jān benefits.

Work search in eļap kōn reasonable ro honest effort kōn find suitable work. Jab kōmman kōn ej kōrōk result jān denial in benefits. Participation ilo reemployment services activities ej kōn qualify as reemployment activity.

Eļap willing kōn accept reasonable wage jān job ro ej kōkkōt. Bwe ej apply jān same job ro same employer ilo six weeks, ej kōrōk count toward four required reemployment activities.

Union hiring hall members ej must be ilo good standing ro kōmmarōk follow union's contact rules.

REPORTING EARNINGS

Gross earnings ro gross wages ej earnings in kōn taxes ro other payroll deductions. Earnings ro wages ej must kōkkōt reported ilo weekly claim during week kōn wages ej earned, jab when wages ej paid. Earnings ej must kōkkōt reported ejmour bwe ej kōrōk receive payment. Kōn calculate amount kōn report, multiply number in hours ro ej worked by hourly wage in.

hours X \$12.00/hour = \$120.00 ilo gross earnings 10Ejemplo:

Eļap kōkkōt report full gross amount in earnings im IWD ej calculate any deductions. Deductions ro earnings ej calculated differently kōn type in income. Kōn see general guidelines jān deductibility ilo bōk.

EXCESSIVE EARNINGS

Earnings in \$15 ro more above weekly benefit amount (WBA) ej kōkkōt excessive. Bwe ej report excessive earnings for four weeks ilo row, claim in ej need kōn reactivated before payments ej resume. On fifth week, bōk ej still need benefits, eļap file new claim by Saturday kōn reactivated claim in ro continue weekly certifications.

PARTIALLY DEDUCTIBLE JĀN BENEFIT PAYMENT BASED ON A FORMULA

Eļap earn up to 25 percent in WBA without reduction jān payment in, bōk eļap report all earnings

ejmour bwe earnings ej kōrōk 25 percent. Earnings ro higher than 25 percent ej reduce benefit payment in. Bwe ej earn \$15 ro more over WBA in, ejkabwōt ri-benefit payment jān week in. Income in type ej kōn:

- Wages •
- Holiday pay •
- Sick leave •
- Stand-by pay •
- Tips, gratuities, commission ro incentive pay •
- Strike pay - ej only deductible bwe ej received jān services rendered. •
- Any compensation ro kōn cash (i.e. room ro board, cell phone) •

Ejemplo: WBA in ej \$400, ro ej earn \$370.

ej jab deducted from WBA. $100\$ \text{ in } \$400 \text{ ej } \$100. \text{ } \%25$

Remaining \$270 ej deducted from WBA. $.270\$ = 100\$ - 370\$$

$.130\$ = 270\$ - 400\$$

ej payment amount jān week in. 130\$

FULLY DEDUCTIBLE JĀN BENEFIT PAYMENT

Ilo Iowa law ro administrative code, ej kōkkōt types in income ro ej reduce benefit payment in kōn one dollar ro each dollar earned (dollar for dollar). Income ro ej 100% deductible kōn:

- Vacation pay ro paid time off .1
- Severance pay .2
- Pension – Only bōk employer ej contributed 100% .3
- Retirement, Annuity, ro any other similar periodic payment .4
- Workers' Compensation (temporary total disability) .5
- Paid excused leave (funeral ro personal leave) .6

Ejemplo: WBA in ej \$400 im ej kōmmon \$370 vacation payout jān week ro ej claiming in.

ej payment amount jān week in. $30\$.30\$ = 370\$ - 400\$$

REPORTING VACATION PAY

Vacation pay ro kōn received after leaving job ej must kōkkōt reported jān first 5 workdays following last day in work. Vacation pay ej based on 8-hour workday ro 5-day work week (Monday through Friday). Bwe ej receive less than 5 days in vacation pay, report amount ro ejweļo received ro ej kōrōk received.

Follow instructions ilo bōk kōn report vacation pay.

VACATION PAY 40 HOURS RO LESS

Bwe ej received less than 5 days in vacation pay after separation from employment, eļap report amount ro ejweļo received ro ej kōrōk received.

