HOT BREAD KITCHEN’S GUIDE FOR CERTIFYING WEEKLY UNEMPLOYMENT CLAIMS

Important

• Once you have been verified to received Unemployment Insurance (UI) benefits, you will have to claim those benefits on a weekly basis until you return to work.
• If you are actively looking for work, keep a journal of the places and dates where you applied or interviewed.

Step 1: Go to New York State Department of Labor Website

- Go to https://www.labor.ny.gov/, click on “Unemployment Insurance” and select “Claim Weekly Benefits”
Step 2: Sign in using your NY.gov ID
- This is the same ID you used when you first applied for UI benefits.

Step 3: Your Account Home Page
- After you log in, you will automatically go to your Account Home Page called “My Online Services”
- Scroll down to “Unemployment Insurance” section and click “Unemployment Services”
Step 4: Your Unemployment Insurance Benefits Homepage
- Click “Claim Weekly Benefits”

Step 5: Review Benefit Payments
- Review the information about your benefits payments and click “Continue”

Step 6: Claim Weekly Benefits
- Click “Certify Benefits”
Step 7: Fill out Weekly Claims Questionnaire
-Answer all the questions (see suggested answers below) and click “Continue”

If you worked during the week, please indicate how many hours you worked and if your earnings were over $504. (Your benefits may be reduced if you worked during the week).

Select “No” to continue claiming unemployment benefits next week. Only select “Yes” if you have been permanently hired and can no longer claim benefits.

Step 8: Review Your Responses
-Review your responses and click “Certify Claim”
-If you need to change any of your responses, click “Edit” in the relevant section
Step 9: Confirmation

- Review information, print if desired, and click “Exit”