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## Responding to a Claim for Unemployment Insurance

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The following is a checklist of suggested actions when a claim for unemployment insurance is filed.

A Notice of Unemployment Insurance Claim Filed (DE 1101CZ) is mailed to the last employer when a former employee files a new UI claim or an existing claim is reopened.

A Notice of Wages Used for Unemployment Insurance Claim (DE 1545) is mailed to all base period employers, because all or part of the benefits paid may be charged to their reserve account. This notice is sent after the claimant receives the first UI payment and tells each employer the amount of potential charges to their UI reserve account for this claim.

- Respond only if:
  - You dispute the legitimacy of the claim, OR
  - The employee's name or Social Security number are incorrect on the form you receive.
- Be sure your response is in writing. Failure to respond in writing waives your right to protest your UI reserve account's potential liability for benefits paid to the claimant and your rights to appeal the EDD's decision. You may respond either on the claim form itself or in a separate letter including:
  - Employer's account number, name and address;
  - Claimant's name and Social Security number;
  - Beginning date of the claim;
  - Date of separation from employment;
  - Dates of separation(s) and rehire(s) during the quarters shown on the DE 1545.
- Respond within 10 calendar days of the mailing date of the Notice of Unemployment Insurance Claim Filed (DE 1101CZ). Respond within 15 calendar days (for separation information) or 20 calendar days (for wage information) of the mailing date of the Notice of Wages Used for Unemployment Insurance Claim (DE 1545). If you respond late, explain the reason for the delay. The above time limits may be extended for good cause.
- Include specific facts and circumstances supporting your belief of the claimant's ineligibility. Rather than "fired for misconduct," include specific events and documentation relating to the misconduct, such as disciplinary notices for theft or fighting on the job.
- Include a copy of the Notice as to Change in Relationship prepared at the time of termination.
- The response should be signed by the person having personal knowledge of the facts, or access to records containing the facts.

- Watch for a notice in reply to the eligibility issues you reported. You will receive one of the following notices:
- Notice of Determination (DE 1080 CT) — Sent to an employer who responds timely with eligibility information other than a voluntary quit or discharge. Only the last employer will receive this notice.
  - Notice of Determination/Ruling (DE 1080 CT) — Sent to an employer who responds timely with eligibility information regarding a voluntary quit or discharge. The ruling portion of this notice informs the employer whether the reserve account will be charged for UI benefits paid.
  - Notice of Ruling (DE 1080 CT) — Sent to an employer who responds timely to a DE 1545 with separation information. This notice informs the employer whether the reserve account will be charged for UI benefits paid.
  - Notice of Modification (DE 1080M) — Sent to the employer who previously received a DE 1080 CT. The purpose of this form is to inform the employer that the claimant's disqualification period is over.
- Decide whether to appeal an adverse decision. If you decide to appeal, see the checklist, "Appealing a UI Claim to an Administrative Law Judge."