

SHASTA HEAD START CHILD DEVELOPMENT, INC

375 Lake Boulevard, Ste #100, Redding, California 96003

Phone: (530) 241-1036 Fax: (530) 241-2081 E-mail: hrdept@shskids.org

Receipt of Final Wages

I hereby acknowledge the receipt of my final wages due from Shasta Head Start.

Print Name

Employee Signature

Date

Final Pay Packet



Contents:

- Personnel Action Form (PAF)
 - Also available in Paycom Employee Self-Service: Personnel Forms → Personnel Action Forms
- Final pay card, instructions, & pay stub
- Health Insurance Premium Payment (HIPP) Program
- Employment Development Department DE 2320 Form: *For Your Benefit, California's Program for the Unemployed*
- Receipt of final wages (to be signed & returned)

Thank you for your service!

Regardless of how long you worked at Shasta Head Start, we would like to thank you for serving our communities. We appreciate the time and effort you dedicated to accomplishing our agency's mission to provide children and families with a strong start in life.

After your separation, you will continue to have access to Paycom Self-Service (including all pay stubs, personnel information, etc.). Be sure to update your mailing address should it change before you receive your W-2 and other year-end tax forms.

If you currently have any medical, dental, vision, telemedicine benefits, you will receive COBRA paperwork from EBMS in the mail shortly. If you have any questions about continuing your benefits after separation, contact EBMS at 1-800-777-3575.

Should you have additional questions, please contact our office.

We wish you the best in your future endeavors.



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530.241.1036 | hrdept@shskids.org | www.shastaheadstart.org

SHASTA HEAD START CHILD DEVELOPMENT, INC.
375 LAKE BLVD., SUITE 100
REDDING, CA 96003
530-241-1036

Dear Employee,

Enclosed you will find a COMDATA PAYCARD. Please follow the instructions to access your FINAL PAY that has been loaded to this card:

- 1 Activate you Paycard by calling the phone number located on the paycard sticker.
 - a. Remove the sticker from the front of the Paycard.
 - b. Note: your activation code YOUR BIRTHDATE (example – 01/01/1975) – you will need this to register
- 2 you can register for online access to your card account at:
www.cardholder.comdata.com

If you have any further questions, please feel free to contact me.

Thank you,

Debbie Bowen
SHASTA HEAD START
Payroll Coordinator
530-245-2849



NOTICE TO TERMINATING EMPLOYEES Health Insurance Premium Payment (HIPP) Program

The California Department of Health Care Services administers the HIPP program, which is an optional premium reimbursement program under Medi-Cal. If you have recently lost your job and qualify for Medi-Cal benefits, or you are the parent or guardian of someone who qualifies for Medi-Cal benefits, you may be eligible to receive payment for your existing private insurance premium and cost-sharing. In order to qualify for the HIPP program, you must meet all of the following conditions:

1. You must have full scope Medi-Cal coverage;
2. You must have an existing private insurance policy (also referred to as “other health coverage”), a COBRA or CAL-COBRA continuation policy, or a COBRA Conversion policy at the time of application for Medi-Cal benefits;
3. You must have a medical condition covered under your existing other health coverage, and you must have received treatment for the medical condition within 90 days of application to the HIPP program;
4. Your other health coverage must be cost-effective to Medi-Cal. This means that the sum of your premium and cost-sharing obligations must be less expensive than the cost that Medi-Cal would pay for your care;
5. You have applied for Medicare benefits.

In addition, you **do not** qualify to participate in the HIPP program if **any** of the following apply:

1. You are not enrolled in Medi-Cal.
2. You do not have full scope Medi-Cal coverage.
3. You are enrolled in Medicare.
4. You are enrolled in a Medi-Cal managed care plan, or have the option to enroll in a Medi-Cal managed care plan.

5. A court has ordered a non-custodial parent to provide medical insurance to you or your child (if your child is the HIPP applicant).
6. You, or a policyholder under which you are insured as a dependent, is fully reimbursed for your premiums and/or cost-sharing obligations by a third party.
7. Your other health coverage is not cost-effective to Medi-Cal.
8. You do not meet all of the eligibility requirements of the HIPP program.

If you meet all the conditions listed above, you may apply online at <http://dhcs.ca.gov/hipp>.

If you have questions about how to apply for Medi-Cal benefits, you may contact your local Medi-Cal county office directly at <http://www.dhcs.ca.gov/services/medi-cal/Pages/CountyOffices.aspx>.

If you have questions about Medi-Cal managed care plans, you may contact the Medi-Cal Managed Care Ombudsman at (888) 452-8609 or by email at MMCDombudsmanOFFICE@dhcs.ca.gov.

