

Ohio Department of Job and Family Services
MASS LAYOFF INSTRUCTION SHEET

For Employees of NAVISTAR, INC.	Last Day of Work 9/30/2026
Layoff Location 6125 urbana rd. Springfield OH 45501	

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: **2600404**
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 **October 4, 2026** but no later than **October 10, 2026**. 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 **October 11, 2026**. 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."