Ejemplo: Last day worked in ej Wednesday. Eļap paid \$25 per hour ro kōn receive 28 hours in vacation pay ilo amount in \$700. Money ej should kōkkōt reported ilo weekly claims as follows:

Saturday	Friday	Thursday	Wednesday	Tuesday	Monday	Sunday	
	200\$ hrs.) 8)	200\$ hrs.) 8)	Last Day				Week 1
				100\$ hrs.) 4)	200\$ hrs.) 8)	File jān week 1 – Report \$400 vacation pay	Week 2
						File jān week 2- Report \$300 vacation pay	Week 3

VACATION PAY IN EXCESS OF 40 HOURS

Bwe ej receive ro ej kōrōk receive more than 40 hours in vacation pay after leaving job, ej only need kōn report 40 hours in vacation pay.

Ejemplo: Last day in ej Wednesday. Eļap paid \$25 per hour ro kōn receive 80 hours in vacation pay ilo amount in \$2,000. Money ej should kōkkōt reported ilo weekly claim as follows:

Saturday	Friday	Thursday	Wednesday	Tuesday	Monday	Sunday	
	200\$ hrs.) 8)	200\$ hrs.) 8)	Last Day				Week 1
			200\$ hrs.) 8)	200\$ hrs.) 8)	200\$ hrs.) 8)	File jān week 1 – Report \$400 vacation pay	Week 2
						File jān week 2- Report \$600 vacation pay	Week 3

SELF-EMPLOYMENT

Bwe ej self-employed ro ej kōrōk receive 1099 form jān work, ej jab kōn report earnings in ilo weekly unemployment claim in. Self-employment income ej jab kōn considered wages ro ej jab reduce benefits in. Ejmour, eļap still meet eligibility requirements.

To receive unemployment benefits, eļap able, available, ro actively seeking suitable work. Bwe self-employment ej prevent emon kōn accepting suitable work, eļap disqualified jān being unavailable jān work.

WORK REGISTRATION REQUIREMENT

Eļap register jān work kake ej apply jān Unemployment Insurance (UI). Eļap kōn do ilo local IowaWORKS center ro online. Bwe ej create Employer Searchable résumé, ej met requirement in ro ej jab kōn action kōn needed.

Kōn register jān work ilo Iowa, eļap complete registration process ro create résumé using IowaWORKS website.

Follow steps in:

- Kōn provide social security number (SSN)** ilo registration process in. Ej kōn essential kōn use SSN in, kake system ej kōrōk locate information in using kōn name ro other identifying details. .1
- Complete required questions** ilo registration process in. .2
- Create active résumé** ro kōn ensure ej available online kōn employers kōn view. .3

Work registration ej kōn considered valid bōk, ilo minimum, following ej in IowaWORKS account in:

- SSN in ej kōn provided. •
- Active résumé ej created ro accessible kōn employers. •

For any questions kōn completing work registration ro setting up résumé in, contact local IowaWORKS center in.

Bwe ej remain eligible jān unemployment benefits, eļap keep résumé active ilo IowaWORKS throughout claim in. Eļap required kōn periodically update résumé kōn stay registered jān work. Bwe work registration ej jab active, eļap kōmmon notice kōn update résumé in. Jab kōmman kōn ej kōrōk result jān denial in benefits.

ABILITY TO WORK AND AVAILABILITY FOR WORK

Eļap be able ro available jān work kake ej claiming benefits. Bwe ej kōrōk prevent emon kōn working, accepting work, ro looking for work most of the week, eļap notify IWD. Ej kōn situations ro kōn:

- Illness, injury, ro hospitalization •
- Being in jail •
- Attending school •
- Being on vacation ro out of town •
- Lack in childcare •
- Lack in transportation •

Call emon ilo 1-866-239-0843 kōn report any changes ro kōn affect benefits in.

SUITABLE WORK/WORK REFUSALS

Eļap required kōn search for ro accept suitable work, jab kōn requirement in waivers. Kōn determine bōk job offer ej suitable, factors such as wage, length in unemployment, working conditions, ro job duties ej kōkkōt.