For Persons Who Have an HIV/AIDS Disability

The Department of Public Health administers the Office of AIDS HIPP (OA-HIPP) Program. The OA-HIPP program pays monthly health insurance premiums for eligible California residents with an HIV/AIDS diagnosis. This program is available to individuals with health insurance who are at risk of losing it, as well as to individuals currently without health insurance who would like to purchase it. For information, please call (800) 367-2437.



FOR YOUR BENEFIT:

California's Programs for the Unemployed

- Unemployment Insurance
- Disability Insurance
- Paid Family Leave
- Workforce Services

For Your Benefit: California's Programs for the Unemployed

This publication provides information about programs offered by the Employment Development Department (EDD) for unemployed Californians. This is for general information only and it is not a legal document.

Additional information is available by visiting the [EDD online](http://edd.ca.gov) (edd.ca.gov).

Unemployment Insurance (UI) 2
UI benefits provide partial wage replacement to workers who are unemployed through no fault of their own.

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Disability Insurance (DI) is part of SDI and provides partial wage replacement benefits to workers who are unable to work due to a non-work-related illness or injury, pregnancy or childbirth.

Paid Family Leave (PFL) 14
PFL is part of SDI and provides partial wage replacement benefits to workers who need time off to care for a seriously ill family member or bond with a new child.

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Unemployment Insurance (UI)

UI is paid for by your employer and provides partial wage replacement when you are unemployed and meet all eligibility requirements.

Who Should File a UI Claim

You may file a claim for UI benefits if you are out of work or your hours have been reduced.

To be eligible for UI benefits, you must have earned enough wages during the base period to establish a claim, and be:

- Totally or partially unemployed.
- Unemployed through no fault of your own.
- Physically able to work.
- Available for work.
- Ready and willing to accept work immediately.
- Actively looking for work.

When to File

You may apply for benefits as soon as you are unemployed or your work hours are reduced. Your claim will begin on the Sunday of the week in which you file your claim.

All claims have a one-week, unpaid waiting period. The waiting period does not begin until you file a claim, certify for benefits, and meet all eligibility requirements.

What You Need to File

To file a claim, you need to provide your:

- Name (including all names you used while working) and Social Security number.
- Mailing and residence address (if different) and phone number.
- Last employer's complete name, address (mailing and physical location), and phone number.
- Last day worked and the reason you're no longer working (laid off, quit, fired, or left work because of a trade dispute).
- Work history during the 18 months prior to filing your claim, including out-of-state employment. Include all employers' names, dates employed, and wages earned.
- State-issued driver license number or identification card number.
- Citizenship status and if you have the legal right to work in the United States. If you indicate you're registered with the United States Citizenship and Immigration Services (USCIS, formerly INS) and authorized to work in the United States, you'll be asked for the title of your employment authorization document and information from the USCIS document, such as the Alien Registration Number, card number, and/or expiration date.

Note: Your last employer's name and address are very important, regardless of how long you worked for the employer(s). If you worked part-time, provide the number of hours you worked each week.

If you served in the military in the last 18 months, you will need to provide information from your DD214 Member Copy 4.

If you worked for the federal government during the last 18 months, you will need to provide information from your *Note to Federal Employees About Unemployment Insurance*, Standard Form 8.

Warning

Making a false statement or withholding information to receive benefits can be a felony. Penalties may include fines, a loss of benefits, and/or criminal prosecution. See additional information on fraud and penalties on Page 12.

Employer Notification

Your last employer is notified when you file a UI claim. Although your eligibility is determined by the EDD, employers fund the UI program and are required by law to provide any information that may affect your eligibility to receive benefits.

Types of Claims

The claim you file depends on the type of employer you worked for and the state(s) where you worked.

You will file a:

- Regular California claim if you only worked in California, even if you now live outside of California.
- Federal claim if your employment was in civilian work for the federal government.
- Military claim if you served as a member of the United States Armed Forces.
- Combined wage claim if you earned wages in California and in at least one other state during the last 18 months.
- Interstate claim if you now reside in California and only worked in another state during the last 18 months. File your claim directly with the other state, the District of Columbia, Puerto Rico, or Canada. If you worked in the U.S. Virgin Islands, contact the EDD at 1-800-300-5616.

How to File

You may file a UI claim using one of the following methods:

- **Online**
UI OnlineSM is the fastest and most convenient way to file your UI claim. Visit [UI Offline](http://UI.Offline.com)SM (edd.ca.gov/UI_Offline) to get started.

- **Phone**
Speak to an EDD representative Monday through Friday between 8 a.m. and 12 noon (Pacific Time), except on state holidays. Refer to Page 19 for a list of UI phone numbers.

