

Below is an overview of California's Unemployment Insurance Program, its benefits, and the application process. The procedure and verbiage of the application is constantly changing, so this document reflects the most recent changes as of December 2024.

Table of Contents

- I. What are Unemployment Benefits?**
- II. Who is Eligible?**
- III. When Should I File a Claim?**
- IV. How Do I File a Claim?**
- V. Information You Need to File a Claim**
- VI. How to Answer the Most Recent Questions on the Application**
- VII. After You File Your Claim**
- VIII. Tips for Calling the EDD**
- IX. Questions & Assistance? Need to Appeal a Decision?**
- X. Sample Application (December 2024)**

I. What are Unemployment Benefits?

Unemployment benefits are monetary cash benefits made through the California Unemployment Insurance Program that makes temporary, weekly payments to individuals who meet eligibility requirement and are unemployed or partially unemployed (hours reduced) through no fault of their own. California's Employment Development Department (EDD) is responsible for the administration and distribution of these benefits. Unemployment benefits are not a complete wage replacement, but eligible individuals will receive a portion of the wages and pay they received in prior employment.

Individuals that meet the eligibility benefits may receive weekly benefit payments for up to 26 weeks (39 weeks when extended benefits allowed). As of January 1, 2005, and currently, the minimum weekly benefit amount is \$40 and the maximum weekly benefit amount is \$450. The benefit amount an individual is eligible for is based upon the person's past earnings history prior to becoming unemployed or underemployed. EDD's [Unemployment Insurance Benefit Calculator](#) provides an estimate of what a person's weekly unemployment could be under the

program. For more information on how EDD calculates the weekly benefit amount a person is eligible for, view EDD's [Fact Sheet](#) on this subject.

II. Who is Eligible?

To be eligible for unemployment benefits, you must satisfy all eligibility requirements when you submit a claim and throughout the time you are receiving benefits. To be eligible, you must be:

- Totally or partially (reduced hours) unemployed;
- Unemployed through no fault of your own;
- Physically able to work;
- Available for work;
- Ready and willing to accept work immediately; and
- Earned enough wages during the base period (a specific 12-month term) to establish a claim. [Click here](#) for more information on this requirement.

Common Eligibility Situations

Adjunct faculty are commonly eligible for unemployment benefits between semesters (Fall/Spring). NANCE employees may be eligible for benefits upon completion of their assignment with the District and they may also be eligible between semesters. Both adjunct faculty and NANCE may also be eligible for partial unemployment benefits if their hours have been reduced for a semester.

Other Employment

If you have other employment, you may still be eligible for partial unemployment. However, if you are receiving more than \$600/week in pay, your claim may be reduced or denied.

- Note: The \$600/week maximum assumes that you are eligible for the maximum weekly benefit amount of \$450/week. If you are eligible for a lesser benefit amount than \$450/week the maximum you can make a week and continue receiving some portion of your weekly benefit in other employment may be less. For more information about how ongoing earnings impact your weekly benefit and eligibility, [click here](#).

Full-Time Employment

If you have a full-time contract assignment in another school district that you will be returning to in the following semester, your claim will be denied.

Retirement/Pension

If you are receiving retirement pay or a pension, your eligibility for weekly benefits may be reduced depending on the source and the amount of the pay. CalSTRS and

CalPERS pensions are not automatic disqualifiers; you may still be eligible and should still apply.

Summer/Intersession Assignments

If you have a summer or intersession assignment and you will receive more than \$600/week it is likely your claim will be denied. However, you can and should still file a claim for the period between the last day of your assignment and the first day of your next assignment in the summer/intersession. For more information about how summer/intersession earnings impact your weekly benefit and eligibility [click here](#).

- Note: It does not hurt to apply even if you will have a summer or intersession assignment, not only to cover the period between assignment ending and starting, but to keep your claim active in case you do not go over the earnings limit during your assignment (e.g.; you are given fewer hours than promised) or your assignment is cancelled before the next session begins. Please note, even if you make under \$600/week it is not a guarantee of eligibility. Eligibility is based upon other factors including the weekly benefit amount you are entitled to and other factors.

College & Continuing Education Differences

Employees with assignments based on the college calendar are eligible to file a claim for unemployment insurance during the winter break. However, Continuing Education based employees are not eligible to file during the winter break since it is a recess of the fall semester, and the Continuing Education semester has not officially concluded unless your assignment officially ends in January before the beginning of the brief winter break.

Flex/Professional Development Week Activities

You are NOT considered employed during this week nor do you earn wages during this week.

III. When Should I File a Claim?

You should file your claim as soon as possible in the first week when you are out of work or had your hours reduced. Your claim will be considered filed the Sunday of the week your application is submitted. To ensure speedy processing (and payment) you will want to file the day after your last day of work. A delay in filing your claim may result in your payment being delayed.