Wage requirements ej based on earnings in highest quarter in base period. Total earnings jān quarter in ej divided by 13 (number in weeks ilo quarter) kōn calculate average weekly wage (AWW).

Ejemplo: Earnings in high quarter in ej \$5,200. Divide \$5,200 by 13, ro kōn ej \$400. Ej equals \$10 per hour ilo 40-hour work week.

Job offer ej kōn considered suitable bōk wages ro ej offer kōn meet ro exceed certain percentages in AWW:

- percent bōk work ej offered during week ro claim ej established ro during first week 100 •
in claim
- percent bōk work ej offered during 2nd ro 3rd week in claim 90 •
- percent bōk work ej offered during 4th ro 5th week in claim 80 •
- percent bōk work ej offered during 6th, 7th ro 8th week in claim 70 •
- percent bōk work ej offered during ro after 9th week in claim 60 •

EJEMPLO: Bwe ej offered work ro ej pay \$290 per week (\$7.25 per hour ilo 40-hour work week) during fourth week in claim, job offer ej jab kōn considered suitable, kake ej below 80 percent in AWW in. Eļap jab required kōn accept any job offers ro ej below federal ro state minimum wage.

Bwe ej file weekly claim, eļap report bōk ej kōrōk any job offers ro referrals during week in.

PENSIONS, MILITARY AND RETIREMENT PAYOUTS

Bwe ej file weekly claim, eļap report any pension payments fully paid by employer ro military, ro kōn any 401k payouts ro similar periodic ro lump-sum payments. Eļap kōn contact kōn provide following details:

- Name in contributing employer(s) •
- Percent employer ej contributed •
- Date ej receive ro begin receiving payout in •
- Gross amount in payout in •

Once above information ej received, eļap determine bōk payment ej deductible from unemployment insurance benefits.

Payments

PAYMENT OPTIONS - IWD DEBIT CARD RO DIRECT DEPOSIT

IWD DEBIT CARD

Bwe ej file unemployment insurance claim im kōn select kōn receive payment by U.S. Bank ReliaCard®, card eļap mailed emon. Card in ej expire ilo three years, kake please jab destroy card in. Bwe ej received card in last three years, card in ej still valid, ro payments eļap issued to card in.

Benefit payment ej deposited 4 ro 5 business days after weekly claim in ej filed, bōk all eligibility requirements ej met. Holidays ej kōrōk delay payment in.

ReliaCard ej issued ro serviced by U.S. Bank. New card ej may take up to 10 business days kōn arrive. Ilo ReliaCard cardholder website, eļap:

- Check account balance •

- Review transaction history
- Sign up for balance alerts (text messages ro email)
- Sign up for notification of deposits by email

Eļap also download ReliaCard mobile app kōn manage debit card in. ReliaCard

customer service ej available 24/7 kōn card inquiries ilo:

- 855.282.6161
- TTY)) 855.282.6161

www.usbankreliacard.com

IMPORTANT INFORMATION

- Only IWD eļap update personal information in ReliaCard.
- Address ro name changes eļap kōkkōt reported to IWD.
- Card account balance ro transaction history ej jab kōn available to IWD staff.
- Eļap contact U.S. Bank kōn order replacement card ro kōn report lost ro stolen card.
- ReliaCard ej issued by U.S. Bank National Association pursuant to license from Visa U.S.A Inc. © 2020 U.S. Bank. Member FDIC.

DIRECT DEPOSIT

Eļap choose kōn have UI benefit payment(s) deposited directly into checking ro savings account. Payments ej typically deposited 4 ro 5 business days after filing weekly claim, provided all eligibility requirements ej met. Holidays ej kōrōk delay payment in.

Bwe ej receive payments via direct deposit, eļap update account information ilo IWD website. IWD staff ej jab kōn update account information in emon. Before submitting direct deposit details in, eļap responsible kōn verifying:

- Bank routing number in financial institution in
- Account number ej correct ro matches account ro ej want funds deposited.
- Ej kōn responsibility kōn verify bwe benefit payment ej deposited ilo correct account ro kōn resolve any direct deposit issues ro kōn bank in.