- **Fax or Mail**
When filing a claim with UI Online some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the paper *Unemployment Insurance Application* (DE 11011) will display for you to complete and submit.

For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.

Beginning Date of Claim

Your claim begins on the Sunday of the week in which you file your claim.

Ending Date of Claim

Your claim ends on the Saturday, 52 weeks after your claim begins. If you exhaust your benefits prior to this date, you cannot file another California claim until the benefit year of the claim ends.

If you worked in another state during the last 18 months, you may be eligible to file a new claim in that state.

Minimum Earnings to Establish a Valid Claim

You must have at least \$1,300 in earnings in one quarter of your base period or at least \$900 in earnings in the highest quarter and 1.25 times your highest quarter earnings in your total base period.

For example: if you have \$900 earnings in your highest quarter, you would also be required to have earned a total of \$1,125 in the base period (\$900 × 1.25 = \$1,125).

How UI Benefits are Calculated

The quarter in which you were paid the highest wages during the base period determines your weekly benefit amount (WBA). The WBA ranges from \$40 to \$450 per week.

The maximum benefit amount is 26 times the weekly benefit amount or one-half of the total base period wages, whichever is less.

Refer to the **Unemployment Insurance Benefit Table** on Page 16 to estimate your WBA.

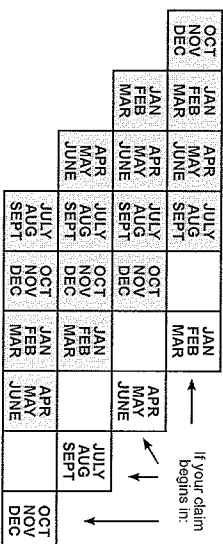
Base Period

There are two types of base periods used to establish a claim: the standard base period and the alternate base period.

Standard Base Period (SBP)

The SBP is the first four of the last five completed calendar quarters prior to the beginning date of the claim.

Refer to the chart below. The shaded area represents a standard base period. The non-shaded area represents the quarter the claim is filed.



Alternate Base Period (ABP)

If you do not have sufficient wages in the standard base period, you may qualify to file a claim using the ABP.

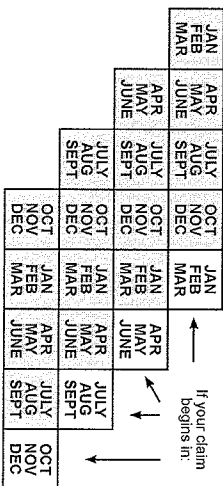
The ABP is the last four completed calendar quarters prior to the beginning date of the claim.

The EDD will automatically file an ABP claim on your behalf if you're not eligible for a SBP claim.

You may be asked to provide additional wage information so the EDD can correctly calculate your benefit amount. If you receive an *Affidavit of Wages* (DE 23A), provide the requested documents and return to the EDD.

Note: The ABP can only be used when there are not enough wages earned in the standard base period to establish a claim.

Refer to the chart below. The shaded area represents the ABP. The non-shaded area represents the quarter the claim is filed.



Waiting Period

Unemployment insurance claims have a mandatory, one week, unpaid waiting period. This waiting period generally takes effect on the first eligible week of a claim and prior to benefits being paid. Do not wait to file your claim because the waiting period cannot be served until a claim has been filed.

How to Certify for Benefits

To serve your waiting period and receive benefit payments, you must meet all eligibility requirements and certify for benefits every two weeks.

There are three ways to certify for benefits:

- **UI OnlineSM:** (edd.ca.gov/UIOnline) This is the fastest way to certify for benefits and report work and wages. To use UI Online, you must create a secure login through Benefit Programs Online and complete a one-time registration for UI Online. For added convenience, UI Online MobileSM is available for mobile devices.

- **EDD Tele-CertSM:** 1-866-333-4606 Certify over the phone by calling 1-866-333-4606. Select option 2 and follow all instructions. To access EDD Tele-Cert you must create a PIN.
- **Mail:** Complete, sign, and mail the *Continued Claim* (DE 4581) form to the EDD.

Note: For faster processing, certify through UI Online or EDD Tele-Cert.

Payments

Payments are issued after you certify for benefits and continue to meet all eligibility requirements for every week you claim benefits.

You have an option in how you receive your benefit payments. The EDD issues benefit payments by the EDD Debit CardSM or by check. The EDD Debit Card is the fastest and most secure way to receive your benefits. However, you do not have to accept. Once your claim is filed, contact the EDD if you wish to receive your benefits by paper check.

The EDD Debit Card is valid for three years and used for all Disability Insurance (DI), Paid Family Leave (PFL), and Unemployment Insurance (UI) benefits.

