

Ohio Department of Job and Family Services  
**MASS LAYOFF INSTRUCTION SHEET**

For Employees of <b>NAVISTAR, INC.</b>	Last Day of Work <b>01/03/2025</b>
Layoff Location <b>6125 Urbana RD Springfield, OH</b>	

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: **2400979**  
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 **January 5, 2025** but no later than **January 11, 2025**. Apply online at [unemployment.ohio.gov](http://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 **January 12, 2025**. 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?** Visit the [How-To videos](#), call 1-877-644-6562 (TTY 1-614-387-8408) or visit [unemployment.ohio.gov](http://unemployment.ohio.gov) and select "Contact Us."

To Navistar 402 and 658 members involved in the Temp Lay-off  
January 6, 2025

**\*\*\*MAKE SURE YOU READ THE ENTIRE INSTRUCTION SHEET\*\*\***

**\*\*\*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 January 6, 2025, and no later than Saturday January 11, 2025.

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 2025 are as follows:

Number of Allowable Dependents	Dependency Classification	If your Average Weekly Wage was:	Then your Maximum Weekly Payment is:
0	A	\$1,200	\$600
1 or 2	B	\$1,456	\$728
3 or more	C	\$1,620	\$810

**Example: \$1300 average weekly wage x ½ = \$650.** 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!**

*Kristen Snapp*

Kristen Snapp  
UAW Local 402  
Benefits Rep.

To sub eligible 402 and 658 members involved in the lay-off beginning January 6, 2025

**MAKE SURE YOU READ ALL INSTRUCTION SHEET!!!!!!**

1. To be eligible for State Benefits and SUB **you must file timely within time limits!!!!**  
Application must be made within 60 calendar days from the end of the week for which you are making application.
2. To be eligible for SUB you must file for State Unemployment or have other qualifying compensation (outside earnings) and be eligible per the contract.
3. You may qualify for SUB benefits even if you do not qualify for State benefits.
4. See the ODJFS filing sheet for correct dates and benefits for filing.
5. On the new SUB form, you are requested to give your **Employee ID**. Please note that this is NOT your clock number or user ID. **\*Entering the incorrect number will cause a delay in your benefit payment. \***

**SUB BENEFITS:** SUB fund will pay: \$300

Drop off at the Benefits Lobby or mail to: Navistar Inc. ATT: Benefits Dept., 6125 Urbana Rd. Springfield, Ohio 45502. **PLEASE WRITE CLEARLY!!!!**

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

*Kristen Snapp*

Kristen Snapp  
UAW Local 402  
Benefits Rep.