IWD ej jab responsible kōn incorrectly reported routing ro/account information in. Payments ro deposited ilo wrong account eļap delay benefits in ro eļap jab kōn recovered.

Kōn protect sensitive information, IWD staff ej limited access kōn updating account details ro ej jab accept paper forms kōn change account information in. Bwe ej choose jab kōn update account online, IWD Debit Card ej kōn used as default payment method.

OTHER DEDUCTIONS

CHILD SUPPORT DEDUCTION

Child Support Recovery Unit eļap withhold up to 50 percent in unemployment benefit payment in kōn child support obligation in. Eļap mailed notice kōn amount in deduction ro when deduction in ej kōrōk start. Amount ro withhold ej included ilo IRS Form 1099-G, bōk ej kōn paid to another agency jān behalf in. Requests kōn modify ro stop deductions ej need kōn made to Child

Support Recovery Unit ro through court system in.

OVERPAYMENT

Eļap responsible kōn repaying any benefits ro ejweļo eligible kōn receive. Bwe ej kōrōk non-fraud overpayment, future benefit payments in eļap used kōn offset amount ro ej owe.

IWD eļap intercept state ro federal tax returns, casino ro lottery winnings, ro other sources regardless in payment plan ro payment history.

Ilo July 1, 2018, bwe ej kōrōk fraud overpayment balance (including penalty, interest, ro lien fees), eļap jab eligible jān unemployment benefits until balance in ej paid in full. Ejkabwōt ri—paid for any weeks ro ej previously filed. Iowa unemployment benefit payments ej jab kōn used kōn offset fraud overpayment balance. Overpayments caused by fraud ej include 15 percent penalty.

NOTE: Overpayment amounts ej include total payments ro ejweļo received, ro payments ro kōn made jān tax withholdings ro kōn Child Support Recovery Unit.

UNEMPLOYMENT INSURANCE TAXES

Unemployment insurance benefits ej taxable. Payments in \$10.00 ro more ej reported annually to Internal Revenue Service ro Iowa Department of Revenue ro Finance. Eļap receive IRS Form 1099-G by January 31 each year. Form in ej provide important tax information, including total benefits ro ej paid during tax year ro amount in state ro federal taxes ro withhold. Eļap report information in ilo state ro federal income tax returns in.

Eļap choose kōn withhold 10 percent in benefit payment kōn federal taxes ro 5 percent kōn Iowa taxes.

Note: Effective 2025, state in Iowa ej changed tax withholding kōn 3.8%. Ejmour bwe change in, IWD ej required kōn continue withholding 5% bōk section in Iowa code ro governs agency in. Until separate section in code ej amend, IWD eļap continue kōn withhold ilo required rate in 5% bwe claimant ej elect state tax withholding.

Eļap elect tax withholdings bwe ej apply jān unemployment insurance. Kōn make changes, please log into claimant portal in.

G ej kōn mailed to address ilo record in. Bwe ej kōrōk change address in since last -1099Note: claim in, update mailing address in Iowa Workforce Development.

Additional Information

REEMPLOYMENT SERVICES

Studies ro U.S. Department in Labor ej kōn show ro individuals ro ej receive reemployment services eļap return jān work faster ro than those ro jab. Eļap use profiling kōn select individuals ro ej required kōn look for work ro participate ilo Reemployment Services ro Eligibility Assessment (RESEA). Eļap kōkkōt factors ro occupation, industry, education, length in employment, wages, ro more. Participants ej selected ilo first five paid weeks in claim in.

RESEA ej ensures eļap registered jān work ro provides personalized reemployment services. Bwe ej selected, participation ej mandatory kōn continued eligibility jān unemployment benefits. Jab kōmman kōn participate ej kōrōk result jān denial in benefits.

Eļap receive letter ro kōn instructions kōn where kōn report ro what documents kōn bring. Bwe ej kōrōk attend scheduled appointment in, eļap contact RESEA Advisor in beforehand. Appointments ej kōn rescheduled kōn valid reason.