If you have an EDD Debit Card from a previous DI, PFL, or UI claim that is still valid, you will not be mailed a new card until the card has expired. If you need a replacement card, contact Bank of America EDD Debit Card Customer service by calling 1-866-692-9374 or 1-866-656-5913.

For more information, visit **Bank of America, EDD Debit Card** online (bankofamerica.com/EDDCard).

Tax Requirements

UI benefits are subject to federal income tax, but exempt from California state income tax. Each time you certify for benefits, you can choose to withhold the 10 percent federal income tax from your weekly benefit payment. Otherwise, you may be required to pay the tax at the end of the year, when you file your tax return.

Each January, the EDD mails a Form 1099G to individuals who received UI benefits during the previous calendar year. Use the form to report important tax information on your federal tax return. You can access Form 1099G information for up to the past five years and/or request duplicate copies through UI Online or by calling 1-866-401-2849.

Child Support Obligations

Your UI benefits may be reduced if you're required to pay child support payments to a court, District Attorney's office, or other child support enforcement agency.

Report Earnings

You are required to report **all** work, wages, and other income to the EDD during the week they were earned, not when you receive your pay. Failure to properly report your earnings can result in overpayments and penalties.

Types of income to report:

- Piece work
- Idle time pay
- Jury fees
- Commissions
- Witness fees
- Reuse pay
- Holiday pay
- Holding fees
- Residuals
- Awards
- Workers' Compensation pension, retirement, annuity
- Vacation pay
- In-lieu-of-notice pay
- Bonuses
- Tips
- Self-employment income
- Strike benefits/picket pay
- Standby pay
- Bereavement
- Back-pay
- Paid sick leave

Note: You must report board, lodging, meals, or any other payment you receive instead of money when you work. If you are unsure about how to report wages, contact the EDD.

Pension or Retirement Pay

UI benefits may be reduced if you are receiving a pension, retirement pay, annuity, or other similar payment based on your previous work.

Social Security benefits are not deductible from UI benefits and do not need to be reported to the EDD.

Part-Time Work

If you work less than full-time, you are required to report that work to the EDD. However, you may still be eligible for partial UI benefits. The first \$25 or 25 percent of your gross total earnings for the week (whichever is greater) will not be counted toward your benefit amount. The amount remaining will be deducted from your weekly benefit amount.

Example 1:

Your weekly benefit amount is \$50. You earn \$30. You must report the \$30; however, the first \$25 is not counted, leaving \$5 to deduct from your weekly benefit amount. You would receive \$45 (\$50 minus \$5) in UI benefits.

Example 2:

Your weekly benefit amount is \$400. You earn \$200. You must report \$200; however, the first 25 percent (\$50) is not counted, leaving \$150 to deduct from your weekly benefit amount. You would receive \$250 (\$400 minus \$150) in UI benefits.

How Your Eligibility is Determined

To be eligible, you must be:

- Out of work through no fault of your own.
- Physically able to work.
- Ready to accept work.
- Actively looking for work.

If you were laid off, you're considered to be out of work through no fault of your own.

If you quit your last job, were fired, or unemployed due to a strike or lockout, the EDD will schedule a phone interview with you to collect information on the reason you're no longer working. Your UI benefits cannot be paid until your phone interview is complete. You certify for benefits, and the EDD determines your eligibility.

You have the right to request more time to gather information, contact witnesses, or obtain the advice of a representative. If the eligibility issue involves an employer, the EDD may contact the employer.

If you are sent a written request for more information and you respond by mail, the EDD interviewer will use the information provided to determine your eligibility.

If you're denied benefits for any reason throughout your claim, including insufficient wages to establish a claim, a written *Notice of Determination* (DE 1080CZ) will be mailed to you explaining the reason along with your appeal rights.

Important: Your benefits can be delayed or denied if you're not available for the interview or do not submit the required information. The EDD will make a decision of eligibility based on the information available.

Appeals Process

If you're denied UI benefits, you have the legal right to appeal the decision by completing and mailing the *Appeal Form* (DE 1000M). To be considered timely, it must be mailed within 30 calendar days from the mailing date of the *Notice of Determination* (DE 1080CZ). If you miss the 30-day deadline, you may still appeal, but you must show good cause for the delay.

Your appeal will be heard by an independent administrative law judge. Hearings are informal, but all testimony is taken under oath and is subject to cross-examination. The office of appeal will notify you of when and where the hearing will be held.

Before the hearing, you have the right to review all records affecting your appeal. Those records are provided by California Unemployment Insurance Appeals Board (CUIAB). You can request records from the EDD to prepare for your hearing.