- Note: If you are working for more than one employer and are applying for "total unemployment" benefits, you may want to wait to file a claim until after the last day of work from all employers or apply for partial

unemployment benefits and report wages you continue to earn from your other employer(s).

One-Week Waiting Period

All claims have a one-week unpaid waiting period before you can be paid unemployment benefits. Your waiting period cannot begin until your claim is filed. To serve the waiting period, you must certify for benefits and meet all other eligibility requirements for the week of your waiting period. For example, if you were unemployed for only two weeks and you filed your claim that first week, assuming you filed in a timely manner and are otherwise eligible, you would only be paid for the second week even though you were unemployed for two.

IV. How Do I File a Claim?

There are three ways to submit a claim for unemployment benefits.

1. **Apply Online** at www.edd.ca.gov/UI [Online](#) (*Strongly Recommended Option*)
2. **Apply By Phone** (Mon-Friday from 8 am -12 pm) (*Good luck getting through, best chance is right at 8 am*)
 - *English* 1-800-300-5616
 - *Spanish* 1-800-326-8937
 - *Cantonese* 1-800-547-3506
 - *Mandarin* 1-866-303-0706
 - *Vietnamese* 1-800-547-2058
 - *TTY* 1-800-815-9387
3. **By Fax or Mail:** Fill-out [Paper Application](#) (address/fax on application)

The fastest and recommended way to submit a claim is through the online application via [UI Online](#). However, you can use any of the three methods listed above. If you've already filed a claim for unemployment benefits within the last 52 weeks and have not exhausted the benefits your entitled to don't file a new claim; you must [reopen your claim](#) to continue receiving benefits.

NEW Summer 2023: "myEDD"

Starting in June 2023, the Benefits Program Online (BPO) was replaced with myEDD. If you had a BPO account, use your existing username and password from BPO on myEDD the first time you log-on. Once you log-in, it will direct you through the set-up of various security measures for the new myEDD platform. If you did not have a UI Online account previously, just follow the instructions to create a new account. EDD has a FAQ section on this new transition [here](#).

Verifying Your Identity

EDD began using ID.me as a safe way to verify your identity. You will be redirected from UI Online to ID.me website when you are filing a claim online. To verify your identity, you will need to supply a personal picture/selfie and upload a photo of your ID. If EDD needs additional info to verify your identity, you'll need to join a video call with a representative from ID.me and provide either: (1) Two primary documents of identification or (2) One primary **and** two secondary documents. For more information about primary and secondary identity documents go [here](#).

[Click here](#) for a step-by-step guide to creating an ID.me account the verification process. You can also read the top nine reasons identification documents get rejected [here](#).

If EDD couldn't verify your identity based on the information you supplied in your application, they will send you a request for additional documentation to verify your identity. You'll have ten days from the *mail date* of the notice to submit the additional document(s) to EDD. Pay close attention to your UI Online notices and your U.S. Mail to ensure you don't miss this or other important notices. For more information about verifying your identity [click here](#).

Reopening Your Claim

If you've already filed a claim for unemployment benefits within the last 52 weeks and have not exhausted the benefits you're entitled to don't file a new claim; you must [reopen your claim](#) to continue receiving benefits.

Difficulty Reopening Your Claim?

AFT has been made aware that some of our members are having difficulty reopening their claim. If this happens to you, do not resubmit your claim multiple times. Instead contact EDD either by phone at 1-800-300-5616 or send a message through UI Online.

If you have already attempted to contact EDD but are unable to reach them, contact your local California Assembly Representative for assistance. Many of our members have had quick and successful results by going this route. If you aren't sure who your Assembly Representative is, go to <https://findyourrep.legislature.ca.gov>

V. Information You Need to File a Claim

Gather the following information to assist you in filling out the application. Go to the next section for tips on how to answer questions regarding your employment with the District.

- Personal Information: SSN, Driver License or State ID
- Last Employer's Information

- Date of the Last Day of You Worked
- Gross Earnings for Your Last Week of Work
- Information on All Your Employers for Past 18 Months: name, mailing address, dates of employment, gross wages earned, hours worked per week, & hourly rate of pay.
- Citizenship Status: If you aren't a US citizen, information from your employment authorization.
- Identity Document: Selfie (personal photo) and picture of your ID. Both will need to be uploaded.

