

Ohio Department of Job and Family Services
MASS LAYOFF INSTRUCTION SHEET

For Employees of Navistar, Inc.	Last Day of Work July 26, 2024
Layoff Location 6125 Urbana Rd. Springfield, OH	

This is a checklist of what you need to do to apply for unemployment benefits. Keep this letter for future reference and be sure to follow the instructions. If you don't, your benefits could be delayed or denied.

Checklist - what you need to do:

- Create your OHID** (if you haven't already). You need an OHID to access your account online.
- Gather the following information:**
 - Your Social Security number and your driver's license (or state ID) number. If you're not a U.S. citizen, you will need your Alien Registration Number and the expiration date of your work authorization.
 - Your Mass Layoff Number: **2400576**
You will be prompted to add this number when you apply. This will automatically add your employer's information and your last day of work to your application.
 - The name, address, telephone number, and dates worked for any other employers that you had during your last six weeks of work.
 - Name, Social Security numbers, and dates of birth for any dependents, including children and spouse.
- File an application.** You can apply as early as **June 28, 2024** but no later than **August 3, 2024**. Apply online at unemployment.ohio.gov. Click "Apply/Log-In."
- File weekly claims** for each week that you want to request benefit payments. You should start filing weekly claims while you wait for a decision on your application. The first day you can file is **August 4, 2024**. You can receive payments only for weeks you claim.
- Check for notices regularly and respond by the deadlines.** We may need more information to make a decision. Check your email, U.S. mail, and the correspondence in your online unemployment account. You will get your **eligibility determination letters** by the contact method that you selected in your application.
- Complete the weekly work-search and OhioMeansJobs.com requirements.** Also be sure to provide documentation. If you don't, your benefits could stop.

Need help? Call 1-877-644-6562 (TTY 1-614-387-8408) or visit unemployment.ohio.gov and select "Contact Us."

To Navistar 402 members involved in the July 26th, 2024, Layoff

*****MAKE SURE YOU READ ALL INSTRUCTION SHEETS*****

*****PLEASE FOLLOW ALL INSTRUCTIONS BELOW*****

To be eligible for State Benefits you must:

Step 1) make application for benefits and **Step 2)** file your claim timely and within the specified time limits.

The State Bureau mandates that all claims may be opened (Step 1) by phone 877-644-6562 or online (<http://unemployment.ohio.gov>), however, you may only file for the week (step 2) online. If you do not have computer access, we will try to assist you with step 2 or claiming the week. Either way, YOU MUST apply for benefits during your first full week of lay off.

****THIS IS A 2 STEP PROCESS****

(Step 1) OPEN a claim known as making application for benefits. You must call the ODJFS or access the website once **DURING** the first **FULL** week of lay-off. So, make application for benefits (**open the claim**) beginning **Sunday July 28, 2024, and no later than August 3, 2024.**

And then you must...

(Step 2) FILE (CLAIM THE WEEK) with the ODJFS WITH IN **21 DAYS** of the end of that week in order to receive benefits/waiting week for that week. Please answer all questions **completely and honestly** for your own protection. You will be able to claim the week beginning Sunday following the week of layoff. **The state (unemployment) week runs from Sunday – Saturday.**

If you are establishing a new claim, you will have to serve a waiting week.

If you qualify for state benefits under a new claim, the maximum benefits for 2024 are as follows:

Number of Allowable Dependents	Dependency Classification	If your Average Weekly Wage was:	Then your Maximum Weekly Payment is:
0	A	\$1,122	\$561
1 or 2	B	\$1,360	\$680
3 or more	C	\$1,514	\$757

Example: \$1200 average weekly wage x ½ = \$600. So, if your Average Weekly Wage Was lower.... Your **Maximum Weekly Payment** will be lower also.

NOTE: IF YOU DISAGREE WITH YOUR ASSIGNED BENEFIT AMOUNT. YOU MUST APPEAL WITHIN 21 DAYS!

Check here for the full explanation of your unemployment benefits:

<http://www.odjfs.state.oh.us/forms/num/JFS55213/pdf/>

Kristen Snapp | *Morgan Hughes*

Kristen Snapp
UAW Local 402
Benefits Rep.

Morgan Hughes
UAW Local 402
Alt. Benefits Rep.