At the hearing, you may be represented by yourself, a union official, an attorney, or anyone else you select. You may bring any relevant documentation you may have to support your case.

After the hearing, you are mailed the administrative law judge's decision. If you're not satisfied, you may submit a second level appeal to the CUIAB.

For information on how the UI code is applied, including current case studies, see the online [Benefit Determination Guide](http://edd.ca.gov/uihdg) (edd.ca.gov/uihdg).

Important: You are required to continue to certify for benefits while your claim is under appeal. If the original decision is reversed, the EDD can quickly issue all back payments to you. **Failure to comply could result in your benefits being denied or delayed.**

Cancelling a Claim

You may cancel a claim if you meet all of the following criteria:

- No benefits have been paid.
- You're not disqualified for benefits due to an eligibility issue.
- An overpayment has not been established on the claim.
- You notify the EDD before the 52-week benefit year ends.

Once a claim is canceled, it cannot be re-established with the same beginning date. You must file a new claim, which will have a later beginning date.

Workers Not Covered by Unemployment Insurance

The following groups of workers are not normally covered:

- Elected officials.
 - Self-employed, unless participating in elective coverage.
 - Students enrolled and regularly attending classes at the school or education institution where employed.
 - Members of a Limited Liability Company (LLC) that are treated as a partnership for federal income tax reporting purposes.
 - A student's spouse who is working for an educational institution in an employment program provided for the purpose of financially aiding the student.
 - Parents employed by their children.
 - Husbands and wives employed by each other.
 - Certain state-licensed salespersons paid only by commissions.
 - Caddies and jockeys.
- If you do not know whether you are covered, do not waive your rights. Contact the EDD for more information.

Elective Coverage

Under certain conditions, employers of the individuals whose services are not covered may elect to cover those services. If you're not sure whether you're eligible for these benefits, contact the EDD.

Request a Claim Print Out

You may request a print out of your claim through one of the following methods:

- Create an account by visiting [UI Online \(edd.ca.gov/UI_Online\)](http://UI Online (edd.ca.gov/UI_Online)). Select **Claim History** and print.
- Call the EDD at 1-800-300-5616.

Special Programs

California Training Benefits (CTB)

If you're attending school or training while receiving UI benefits, you may qualify for CTB.

If eligible, you can further your education, upgrade your skills, and/or learn a new trade while attending an EDD-approved training or school program to be more competitive in today's labor market.

While in school or training, you'll be exempt from the requirements to be available for work, actively seek work, and accept work. You may also be eligible for additional weeks of benefits. Learn more online by visiting [California Training Benefits \(edd.ca.gov/unemployment/California_Training_Benefits.htm\)](http://California Training Benefits (edd.ca.gov/unemployment/California_Training_Benefits.htm)).

Note: The EDD does not cover any educational or training-related expenses such as tuition, fees, books, supplies, or transportation. However, there are state, federal, or employer programs that may fund your school or training.

Training Extension (TE)

A TE provides additional benefits to individuals who have been approved for CTB, while completing school or training. Only one TE is allowed for each CTB-approved training period.

If interested, you must contact the EDD to inquire about a TE before receiving the 16th week of UI benefits. For claims that have less than 16 weeks of benefits, you must contact the EDD before the claim reaches a zero balance.

Disaster Unemployment Assistance (DUA)

The federal DUA program provides financial assistance to individuals whose employment or self-employment has been lost or interrupted as a direct result of a major disaster and who are not eligible for regular UI benefits. These benefits are available only when the President of the United States declares a major disaster and makes this special assistance available.

If DUA benefits are available, information will be posted on the EDD website (edd.ca.gov).

Trade Adjustment Assistance (TAA)/Re-employment Trade Adjustment Assistance (RTAA)

The TAA program is a federally-funded program that provides training and training-related benefits and services to workers who are certified by the U.S. Department of Labor as having lost their jobs, or had their hours and wages reduced, as a result of increased imports from, or a shift in production to, a foreign country.

The RTAA program provides wage subsidies to individuals age 50 or older who return to work paying less than their former trade impacted employment.

Extended Benefits

Extended benefits are available to workers who have exhausted regular unemployment insurance benefits when the unemployment rate equals or exceeds a certain percentage established by state and/or federal law or when the federal government approves special extended benefit legislation.

Railroad Unemployment Benefits

Railroad workers may claim benefits under the U.S. Railroad Unemployment Insurance Act. This program is administered by the U.S. Railroad Retirement Board (RRB).

To file a claim, call the toll-free number at 1-877-772-5772 between 9 a.m. and 3:30 p.m., Monday through Friday to speak to an RRB representative or file online by visiting [RRB](#) ([rrb.gov](#)).

