

OFFICE OF THE
DIRECTOR



4425 NORTH MARKET STREET
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Employer Notification to Employees of the Availability of Unemployment Compensation

Title 19, Section 3317(a) and Division of Unemployment Insurance Regulation 5.2 require employers to notify their employees at the time of separation from employment that UI benefits are available to workers and how they may apply for UI benefits. This notification is being provided to you by your employer upon your separation from employment in compliance with these laws.

Unemployment Insurance Benefits May Be Available To You

Unemployment Insurance (UI) benefits are available to workers who are unemployed and meet the requirements of Delaware UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

How To file A Claim For Unemployment Insurance Benefits

For assistance or more information about filing a UI claim, visit <https://ui.delawareworks.com>. You can file your claim online at <https://ui.delawareworks.com>, or a paper claim application can be downloaded from our website - <https://ui.delawareworks.com> - or obtained at DOL facilities in Wilmington, Newark, Dover and Georgetown. Addresses can be found at <https://ui.delawareworks.com/office-locations.php>.

Questions can be submitted via email at uiclaims@delaware.gov or by calling 302-761-8446. Individuals requiring assistance may also call 302-761-8446.

The following information is needed to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your Driver's License or State ID number; and
4. Your authorization to work (if you are not a US citizen or resident).
5. Bank information (routing and account number) if you wish to receive you UI benefits via direct deposit. We can also pay UI benefits via debit cards.

To file a UI claim online, visit: <https://ui.delawareworks.com>. This is the quickest way for your claim to be processed.

If you have questions about the status of your UI claim, you can email the UI Division at uiclaims@delaware.gov or call the state UI agency at 1-800-794-3032.

Form UC-300