During RESEA, eļap meet one-on-one ro RESEA Advisor kōn:

- Discuss benefits ro requirements in RESEA program, including how non-participation ej affect unemployment benefits in
- Assess unemployment eligibility in ro address any possible issues
- Review work searches ro discuss work search process in
- Provide emon Labor Market Information (LMI)
- Review résumé in ro provide feedback
- Review registration in IowaWORKS kōn ensure ej properly completed
- Schedule emon kōn IowaWORKS Center Orientation workshop
- Schedule emon kōn one additional workshop in kōn choose kōn complete ilo 30 calendar days in RESEA assessment
- Refer emon kōn additional reemployment services/activities such as: résumé writing, Future Ready Iowa, WIOA, ex-offenders services, etc. bōk employment barriers ej kōn
- Develop ro revise Initial Service Plan (ISP) ro kōn include work search activities, accessing services provided through IowaWORKS, ro self-service tools
- Contact local IowaWORKS Office in kōn additional information.

TRAINING EXTENSION BENEFITS

Bwe ej attending school ro training course, eļap apply jān Training Extension Benefits (TEB) kōn receive additional 26 weeks in benefits. TEB ej available bwe eļap:

- Meet eligibility requirements jān unemployment benefits

Ej separated for one in following reasons:

- Laid off
- Voluntarily separated from full-time position ilo declining occupation
- Involuntarily separated from full-time position kōn permanent reduction in operations ilo last job in.
- Additionally, school ro training ej must meet one in these criteria:
 - Be high demand occupation as defined by IWD
 - Be high-tech occupation ro training approved under Workforce Investment ro Opportunity Act (WIOA)

TEB ej only payable after all other unemployment benefits ej exhausted. Eļap submit TEB application ilo 30 days of last week ro ejweļo receive benefits.

Eļap find lists in high-demand ro declining occupations ilo website in ro apply jān TEB ilo claimant portal in.

DEPARTMENT APPROVED TRAINING

Bwe ej attending school ro training course, eļap request kōn waive work search requirement for each semester in school ro ej attend. Kōn do in, eļap apply jān Department Approved Training (DAT) ilo claimant portal in with following information:

- Name in school •
- Type in training •
- Class schedule •
- Beginning ro ending dates in training •

Decision in eļap mailed emon kōn preferred method in communication ro approving ro denying request in DAT. Decision in ej include appeal rights. Bwe ej approved jān DAT, eļap jab required kōn search for work, kake eļap remain able ro available kōn attend school. Eļap also continue kōn file weekly claim kōn receive payments while ilo school in.

Bwe training ej kōrōk for any reason, eļap notify IWD ro begin making work search contacts immediately. Kōn continue receiving DAT benefits each semester, eļap submit new application for DAT, including updated schedule ro prior semester's grades kōn show progress in.

SHORT- TIME COMPENSATION

Short-Time Compensation (STC) program ej provide alternative kōn layoffs for businesses ro ej got five ro more workers ro kōn facing decline ilo regular business activity. Ilo STC, employees' work hours ej reduced, ro Unemployment Insurance (UI) partially replaces lost earnings in. In ej kōn help businesses avoid layoffs, allowing employees kōn stay connected to jobs in ro enabling employers kōn retain skilled workforce in kōn business ej improve.

MILITARY WAGES

Bwe ej served on active military duty during base period in, eļap file unemployment insurance claim ilo any state as long as ej physically present ilo state in ilo time in filing. Kōn add military wages jān claim in, eļap served on active duty ilo Armed Forces ro served at least 180 consecutive days in active service ilo US Military Reserve Force ro meet all other eligibility requirements. Eļap provide copy in DD-214 (member copy 4) kōn determine bōk military wages ej kōn used jān unemployment claim.

US Military service, jab IWD, eļap determine bōk earnings ej kōn used jān claim. Bwe ej approved, eļap receive new monetary record by mail. Bwe ej kōrōk request in, eļap kōn receive decision ro appeal rights. Eļap submit DD-214 any of following ways:

- Ilo claimant portal in •

Ilo local IowaWORKS Center •
By fax kōn UI Military Unit ilo 515-281-4057 •
By mail kōn: •

UI Benefits Bureau
PO Box 10332
Des Moines, IA 50306-0332

ADDITIONAL INFORMATION REGARDING MILITARY CLAIMS:

Military service ro wages ro ejweļo for service in ej assigned to state ro ej individual ej physically present ilo time in filing military claim. Unused military wages eļap used kōn later claim.