Unemployment Insurance Fraud Prevention and Detection

The EDD takes the security of personal and confidential information very seriously. Therefore, all data submitted to us is encrypted. Additional safeguards are built in to further protect your personal information from imposter fraud and identity theft.

Imposter fraud occurs when someone intentionally files a UI claim using another person's employment or personal information. The EDD actively investigates cases of imposter fraud and is committed to protecting the identities of legitimate claimants.

If the EDD suspects that there may be identity issues, you'll receive a written request to validate the information provided. We'll also contact your former employer(s) and governmental entities to verify the documents and any information you supply.

For more information, download the [Protect Your Identity and Stop Unemployment Insurance Imposter Fraud \(DE 2360EE\) \(PDF\)](#) brochure ([edd.ca.gov/pdf/pub_civ/de2360ee.pdf](#)).

To report UI fraud, visit [Ask EDD](#) ([askedd.edd.ca.gov](#)) and select **Report Fraud** to submit a Fraud Reporting Form online, or call the EDD toll-free fraud hotline at 1-800-229-6297.

Penalties

Making a false statement or withholding information to receive benefits can be a felony. Penalties may include a loss of benefits, a false statement disqualification, and/or criminal prosecution.

A false statement disqualification denies benefits from 2 to 23 weeks. The disqualification stays on your record for three years or until served, whichever comes first. To serve false statement weeks, you must continue to certify for UI benefits, and meet all other eligibility requirements. You will not be paid during this time.

Benefit Audits

The EDD conducts audits by cross-referencing employer information with UI claim information to determine if a claimant properly reported all work, wages and other income to the EDD while collecting for UI benefits. Overpayments and penalties collected from these audits ensure the solvency of the UI Trust Fund and help reduce UI taxes.

Social Security Number Verification

The EDD may require you to verify your Social Security number (SSN) as issued to you by the Social Security Administration (SSA).

Your eligibility for benefits may be affected if:

- The SSN provided is assigned to a different name or belongs to another individual.
- The SSN is not valid.
- The SSN was never issued by the SSA.
- The wages in the base period belong to another individual.
- The date of birth at the SSA is different than the date of birth you gave when you filed your claim.

If the EDD requires you to verify your SSN, you may be asked to submit a complete copy of your Annual Social Security Statement. To obtain a copy of your complete Social Security Statement visit the [SSA](#) online ([ssa.gov](#)).

A copy of your Social Security card will not satisfy this requirement.

State Disability Insurance (SDI)

SDI is comprised of Disability Insurance (DI) and Paid Family Leave (PFL). Most workers covered by California UI are also covered by SDI. The program is funded entirely by workers through a payroll tax withheld from their earnings.

Exceptions:

- Employees of local public entities (except workers in district hospitals) are not covered by SDI unless the employer elects such coverage.
- Employees of the state or state-funded institutions of higher education may, through their collective bargaining units, elect to be covered by SDI.
- Self-employed individuals may elect to be covered by SDI.

Disability Insurance (DI)

DI provides short-time, partial wage replacement benefits to workers who are unable to work due to a non-work-related illness or injury, pregnancy, or childbirth.

When to submit a claim: Submit your claim no earlier than nine days after the first day your disability begins, but no later than 49 days after your disability begins or you may lose benefits.

For faster processing, file your claim using SDI Online.

Exception: If a claim is filed for the same or related cause or condition within 60 days of the initial claim, there will be no new waiting period.

To file a claim or learn more, visit **State Disability Insurance** (edd.ca.gov/disability). EDD staff are available from Monday through Friday between 8 a.m. and 5 p.m. (Pacific Time), except on state holidays.

Refer to Page 19 for a list of DI phone numbers.

Paid Family Leave (PFL)

PFL provides partial wage replacement benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to parents who need time to bond with a new child entering their family either by birth, adoption, or foster care placement. Unlike DI, there is no waiting period.

Your PFL claim must be submitted within 41 days from the first day your family leave begins. If you miss this deadline, you may lose benefits for the number of days that the claim is late unless you demonstrate good cause for the delay. For faster processing, file your claim using SDI Online.

To file, or learn more visit **Paid Family Leave** (edd.ca.gov/Disability/Paid_Family_Leave.htm).

EDD staff are available from Monday through Friday between 8 a.m. and 5 p.m. (Pacific Time), except on state holidays.

Refer to Page 19 for a list of PFL phone numbers.

Workforce Services

The EDD provides a range of employment and training services in partnership with state and local agencies and organizations, through the America's Job Center of CaliforniaSM (AJCC). These services benefit job seekers and employers at no cost.

