



## Maryland Unemployment Tips

If you're laid off or making less than 50% of what you normally earn, you may be eligible for unemployment and you should apply ASAP.

### STEP 1: FILE YOUR INITIAL CLAIM

**PHONE:** 410-853-1600 (Mon - Fri, 7am-6pm). The lines are busy, keep trying!  
Note: these extended hours go into effect 4/1/2020

**WEBSITE:** <https://secure-2.dllr.state.md.us/NetClaims/Welcome.aspx>

This IS the correct link – keep reloading the page until you can finish the application.

- If you make a mistake, you CANNOT revise your claim online. Call the number listed above.
- You CAN'T apply online if you've had over 3 employers **OR** worked outside MD in the past 18 months.

### TIPS FOR CLAIM QUESTIONS:

Answer **ALL** Questions Truthfully!

**"Are you a member in good standing of a union and get work through a hiring hall?"**

- Answer **NO** to this question, since Local 7 does NOT run a hiring hall (unless you are also a member of another union that does run a hiring hall, then answer truthfully)

**What was your "Last Day of Work"?**

- List the last day that you actually, physically worked

**"Why Aren't You Currently Working for this Employer?"**

- If you're laid off due to Corona closings/slowdowns, select the 1<sup>st</sup> or 2<sup>nd</sup> option:
- ➔ OPTION 1: **"Temporary Layoff (10 weeks or less) or temporary reduction in hours"**
- Select this option **if your employer gave you a specific return to work date that is in 10 weeks or less** OR **if you're still working, but your hours have been reduced**
- ➔ OPTION 2: **"Lack of Work, Reduction in Force, Company Close, Job Ended"**
- Select this option **if you DO NOT have a specific return to work date & you're on an indefinite lay off**

The application will ask if you'll get any "Pension Payments", "Profit Sharing," "Bonus/Special Pay," or "Severance Pay." If you're on a "Temporary Layoff," it will also ask if you'll get any "Vacation Pay"

- **For Horseshoe & Ocean Downs:** the casinos agreed to an extra two weeks of pay. Answer **YES** to the question that asks if you'll receive "Special Pay."

Once you complete your application, SAVE YOUR CONFIRMATION NUMBER.  
If applying online, print or take a screenshot of the summary of your initial claim.

### STEP 2: DO THE "WEBCERT"/"TELECERT" **EVERY** WEEK

The workweek for unemployment runs each SUNDAY through SATURDAY at midnight.

After EACH week ends, you must CALL or GO ONLINE to confirm you were available to work & to report any money you earned. It's best to do the Web/Telecert every SUNDAY, but you have until Friday at 5pm.

**Do NOT wait to get a letter in the mail: do your Web/Telecert the Sunday after you make your Initial Claim!** The sooner you do the Web/Telecert each week, the sooner you'll get your payments

**Webcert:** <https://secure-2.dllr.state.md.us/WebCert/Logon.aspx>

**Telecert:** Baltimore Area or Out-of-State: 410-949-0022  
Other parts of Maryland: 1-800-827-4839

**PIN:** The first time you do a Web/Telecert, you'll create a pin. **SAVE YOUR PIN!**

#### Web/Telecert Questions

1 - **"Were you able and available to work in your occupation without restrictions?"**

2 - **"Did you attend school or training during the week?"**

3 - **"Did you actively look for work during the week?"** Answer truthfully. **You do NOT need to do the weekly work search due to the recent change**

4 - **"Did you work or earn money during the week?"** Answer YES if you worked at all during the past week OR if you received ANY PAYMENTS from your employer(s) during the past work week (i.e., Special Pay, Vacation Pay, 401(k) Cash Outs, etc. These payments may or may not be deducted from your weekly benefit, but they must be reported).

**IF YOU EARNED MONEY, YOU WILL NEED TO REPORT THE EXACT AMOUNT. DON'T ESTIMATE:** "Enter gross earnings (before taxes or any other deductions) even if you were not paid yet. For help in calculating weekly earnings use the earnings calculator. Round up to the next whole dollar. For example, if you earned \$49.26, enter 50."

**BENEFIT PAYMENT INFO:** If your application is approved, you'll receive a Debit Card from Bank of America. It will arrive in a white envelope with the Maryland logo. Activate your card as soon as you receive it. Receipt of the card means that your initial payments are available. You will also receive a letter showing the "weekly benefit amount" you are eligible to receive. Carefully read all letters you receive & respond if needed.

Maryland Unemployment Claimant FAQs: <https://www.dllr.state.md.us/employment/claimfaq.shtml>  
UNITE HERE Local 7: 443-438-5607 \* [local7@unitehere.org](mailto:local7@unitehere.org) \* [www.facebook.com/UniteHereLocal7](https://www.facebook.com/UniteHereLocal7)