VI. How to Answer the Most Recent Questions on the Application

- Most Recent Employer:
 - This will be the community college district (i.e. San Diego Community College District), not the individual campus you worked at. For example, if you worked at San Diego City College, put San Diego Community College District as the employer. If you worked with more than one employer, enter the employer with the latest ending date.
 - Abnormal Address for District: Both SDCCD and GCCCD use a third-party administrator to process their unemployment claims. When you select either district as your last employer it may automatically populate a P.O. Box address in St. Louis, MO. This is fine, you do not need to correct the address.
 - Still Working: If you are applying for partial unemployment benefits due to hour or class reductions, then you'll list the employer you worked for last before filling out the application. Example: Monday you worked at SDCCD and Tuesday you worked at GCCCD, but you apply on Wednesday; your last employer was GCCCD.
- Last Day of Work:
 - For Adjunct Instructional Faculty, enter the date of the last class meeting or date of last non-classroom day worked. For Adjunct Non-Instructional Faculty & NANCE, enter the last day you worked.
 - Multiple Employers: If you worked at more than one district and they have different end dates, enter the latest ending date.
 - Reduced Hours/Class Load: If you are applying for partial unemployment benefits because your hours have been reduced or your class load has been reduced but continue to work for an employer, put the literally last day that you worked even if you are returning the next day.

- Why Are You Filing for Unemployment?
 - Choose "Laid off"
- Explain the Reason:
 - Choose "No work available"
- From X/X/20XX to Today, Which Employer Did You Work For the Longest/How Long Did You Work for That Employer?
 - Enter this information
- What Type of Employer Is This?
 - Choose "City, County, school district, or special district"
- What Type of Business is This Employer?
 - Choose "Nonclassified Establishments" unless they add a category about "Education" or something similar
- What Was Your Job With This Employer?
 - For Adjunct Instructional Faculty, search for your Job Type by typing in "Academic Instructor". For NANCE, use a search phrase that generally describes your position with the District; your specific job title with the District is not likely available.
- Do You Work At An Educational Institution, or Will You Return to Work At An Educational Institution?
 - Choose "Yes"
- Are You Applying for Unemployment Insurance Benefits Because You Are in a Recess Period, on Break, or In-Between Terms?
 - Choose "No." This is critical. You are neither on a recess nor a break, and you are not in-between terms. Your temporary assignment has ended, and you have effectively been laid-off.
- Did Your Employer Give You Reasonable Assurance That You Will Return to Work?
 - Choose "No." Even with verbal, written, or implied agreements, the District(s) may cancel your assignment since it is contingent upon enrollment, funding, and/or program changes.
 - For Adjuncts: The lack of reasonable assurance of continued employment due to enrollment, funding, or program changes is documented in your TAO/Hire Letter, union contract (SDCCD: Article 5.1/GCCCD: Article 11.1), and under California Education Code section [87482.3\(d\)](#). You should mention these items in any phone interview/investigation.
 - For NANCE: The lack of reasonable assurance of continued employment due to enrollment, funding, or program changes is documented in your TAO or Assignment Offer. You should mention these items in any phone interview/investigation.
- Is Your Normal Job a Seasonal Job?
 - Choose "No"
- Do You Expect to Return to Work for a Past Employer?
 - If you expect to return for the following term, choose "Yes"

- Do You Have a Confirmed Date to Return to Work?
 - Choose “Yes” and enter the first day of your next assignment. FLEX/Professional Learning weeks do not count.
- If Offered, Are You Able to Accept a Full-Time Job or Work Full-Time Hours?
 - In order to collect benefits, you must be available, able, and willing to work full time.
- Union Information:
 - AFT Guild, Local Number 1931
 - AFT Guild does not offer assistance to employees looking for work, nor do we track whether you are out of work. We do not have the ability to control your hiring or termination, and you do not register as out of work with the us. Simply choose “No” for all of these.
- BEFORE YOU SUBMIT:
 - When you reach the Application Summary page and BEFORE you hit “Submit,” save a copy of the summary information. The EDD does NOT make this completed application available for you on their website, and if something goes wrong with your claim and you need to appeal, having this application saved will help tremendously with the appeal.

VII. After You File Your Claim

Here’s what to do after you file your claim:

Check Your Mail Regularly!

The EDD still uses the U.S. Mail for most correspondences, including when/if an urgent problem arises with your account. After you file your claim, it is critical that you check your U.S. Mail regularly. This includes checking your UI Online account for messages or alerts. It is your responsibility to read and respond to all requests from EDD. Failure to do so may result in benefits being delayed or, in some cases, denied.

You should receive some kind of response and/or documents within 2 weeks of submitting your claim. If you have not received anything, contact EDD as soon as possible to ensure your claim was submitted properly or that you have not missed an important request.

During the weeks following your application for benefits, you might be required to take part in a telephone interview with an EDD representative. The AFT Guild has put together a guide to assist you in navigating the phone interview process, and this guide can be found here on our website.