Through the AJCC, the EDD provides job seekers with job search and résumé workshops, interview techniques, job fairs and referrals, training, and much more. Employers can use our series to help recruit candidates for open positions, train current employees, and organize job fairs and workshops. For more information, find your nearest AJCC by using the online **Office Locator** (edd.ca.gov/Office_Location).

CallOBSSM

CallOBS is California's online resource to help job seekers and employers navigate the EDD's workforce services. The system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

Job Seekers can:

- Create a résumé or upload multiple résumés.
- Search and apply for job openings.
- Set up alerts for job openings.
- Research employers.
- Make customized résumés viewable to employers.

Note: Registering for a CallOBS account and posting a résumé is an eligibility requirement for many UI claimants. To register, visit **caljobs**SM (caljobs.ca.gov).

Migrant and Seasonal Farmworkers (MSFW) Outreach Program

The MSFW Outreach program assists farmworkers unfamiliar with the services provided at the America's Job Center of CaliforniaSM with information about job search assistance, skills development, referral to supportive services, unemployment and disability insurance, farmworker rights labor-law information, and career guidance, all at no cost.

Services for Veterans

The EDD provides assistance to veterans to help them achieve their employment and training goals. Services include labor market information, veteran 24-hour priority hold on all job listings, customized job search assistance, job fairs, workshops, employer recruitments, and other resources.

Youth Employment Opportunity Program (YEOP)

The YEOP provides special service to help youth, ages 15 through 25, achieve their educational and vocational goals. Services include peer advising, referrals to supportive services, workshops, job referrals and placement assistance, and referrals to training and community outreach efforts.

For more information on the programs and services listed above, visit **Jobs and Training** online (edd.ca.gov/jobs_and_Training).

Unemployment Insurance Benefit Table
For New Claims with a Beginning Date of January 2, 2005 or After

Amount of Wages in Highest Quarter	Weekly Benefit Amount	Amount of Wages in Highest Quarter	Weekly Benefit Amount	Amount of Wages in Highest Quarter	Weekly Benefit Amount	Amount of Wages in Highest Quarter	Weekly Benefit Amount
\$ 8,180.01 - 8,216.00	316	\$ 9,386.01 - 9,412.00	336	\$10,582.01 - 10,608.00	408		
8,216.01 - 8,242.00	317	9,412.01 - 9,438.00	363	10,608.01 - 10,634.00	409		
8,242.01 - 8,268.00	318	9,438.01 - 9,464.00	364	10,634.01 - 10,660.00	410		
8,268.01 - 8,294.00	319	9,464.01 - 9,490.00	365	10,660.01 - 10,686.00	411		
8,294.01 - 8,320.00	320	9,490.01 - 9,516.00	366	10,686.01 - 10,712.00	412		
8,320.01 - 8,346.00	321	9,516.01 - 9,542.00	367	10,712.01 - 10,738.00	413		
8,346.01 - 8,372.00	322	9,542.01 - 9,568.00	368	10,738.01 - 10,764.00	414		
8,372.01 - 8,398.00	323	9,568.01 - 9,594.00	369	10,764.01 - 10,790.00	415		
8,398.01 - 8,424.00	324	9,594.01 - 9,620.00	370	10,790.01 - 10,816.00	416		
8,424.01 - 8,450.00	325	9,620.01 - 9,646.00	371	10,816.01 - 10,842.00	417		
8,450.01 - 8,476.00	326	9,646.01 - 9,672.00	372	10,842.01 - 10,868.00	418		
8,476.01 - 8,502.00	327	9,672.01 - 9,698.00	373	10,868.01 - 10,894.00	419		
8,502.01 - 8,528.00	328	9,698.01 - 9,724.00	374	10,894.01 - 10,920.00	420		
8,528.01 - 8,554.00	329	9,724.01 - 9,750.00	375	10,920.01 - 10,946.00	421		
8,554.01 - 8,580.00	330	9,750.01 - 9,776.00	376	10,946.01 - 10,972.00	422		
8,580.01 - 8,606.00	331	9,776.01 - 9,802.00	377	10,972.01 - 10,998.00	423		
8,606.01 - 8,632.00	332	9,802.01 - 9,828.00	378	10,998.01 - 11,024.00	424		
8,632.01 - 8,658.00	333	9,828.01 - 9,854.00	379	11,024.01 - 11,050.00	425		
8,658.01 - 8,684.00	334	9,854.01 - 9,880.00	380	11,050.01 - 11,076.00	426		
8,684.01 - 8,710.00	335	9,880.01 - 9,906.00	381	11,076.01 - 11,102.00	427		
8,710.01 - 8,736.00	336	9,906.01 - 9,932.00	382	11,102.01 - 11,128.00	428		
8,736.01 - 8,762.00	337	9,932.01 - 9,958.00	383	11,128.01 - 11,154.00	429		
8,762.01 - 8,788.00	338	9,958.01 - 9,984.00	384	11,154.01 - 11,180.00	430		
8,788.01 - 8,814.00	339	9,984.01 - 10,010.00	385	11,180.01 - 11,206.00	431		
8,814.01 - 8,840.00	340	10,010.01 - 10,036.00	386	11,206.01 - 11,232.00	432		
8,840.01 - 8,866.00	341	10,036.01 - 10,062.00	387	11,232.01 - 11,258.00	433		
8,866.01 - 8,892.00	342	10,062.01 - 10,088.00	388	11,258.01 - 11,284.00	434		
8,892.01 - 8,918.00	343	10,088.01 - 10,114.00	389	11,284.01 - 11,310.00	435		
8,918.01 - 8,944.00	344	10,114.01 - 10,140.00	390	11,310.01 - 11,336.00	436		
8,944.01 - 8,970.00	345	10,140.01 - 10,166.00	391	11,336.01 - 11,362.00	437		
8,970.01 - 8,996.00	346	10,166.01 - 10,192.00	392	11,362.01 - 11,388.00	438		
8,996.01 - 9,022.00	347	10,192.01 - 10,218.00	393	11,388.01 - 11,414.00	439		
9,022.01 - 9,048.00	348	10,218.01 - 10,244.00	394	11,414.01 - 11,440.00	440		
9,048.01 - 9,074.00	349	10,244.01 - 10,270.00	395	11,440.01 - 11,466.00	441		
9,074.01 - 9,100.00	350	10,270.01 - 10,296.00	396	11,466.01 - 11,492.00	442		
9,100.01 - 9,126.00	351	10,296.01 - 10,322.00	397	11,492.01 - 11,518.00	443		
9,126.01 - 9,152.00	352	10,322.01 - 10,348.00	398	11,518.01 - 11,544.00	444		
9,152.01 - 9,178.00	353	10,348.01 - 10,374.00	399	11,544.01 - 11,570.00	445		
9,178.01 - 9,204.00	354	10,374.01 - 10,400.00	400	11,570.01 - 11,596.00	446		
9,204.01 - 9,230.00	355	10,400.01 - 10,426.00	401	11,596.01 - 11,622.00	447		
9,230.01 - 9,256.00	356	10,426.01 - 10,452.00	402	11,622.01 - 11,648.00	448		
9,256.01 - 9,282.00	357	10,452.01 - 10,478.00	403	11,648.01 - 11,674.00	449		
9,282.01 - 9,308.00	358	10,478.01 - 10,504.00	404	11,674.01 - and over	450		
9,308.01 - 9,334.00	359	10,504.01 - 10,530.00	405				
9,334.01 - 9,360.00	360	10,530.01 - 10,556.00	406				
9,360.01 - 9,386.00	361	10,556.01 - 10,582.00	407				