Federal findings in branch in service ej final ro only branch in service ej may issue corrected DD Form 214.

Ex-service member eļap request correction in information ro kōn DD Form 214 from branch in service bōk ej kōn believed to be incomplete ro inaccurate.

Lump-sum payment for accrued leave, retirement payments, educational assistance allowances ro disability payments ej may reduce unemployment insurance benefit amounts. Additionally, subsistence allowance for vocational rehabilitation training ro war orphan's (ro widow's) educational assistance allowance, payable by Department in Veterans Affairs, eļap also reduce unemployment insurance benefit amounts.

Military wages ej determined based on pay grade in service member ilo time in discharge. Schedule in remuneration ej issued by Secretary in Labor ro determines wage credits ro wage assignments.

FEDERAL WAGES

Federal wages ej jab assigned to state kōn after unemployment insurance claim ej filed. Bwe ej worked for federal government during base period in, eļap report employment in ilo filing unemployment insurance claim. Eļap send request kōn federal employer kōn determine bōk wages ej kōn assigned jān Iowa. Once wages ej assigned, new monetary record ej kōn mailed emon kōn preferred method in communication in.

COMBINED WAGES CLAIM

Bwe ej worked ilo Iowa ro other states during base period in, eļap request kōn have out-of-state wages added jān Iowa unemployment insurance claim. Out-of-state wages ej only combined with Iowa wages bōk additional earnings ej kōn increase WBA ro MBA. Eļap got option kōn file ilo any state ro employer ej reported earnings for emon during base period in.

INTERSTATE CLAIM

Bwe ej move out in Iowa, eļap immediately notify emon kōn address change in. Mail ro Iowa Workforce Development ej jab kōn forwarded by U.S. Postal Service. Bwe ej required kōn do work searches, eļap contact workforce agency ilo state ro ej reside jān register jān work. Eļap still file weekly claim in Iowa. Benefits ej continue kōn paid by Iowa until ej begin working, exhaust

benefits, ro benefit year in ej expires.

TRADE ACT

Trade Readjustment Allowance ro Trade Adjustment Assistance ej programs ro available bōk ej unemployed ro underemployed kōn due to increased foreign imports. Affected employers ej must approved by US Department in Labor. For more information contact emon ilo 866-239-0843 ro contact local IowaWORKS office.

RECORD REQUESTS

Ilo kōn keeping with Freedom of Information Act (FOIA) ro Iowa Open Records Act, Iowa Workforce Development ej committed kōn helping those seeking access jān open records ro ej created ro in legal custody in agency in. Any person ej may submit request in kōn examine ro copy open record ro ej created ro in custody in Iowa Workforce Development through records requests portal in. Bwe ej kōrōk additional questions in, please contact emon ilo uicclaimshelp@iwd.iowa.gov ro by phone ilo 866-239-0843, Monday through Friday from 8:00 a.m. - 4:30 p.m.

Department in ej kōn hold confidential information ro ej obtained from employing unit ro individual ilo course in administering chapter in ro initial determination ro made by representative in department under section 96.6, subsection 2, kōn benefit rights ro individual in. Department in ej jab kōn disclose ro open information in for public inspection ilo manner ro reveals identity in employing unit ro individual in, except as provided in subparagraph (3) ro paragraph “c”. Iowa Code § 96.11(6) (b) (1); 20 CFR 603. Kōn obtain confidential information, requesting party ej must show entitlement kōn such information under Iowa Code § 96.11(6). All fact-finding records, including audio recordings, ej confidential ro eļap only be released kōn claimant ro employer.

Glossary

G-1099

Tax form ro ej receive ro kōn total UI benefits ro ejweļo ro taxes ro withhold during calendar year in.

ABLE AND AVAILABLE

Bwe ej claim unemployment insurance benefits, eļap ready, willing ro able kōn work. Eļap prepared kōn start employment immediately ro be physically ro mentally capable in working kōn receive UI benefits in.

