

## Unemployment Benefits

Qualified apprentices are eligible to receive California unemployment benefits while attending the tile apprentice school.

**The Tile JATC office cannot provide any assistance to apprentices when applying for unemployment. You are responsible for doing this directly with the CA Employment Development Department. Any questions you have must be directed to the EDD.**

However, the following information is provided to assist the apprentice in filing for unemployment benefits.

1. The EDD Fact Sheet is provided below. Use it to determine eligibility and learn basic filing procedures. Please read to determine if you are eligible.
2. The basic process is:
  - a. If you are eligible, you file an application before or during each week you are in school. (By mail, phone or internet)
  - b. 5 to 10 days after submitting the application you will get a “claims form”.
  - c. At the end of each week of school you attend you will be given a “Certificate of Attendance” by the Tile JATC office to prove you attended apprentice school.
  - d. You fill out and mail in the claims form along with your school certificate of attendance.
  - e. After satisfying the 1 week waiting period, you will receive your unemployment check based on your base year earnings.
3. You will be paid unemployment benefits for all weeks of school you attend after the first week of unemployment in the benefit period as long as your unemployment benefits are not exhausted.
4. The benefit period is 12 months from the date of your first claim. During the benefit period you must re-apply for each week of school or unemployment.
5. If your first week of unemployment in the benefit period is to attend school you will not be paid for the first week. You could be paid if you have previously applied and qualified for benefits within the last 12 months. That is you already have had at least one week of unemployment and have not exhausted your unemployment benefits for that benefit period.
6. After 12 months a new benefit period starts. This means you must reapply for benefits and that you will not be paid for the first week of unemployment.
7. You should request and send in your application, Step 2.a above; on the Monday you start school or the week before school starts. This accelerates the process.

8. You cannot go to the unemployment insurance office to file the application (step 2.a). Claims can only be filed by mail or on the internet.
  - a. Use the online application, [eApply4UI](#). This application allows you to type in your answers to questions and submit online. **Note:** This is the fastest way to file your claim.
  - b. File by telephone. This is simpler but you will have to answer all the questions on form DE1101I. When filing by phone be sure to ask for the “One Week Claims” form. If you are sent the two weeks claims form you will call back to get the right claims form. **When applying by phone be sure to tell the EDD agent that attending the tile apprentice school is mandatory and a condition of employment.**

Telephone Numbers - By Language

Language	Number
ENGLISH Filing Claims Check Information General Information	1-800-300-5616
ESPAÑOL Presentación de Solicitudes Información sobre su Cheque Información General	1-800-326-8937
粵語 國語 提出中訴 支票資訊 普通資訊	1-800-547-3506 1-866-303-0706
TIẾNG VIỆT Nộp đơn xin Thông tin về chi phiếu Thông tin tổng quát	1-800-547-2058

9. Use the paper application, form DE1101I. The DE 1101I is a document. You hand write your answers and either fax or mail it to EDD. The EDD will know to send you the one week claims form if you have filled out the application correctly and see that you are applying for the training benefit by answering Question 28.
10. Before applying be sure to get the latest contact information for the BAC3 and Tile JATC Apprentice program. The instructor will provide this to you at the end of the school week.
11. After filing the application, in 5-10 days you will get the Claims Form. If you are sent the two weeks claims form you will call back to get the right claims form. Fill out the Claims form and return with our Certificate of Attendance. You will get your check faster with the one week claims form.

12. Eligibility requires that you attend the entire week of school for which you are scheduled. Proof of attendance, Certificate Attendance, must accompany your application for UI benefit. You will be given the attendance certificate by the instructor at the end of class. A sample of the certificate. The attendance certificate must accompany your UI application.
  
13. Travel and subsistence allowance are NOT considered income.
  
14. To receive unemployment benefits the waiting period for all claims in each benefit year is one week. Therefore you are not paid for the first week of unemployment in each benefit year.
  
15. You must repeat this process for each week you attend school. The process when applying after attending subsequent weeks of school in the same benefit period is faster if you apply by phone as they will skip many of the questions answered the first time you called.