

How to Apply for Unemployment Benefits

Application for Unemployment Insurance (UI) benefits is the same process for attorneys as for the general population.

UI is temporary income for workers who are unemployed through no fault of their own and who are either looking for another job, have definite recall to their jobs within six (6) weeks of the last day worked, or are in approved training. The funding for UI benefits comes from taxes paid by employers. Eligibility for benefits is determined based on past wages, reason for job separation, and availability and job search requirements.

If you received severance pay from your employer, your benefits may be delayed. The length of delay will depend on the amount of severance you received.

Claims for unemployment insurance may be filed at any Georgia Department of Labor Career Center.

Use the Georgia Department of Labor (GDOL) Interactive “Voice Response System (OLIVoR) to access locations of GDOL Career Centers, establish a PIN for unemployment insurance, claim weekly unemployment benefits, inquire about weekly unemployment payments or to get information about a job listed on Job TV.

The OLIVoR telephone numbers are:

Metro Atlanta Area 404-232-4290

Outside Metro Atlanta 866-873-5676 (toll free)

You may also log on to (www.dol.state.ga.us) for more information.

If you decide to file a claim, you should take the following documents:

- Your Social Security number. A claim can't be filed without this.
- Employer-issued separation letter or notice, if one was provided.
- Names, addresses and telephone numbers of all employers for the last 18 months, and the dates worked for each.
- Proof of immigration status if not a U.S. citizen.
- Personal check with account number and bank routing number if you want benefits deposited directly into a checking or savings account.
- Generally, claims are effective on the date they are filed and are not retroactive to the last day worked. Remember that your claim may be deferred if you received severance pay.

Again, for the most current and comprehensive information, contact the Georgia Department of Labor's website at (www.dol.state.ga.us).