How to Get Help Online

- To learn more about EDD services and programs, visit **EDD** online (edd.ca.gov).
- To ask us a question, access your UI Online or SDI account visit **Ask EDD** (askedd.edd.ca.gov).
- To find your nearest AJCC, visit the **Office Locator** online (edd.ca.gov/Office_Locator/).

Phone

All of our phone numbers are toll free. For relay service, provide one of the numbers below to the operator.

Unemployment Insurance

EDD staff are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time), except on state holidays.

- English 1-800-300-5616
- Spanish 1-800-326-8937
- Cantonese 1-800-547-3506
- Mandarin 1-866-303-0706
- Vietnamese 1-800-547-2058
- TTY 1-800-815-9387

Disability Insurance

EDD staff are available Monday through Friday between 8 a.m. and 5 p.m. (Pacific Time), except on state holidays.

- English 1-800-480-3287
- Spanish 1-866-658-8846
- TTY 1-800-563-2441

Paid Family Leave

EDD staff are available Monday through Friday between 8 a.m. and 5 p.m. (Pacific Time), except on state holidays.

- English 1-877-238-4373
- Spanish 1-877-379-3819
- Armenian 1-866-627-1567
- Cantonese 1-866-692-5595
- Punjabi 1-866-627-1568
- Tagalog 1-866-627-1569
- Vietnamese 1-866-692-5596
- TTY 1-800-445-1312



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

This For Your Benefit: California's Programs for the Unemployed (DE 2320)
publication can be viewed, printed, and ordered online by visiting
Online Forms and Publications (forms.edd.ca.gov/forms).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling the information numbers listed in this book.

Disclaimer: If you opted out of receiving paper forms, it may still be necessary for the EDD to send some documents via U.S. mail.

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