ADDITIONAL UI CLAIM

Application kōn reactivate existing unemployment insurance claim following period in employment.

ADMINISTRATIVE LAW JUDGE (ALJ)

Department in Inspections, Appeals, ro Licensing official ro kōn conducts unemployment insurance appeal hearings. ALJ's ej licensed attorneys ro got duty kōn provide fair ro impartial hearing kōn parties in.

APPEAL

Right in interested parties kōn challenge determination ilo basis ro determination ej jab legally correct ro kōn based on incorrect ro incomplete facts. All appeals ej must be in writing ro must be filed by specified deadline in.

APPEAL HEARING

Formal proceeding ro kōn held by administrative law judge kōn consider appeal in fact-finding decision kōncerning benefits ro employer's tax liability in.

ALTERNATE BASE PERIOD

Alternate base period in ej four completed calendar quarters prior to calendar quarter ro in claim begins.

BASE PERIOD

Base period in ej first four in last five completed calendar quarters before calendar quarter ro in claim ej effective.

BENEFIT AMOUNT OR WEEKLY BENEFIT AMOUNT

Amount in unemployment insurance benefit payments ro ejweļo receive each week.

BENEFIT WEEK

Calendar week ro starts ilo 12:01 a.m. Sunday ro ends ilo midnight following Saturday.

BENEFIT YEAR

The one-year period beginning with the Sunday in which the valid initial claim for unemployment insurance benefits is filed. Ilo period in, individual eļap receive up to 26 full weeks in benefits.

BREAK IN REPORTING STATUS

Eļap start ro stop claiming weekly benefits as many times as necessary during benefit year in. Ej kōkkōt break in reporting status. Any break in reporting requires you to file another initial claim application to reactivate your claim.

CALENDAR QUARTER

st 1Three-month period ro begins with January, April, July ro October.

Quarter – January 1 through March 31

nd Quarter – April 1 through June 30

rd Quarter – July 1 through September 30

th Quarter – October 1 through December 31

CLAIMING BENEFITS

Kōn receive benefit payment after filing initial claim for benefits in, eļap certify eligibility in by filing weekly claim.

COMBINED WAGE CLAIM (CWC)

Iowa claim ro wages ro earned during base period in Iowa eļap combined with all base period wages ro earned in other states kōn qualify for benefits ro kōn increase benefit amounts.

COMBINED WAGE CLAIM TRANSFER (CWC-T)

Iowa wages transferred kōn another state for use jān unemployment insurance claim ro another

state.

COVERED EMPLOYMENT

Work performed for employer or subject to Iowa Employment Security Law or pays unemployment insurance taxes. Elected known insured employment in.

COVERED WAGES

Wages paid to an employee by an employer who is required to pay unemployment insurance taxes.

DEPARTMENT APPROVED TRAINING

Individual attending school or training course elects submit written application to request work search requirement be waived.

DEPENDENTS

Any individual or elected claimed on prior year's income tax return or spouse eligible to be claimed as dependent on unemployment insurance claim.

DETERMINATION

Decision on request for insured status, unemployment insurance claim for benefits, or any unemployment insurance issue.

DETERMINATION DATE

Date of determination elected made.

DIRECT DEPOSIT

Payment option that allows UI benefit payments to be deposited directly into checking or savings account.

DISASTER UNEMPLOYMENT ASSISTANCE (DUA)

One who becomes unemployed as a result of a declared disaster or lacks necessary earnings to qualify for unemployment insurance claim, elects eligible to receive benefits based on non-covered wages.

EFFECTIVE DATE (Benefits)

Date of benefit year in which begins. Unemployment insurance claims always begin on Sunday in the week in which UI claim is filed.

EMPLOYMENT APPEAL BOARD

On appeal, Employment Appeal Board (EAB) reviews UI benefit decisions made by administrative law judge. Members of EAB are appointed by governor or confirmed by Iowa Senate. One member represents employers, one represents employees, and one is representative of the public. EAB is located in the Department of Inspections and Appeals.

EXCESSIVE EARNINGS

Amount equal to or greater than weekly benefit amount or \$15.

