Applying for Unemployment with the CA Unemployment Insurance Office

How to File

Option 1: Call

Call 1-800-300-5616 for English or 1-800-326-8937 for Spanish

- No matter when you call, expect it to take some patience to get to a real person. The CA Unemployment Insurance (CAUI) office recommends avoiding calls on Mondays, after a holiday or between 8-8:30 AM. They claim to be least busy on Wednesday and Thursday.
- If you get a message telling you they have too many calls and to go online to apply instead, just call back again and again until you get a message that takes you to a phone tree. If you get the phone tree, follow the phone tree options and eventually you will get a real person on the line.

Option 2: Mail or fax a hand-written application

- Step 1: Go to **tinyurl.com/canIfaxit** to verify that you are not obligated to apply on the phone. You'll need to read some instructions (print them for your reference later) and then answer some questions. This should take no more than 15 minutes.
- Step 2: If you aren't told you must call instead, then simply complete the form at **tinyurl.com/apply4ui** and then fax or mail the application in. The library can send the fax for you--just call to find out what the rates are.

Option 3: Online form

Go to **www.edd.ca.gov/eapply4ui**

- You'll start by reading a lot of instructions and then answering some short questions. This is to verify if the online option is okay for you specifically. If you are told that you must call instead, verify you answered everything accurately. If so, your only option is to call.

If you choose to use a library computer to file online:

- Make sure you get a computer that has the most time possible. Even if you are a quick typist, it takes awhile and if your time runs out you'll have to start over.
- If you are new to the Internet, try to bring someone with you who is more familiar with computers. If you do this, make sure you get a computer that's okay for two people to use together.
- If you aren't able to bring someone to help you, try to come to the library in the morning hours. We do our best to assist but if you come before the library is busy, you'll be able to use the computer for a longer period of time and staff will have more time to assist you.
- When you are doing the form, read everything and print anything out that you might want to have for your reference later. If you see the words "printer-friendly" near the top of the page that means it's a page they expect people will need to print. Use the "printer-friendly" option to make sure it prints properly.
- If you can't get to the next page, check for red writing and then do whatever the instructions in red state. The red is to notify you of a problem that must be fixed before you can proceed.

What you need to file

No matter which option you choose, you'll need the following information at hand:

- Name, address, telephone number, birth date and social security number
- Your last employer's name, address, zip code, telephone number, and last date worked
- Employment history for last 18 months (all names, dates of work and wages earned)
- The specific reason you are no longer working
- Your citizenship status, and if applicable your alien registration number.
- Driver's license number or State ID number.

No matter how you submit your application, the CA Unemployment Insurance office states it will take 10 days for your claim to be processed so choose whatever options is best for you. Also, the library has many resources for jobseekers, from classes to resume help to recommended websites, so be sure to visit **www.fresnolibrary.org/jcs** once you are at the job-hunting stage.

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