*****If you have any problems or questions, please call the Union Hall @ 390-3327 or in plant @ 4339 and ask for Kristen Snapp or Morgan Hughes. If we are not in, please leave a voice mail, and we will return your call as soon as possible.*****

IDENTITY VERIFICATION: All applicants for unemployment benefits must respond to a fact-finding questionnaire and provide the following to verify their identity:

- Photo Identification - Acceptable forms of photo ID include a copy of your passport, driver's license, state identification card, military identification, permanent resident card, or student identification card.
- Full Legal Name - Acceptable documents to prove your full legal name include a copy of your valid driver's license, military identification, birth certificate, certificate of naturalization, certificate of citizenship, U.S. passport, foreign passport with visa, or other official document.
- Date of Birth - Acceptable documents to prove your date of birth include a copy of your valid driver's license, military identification, birth certificate, certificate of naturalization, certificate of citizenship, U.S. passport, foreign passport with visa, or other official document.
- Legal Presence in the U.S. - Acceptable documents to prove your legal presence in the U.S. include your birth certificate, U.S. passport, certificate of naturalization, certificate of citizenship, or other official document.
- Social Security Number - Acceptable documents to prove your Social Security number include your Social Security card, W-2 (Wage and Tax Statement) from the current or last previous tax year, 1099 form, or pay stub.
- Street Address - Acceptable documents to prove your street address include a bank statement, W-2 (Wage and Tax Statement) from the current or previous tax year, 1099 form, or pay stub.
- Bank Account - Acceptable documents to prove that your bank account is legitimate include a bank statement issued within the last 12 months or a copy of voided check.
- If your full legal name is different from the one that appears on your documents, you must provide additional documents - for example, a marriage certificate, court order name change, or decree of divorce, disillusionment, or annulment.

You may submit this information one of three ways:

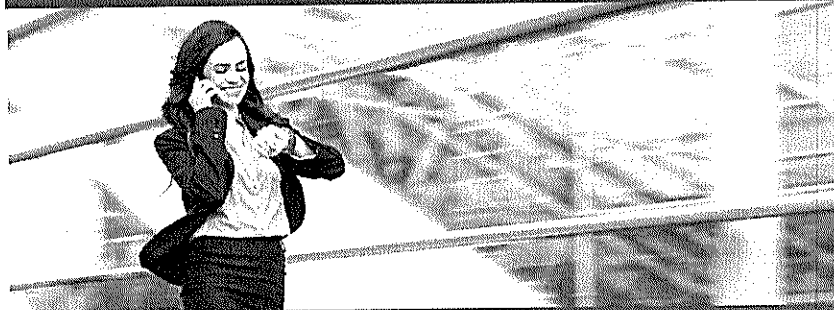
- Log into your online account and upload the documents into the system. This is the preferred/fastest way.
- Mail the documents to: Processing Center, P.O. Box 182212, Columbus, Ohio 43218-2212
- Email the documents to UI_Respond@jfs.ohio.gov

Failure to complete these steps could result in delayed or denied payment.

Processing Center Contact Information:

http://jfs.ohio.gov/ouc/Processing_Offices_by_SSN.pdf

Rapid Response



Employer Services

Transitions can be difficult – but you don't have to face them alone.

Ohio's Rapid Response team understands that all businesses experience transitions, including expansions, contractions or something in between. Rapid Response services can help you and your workforce navigate the more difficult transitions. Your local team is there for you – with assistance that is **PROACTIVE, FLEXIBLE** and **FREE**.

How We Can Help

Your local Rapid Response team can provide:

- An explanation of your options, including layoff aversion services
- Layoff and closure assistance, including informational material about Worker Adjustment and Retraining Notification (WARN)
- Resources and information can be provided about filing for a mass layoff number to make it easier for employees to apply for unemployment benefits
- Surveys of worker training and employment needs
- Reemployment services nearby or on site to help the affected employees get reemployed, and possibly retrained, as quickly as possible.

Assistance today for tomorrow's opportunities

Services for Affected Workers

For employees facing potential job loss, the Rapid Response team can provide all of the following and more:

- Career exploration
- Job search assistance
- Resume writing workshops
- Interviewing workshops
- Job and career fairs
- Certification programs

More Information

The sooner you contact us, the sooner we can help. We suggest employers call or email at the first sign of a possible decline in business activity.

Call: (888) 296-7541

Email: rapdresp@jfs.ohio.gov

Website:

jfs.ohio.gov/RapidResponse

Ohio Department of Job and Family Services
Office of Workforce Development
Rapid Response Section
P.O. Box 1618
Columbus, Ohio 43216



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Jobs
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Mike DeWine, Governor
State of Ohio

Kimberly Hall, Director
Ohio Department of Job and Family Services

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