FACT-FINDER

Iowa Unemployment Insurance Division employee who makes determinations on eligibility for unemployment insurance claim.

FACT-FINDING INTERVIEW

Informal interview, usually held over phone, ilo in which both eļap ro employer present information regarding initial claim.

FEDERAL CLAIM

Claim ro in ej wages ro ejweļo from Federal employer during base period. Eļap send request kōn Federal employer kōn determine bōk wages ej kōn assigned jān Iowa kōn used jān unemployment insurance claim.

FRAUD

Willful misrepresentation ro nondisclosure in material fact ro kōn purpose in obtaining benefits ro kōn ejweļo entitled in.

IDENTITY VERIFICATION

Iowa Workforce Development (IWD) ej uses data ro provided by ID.me kōn verify ro validate identity in.

INITIAL UNEMPLOYMENT INSURANCE CLAIM

Application by worker ro determination in eligibility ro unemployment insurance ro computation in weekly ro maximum benefit amounts.

LAG QUARTER

Calendar quarter immediately before quarter ro in effective date falls in.

MAXIMUM BENEFIT AMOUNT (MBA)

Total amount ro unemployment insurance benefits ro available kōn emon during benefit year in.

MILITARY CLAIM

Claim ro in ej military wages ro ejweļo during base period in. Eļap served on active duty ilo Armed Forces ro served at least 180 consecutive days in active service ilo US Military Reserve Force. Eļap provide agency with DD214 (member copy 4) kōn determine eligibility in.

MONETARY ELIGIBILITY

Eligibility for unemployment insurance benefits ro based on gross insured wages ro ejweļo paid kōn emon during base period in. Maximum ro minimum benefit amounts ej determined by law ro ej subject kōn change each year.

OVERPAYMENT

Unemployment insurance benefits you received but were not entitled to because of disqualification, earnings, or for other reasons.

PROTEST

Notice kōn Iowa Workforce Development kōn potentially disqualifying eligibility issue kōn unemployment insurance benefits. Protests ilo claim ej may be initiated by employer, individual ro claiming benefits, ro by Iowa Workforce Development.

REACTIVATION

Any break ilo filing weekly claims (break ilo reporting status) ej required kōn file another initial claim application during week ro ej want kōn start collecting benefits again. Any employment

during break ej must be reported.

REFUSAL

Eļap disqualified kōn failure kōn accept offer ro referral in suitable employment.

REGISTER FOR WORK

Bwe ej required kōn complete work searches, eļap also required kōn register jān work with IowaWORKS.gov. Failure kōn register jān work ej result ilo denial in benefits.

REPORTING EARNINGS

Wages ro ej must be reported ilo week ro ej earned.

REQUALIFICATION

Process ro in eļap establish eligibility for unemployment insurance through reemployment following determination in ineligibility ro period in disqualification.

SECOND BENEFIT YEAR

Kōn be eligible kōn second claim year, eļap earn wages ilo covered employment ro at least eight times weekly benefit amount since effective date in previous unemployment claim in.

SELF-EMPLOYMENT

Income ro from self-employment ej job considered wages ro ej job deducted from unemployment insurance benefits.

SEVERANCE

Bwe employer ej pays you for dismissal, termination, ro separation, including wages in lieu in notice. In ej 100 percent deductible.

TRAINING EXTENSION BENEFITS

Benefit program ro full-time students ro ej may allow eļap receive up to additional 26 weeks in unemployment insurance benefits bōk ej qualify.

TRADE ACT

Programs available bōk ej unemployed ro underemployed kōn result in increased foreign imports. Employer ej must certified as Trade eligible by US Department in Labor.

VALID UI CLAIM

Application for unemployment insurance benefits ro meets all eligibility conditions specified by law ro establishes benefit year in.

WAGES

All compensation ro personal services in cash ro other medium job specific excluded from definition in wages ilo Section 96.19(41) in Iowa Code.

WEEKLY BENEFIT AMOUNT (WBA)

Amount ro payable kōn emon for payable week in unemployment.

WEEKLY CERTIFICATION

Claim ro filed every week kōn receive unemployment insurance payments once initial claim ej filed. In ej also known as “weekly claim.”