

To sub eligible 402 and 658 members involved in the July 18, 2025 Temporary Layoff

MAKE SURE YOU READ ALL INSTRUCTION SHEETS!!!!!!

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 ext. 104 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.

Kristen Snapp / Morgan Hughes

Kristen Snapp
UAW Local 402
Benefits Rep.

Morgan Hughes
UAW Local 402
Alt. Benefits Rep.

Ohio Department of Job and Family Services
MASS LAYOFF INSTRUCTION SHEET

For Employees of NAVISTAR, INC.	Last Day of Work 07/18/2025
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: **2500447**
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 **July 20, 2025** but no later than **July 26, 2025**.
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 **July 27, 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 and select "Contact Us."

To 402 and 658 members involved in the July 18th Temporary Layoff

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

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

To be eligible for State Benefits you must:

Step 1) make an 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 20, 2025 and no later than July 26, 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**. You have 21 days to claim the week (for each week).

Per the company: The expected return to work date is 8/4/25. As always, you should return to work on the date that your supervisor directs you to.

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	\$1,122	\$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.odifs.state.oh.us/forms/num/JFS55213/pdf/>

Sincerely,

Kristen Snapp | Morgan Hughes

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UAW Local 402
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*****Per one of our fellow union members, you can also call your state representative and ask for their staff member who deals with unemployment issues. They will file a Legislative inquiry and the state is better about getting back with them.*****

Common Pitfalls with Unemployment

1. You MUST open/reopen your claim the first week. Every time. If you do not have the ability to do so online, you need to call your processing center. You only have until Saturday at 11:59PM Eastern time to do so (5PM Eastern Time on Fridays for phone calls). Failure to do so results in delays at the very least and denials in the worst case scenario.
2. You MUST also claim/file the week. You only have 21 days to do so. If you do not have the ability to do so online, you need to call your processing center. Failure to claim the week results in delays at the very least and denials in the worst case scenario.
3. When asked if you are part of a union with a hiring hall, you fill out the information for UAW Local 402 but you select that you are NOT required to search for work out of your hiring hall. We are NOT a skilled trades hiring hall. If you do not select no for this option, you will HAVE to do a work search. Failure to do so results in delays at the very least and denials in the worst case scenario.
4. If you are required to do the work search, it is easier to just complete the activity than to argue with them. Entering Navistar both times has always worked when filing online. However, if you are filing over the phone, they will try to tell you that you cannot do that. If you do happen to get a call back from a potential employer, you can always tell them that you are not interested because you are only laid off temporarily. Failure to do so or to get the error corrected results in delays at the very least and denials in the worst case scenario.
5. If you are required to build a resume, there are templates on Microsoft Word and there are resume builder apps. JFS will also help you create one. It is easier to complete this step than it is to argue with them. You MUST call the processing center if you are going to argue that point. Failure to do either of these will result in a delay for your claim or a denial in the worst case scenario.
6. If you reopen your claim, and previous weeks that you worked are showing up, this is called a break in claim and you MUST call your processing center to close out your

old claim and reopen it. Failure to do so results in delays at the very least and denials in the worst case scenario.

7. If you receive correspondence with a deadline to respond by, you MUST respond by that deadline. Failure to do so results in delays at the very least and denials in the worst case scenario.
8. If you have to call your processing center, you can press (*) when prompted to press 1 for English to immediately set an appointment for a call back. Have a piece of paper and a writing utensil ready, they rattle the confirmation number off very quickly and you need it for the appointment.
9. If you get a denial, you have to follow the appeal process. Sometimes you have to do a hearing before you can even do an appeal. Have everything for your case with you, including any requested documentation and the time and date you sent it in on as well as the method you used.
10. Do NOT wait until the last day available to reopen or file your claim. If you do and you have issues, the likelihood of you getting them resolved is slim. The solution is always going to be to call the processing center, and if you waited until they were closed, your claim will not be handled within the allotted time frame. It is very hard to win an appeal if something wasn't done in a timely manner.
11. If you need help with your claim, there is a woman that works in the Champaign County Job and Family Services building that can help you in person. She works every other Thursday and will set an appointment to help you. Sometimes Victoria Carmona in the Clark County Job and Family Services building can help too, but please remember that she does NOT work for Unemployment.
12. Always write down who you talked to regarding your unemployment claim and when. Always keep track of your confirmation numbers. Always keep track of when you sent documents or responded to correspondence.