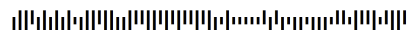




Sent via Go Green



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Mail Date: January 4, 2023
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Unemployment Insurance Benefit Rights and Responsibilities Information You Should Know

This document provides helpful information about your benefit rights and responsibilities. You should follow the information below to help avoid an interruption of your benefit payments. You must continue to meet the eligibility requirements for payments to continue.

General Information

1. **Update contact information** - Make sure your name, address, and telephone number are up to date so the Unemployment Insurance Agency (UIA) can timely contact you if there are any issues with your claim. You can update your contact information on your Michigan Web Account Manager (MiWAM) account online at www.michigan.gov/uia. You can also download Form UIA 1925, *Request for Name and/or Address Change*, and follow the instructions on the form.
2. **Check MiWAM regularly** - If you chose to 'Go Green', you will receive messages and correspondence through your MiWAM account. Be sure to login and check your account regularly. You can change your contact preference at any time to receive messages and correspondence by regular mail instead.
3. **Respond to questions quickly** - You should answer all requests for information that are mailed to you, sent through MiWAM, or are asked of you by a UIA customer service representative. You will be contacted by mail, phone or through an email notice on your MiWAM account if there is an issue with your claim. You will have 48 hours to respond if you are contacted by phone. If you are contacted by mail, your response must be received by the due date. If you do not respond, or do not timely respond, a determination will be made based on the information available.
4. **Register for work** - To meet the register for work requirement, you **must** complete the following two steps:

First, create your job seeker profile on Pure Michigan Talent Connect.

Visit www.mitalent.org to get started.

Second, meet with staff from your local Michigan Works! Service Center, either virtually or in person.

Contact Michigan Works! at 1-800-285-WORK (9675) or find your local Michigan Works! Service Center by clicking on the map at www.michiganworks.org. Michigan Works! has service centers across Michigan with free resources and helpful staff. You can search for jobs, attend workshops, or

UIA is an Equal Opportunity Employer/Program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.



explore careers and training.

The register for work requirement is not met until you meet with Michigan Works! Service Center staff, who will verify your job seeker profile and send verification to the UIA. You will receive a confirmation email when the process is complete.

The two steps - creating a profile and meeting with Michigan Works! staff - must be completed and verified **at least one business day before you certify for the first time** to receive weekly unemployment benefits. If you fail to complete the register for work steps, it could prevent you from receiving weekly unemployment benefits.

After you complete the register for work requirement, you will not need to register with Michigan Works! again until one year after you have made your initial claim for unemployment benefits.

5. **Searching for Work**

Inform UIA of Your Work Search Activities

You are required to actively seek work and report at least one work search activity for each week during your bi-weekly certification for benefits. Your benefits will not be paid until you report your work search activity for each week to UIA.

Enter your work search activity in your MiWAM account at www.michigan.gov/uia, or

Certify with the Michigan Automated Response Voice Interactive Network (MARVIN) by calling 1-866-638-3993. After completing the automated questions, you must stay on the line to be connected with an UIA agent to provide your work search information for each week. You must provide your work search activity for each week prior to benefits being released.

To avoid a delay in your certification processing by holding for an agent, you can complete your certifications online through your MiWAM account.

6. **Complete your bi-weekly certifications** - Certify your eligibility every two weeks to receive payment. To certify, log into your MiWAM account at www.michigan.gov/uia. Your first certification must be done anytime between December 18, 2022 and December 24, 2022 and then every two weeks thereafter.

After your first certification, you must continue to certify bi-weekly on your scheduled day and time. You can certify in your online account seven days a week and 24 hours a day. If you do not have a MiWAM account, you can create one online at www.michigan.gov/uia.

You can also certify by phone by calling MARVIN (Michigan Automated Response Voice Interactive Network) at 1-866-638-3993. If you certify by phone, your first certification must be done by the above date and time specified.

7. **Report your earnings** - You must report your gross earnings for every week that you receive benefits. You must report earnings even if you have not yet been paid for the work completed. You must include earnings from any employer and self-employment, not just an employer on your claim. You must also report any pension/retirement payments, holiday pay, vacation pay, bonus pay, and severance pay.

Legal Responsibilities

8. **Answer questions to the best of your ability** - UIA may investigate whether a payment was appropriate for up to three (3) years after the payment was made. If you were not properly paid, you may be required to repay the amount and UIA may also consider whether the payment was made as a result of fraud.
9. **Answer questions truthfully** - Fraud occurs when a person deliberately makes a false statement or withholds information in order to get benefits they are not entitled to receive. It is against state law to intentionally make false statement or conceal material information to obtain benefits. You may have to repay up to 1.5 times the amount of benefits received. Benefits will be stopped, and any remaining benefits will be lost. You may also be subject to criminal prosecution. If prosecuted, you may be required to pay court costs and fines, face jail time, perform community service or any combination of these.

Contact UIA

Online: www.michigan.gov/uia and log into your MiWAM account

In Person: UIA Local Office. Visit the UIA website at www.michigan.gov/uia, "Contact Us" link for a list of UIA locations.

Mail: Unemployment Insurance Agency, P.O. Box 169, Grand Rapids, MI 49501-0169

Fax: 1-517-636-0427

Please refer to the UIA 1901, Unemployment Benefits in Michigan for more information about your rights and responsibilities. The booklet can be found online at www.michigan.gov/uia.