The Appeals Process for Applicants

You disagree with a letter telling you that you are Not Eligible.

- **Timeliness is critical.** You must file your appeal within **20 calendar days** from the date on the determination.
- **You must continue to request benefit payment EVERY WEEK** you are unemployed while you have an appeal pending.

1. Review “Appeal Hearing Guide”
2. Fax or mail any new supporting information to the appeals office **5 or more days before the hearing.**
3. Notify the Appeals office of any witnesses, representatives, or the need for an interpreter.
4. You can view appeal hearing documents in your account.

A telephone hearing is scheduled. You will receive a confirmation by mail.

Instructions for Filing an Appeal
“Appeal Hearing Guide”

The unemployment law judge makes a decision and sends it out to both you and your former employer.

An unemployment law judge conducts a telephone hearing with you and your former employer.