Certifying for Benefits

During the time you are collecting benefits, you will need to provide EDD eligibility information every two weeks to continue to receive benefits, including (1) any work or wages you may receive; and (2) whether you made reasonable efforts to search for suitable work while unemployed. This process is known as "Certifying for Benefits." There are three ways for you to certify: (1) [online](#), (2) [by phone](#), or (3) [by mail](#). It is recommended you certify online.

For more detailed information about what to expect after filing, visit: https://www.edd.ca.gov/Unemployment/After_You_Filed.htm

VIII. Tips for Calling the EDD

Sometimes an issue can only be solved by talking to a live EDD agent, and calling the EDD can be a real hassle. For tips on how to get through more quickly, see this website:

<https://claimyr.com/government-services/california-edd-unemployment/edd-phone-number>

It does provide a paid service, but it also provides some useful free information for getting your call through.

IX. Questions & Assistance? Need to Appeal a Decision?

Contact Jessica Thompson at aftrep.jessica@gmail.com or call the AFT Guild office at 619-640-1155. If you need to appeal a denial of benefits, a Notice of Determination, or a Notice of Overpayment, please contact us as soon as you receive your notice to see how we can assist you. AFT Guild members may be assisted free of charge, including being represented by our member advocate in a CUIAB appeal hearing if determined appropriate by the Guild.

Disclaimer: The information above is for informational purposes only and not for the purpose of providing legal advice. The AFT Guild, Local 1931, has no association or affiliation with the State of California Employment Development Department (EDD).

Updated December 2024

SAMPLE APPLICATION

Application Summary



*Required Field

You have **not** submitted your application. Review your answers. You cannot update your application after selecting **Submit**.

To make changes, select **Edit**.

Personal Information

First Name

████████

Middle Initial

█

Last Name

██████████

Social Security number (SSN)

XXX-XX-████

Date of Birth

08/19/1971

Gender Identity

Female

If you have used other names, enter them.

For example, a maiden name or chosen name.

Contact Information

Mailing Address

Country

United States

Address

Include the apartment, unit, or PO Box number.

██████████

City

San Diego

State

CA – California

ZIP Code

92108

Is your home address the same as your mailing address?

Yes

Select the county or area where you live.

San Diego County, CA

Phone

Let us know how to reach you if we have any questions.

██████████

Phone Type

If you select **Cell phone**, you may receive texts from the EDD.

Cell phone

Benefit Payment Option

Your Payment Option

Direct Deposit

Citizenship Information

Are you a US citizen or national?

US national territories include Guam, the Northern Mariana Islands, Puerto Rico, American Samoa, and the US Virgin Islands.

Yes

Demographic Information

What is your highest level of education?

Masters or doctorate degree

Are you a US military veteran?

No

What race or ethnic group do you identify with?

White, not Hispanic

Do you have a disability?

No

Language Preferences

Preferred Spoken or Signed Language

English

Preferred Written Language

The language you select will be used for UI Online messages and texts.

English

Most Recent Employer

Employer Name	Employer Mailing Address	Employer Physical Address
MIRA COSTA COMMUNITY COLLEGE DISTRICT	PO BOX 283 ST LOUIS, MO 63166 Phone Number: (760) 795-6855	1 Barnard Drive Oceanside, CA 92056 Phone Number: (760) 757-2121

Last Day of Work

This is the last day you worked for this employer, even if you have not been paid. If you worked today, put today's date. This does not include vacation, sick, or other time off.

12/14/2024

Why are you applying for unemployment?

Select the reason that best applies to you.

Laid off

Explain the reason.

No work available

Have you received, or do you expect to receive, any of the following payments since your last day of work?

Do not include any wages for work.

Select all that apply.

Holiday Pay
Vacation pay or paid time off (PTO)
Sick pay
Severance pay
In-Lieu-of-Notice pay
Other type of pay

Employer Legal Name	Doing Business As (DBA)	Worked for Employer
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DIST	GROSSMONT-CUYAMACA COMMUNITY COLLEGE DIST	Yes

Employer Name

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DIST

Address

PO BOX 283

City

ST LOUIS

State

MO

ZIP Code

63166

When did you work for this employer?

Start

01/23/2012

End

12/14/2024

Did you work as an elected official or Governor appointee for this employer?

No

Did you work full time or part time for this employer?

Part Time

On average, how many hours did you work per week?

9

Total Gross Wages

All wages you earned, before taxes and deductions, while working for this employer in the past 18 months.

Total Gross Wages from 10/01/2024 to 12/31/2024

\$ [REDACTED]

Total Gross Wages from 07/01/2024 to 09/30/2024

\$ [REDACTED]

Total Gross Wages from 04/01/2024 to 06/30/2024

\$ [REDACTED]

Total Gross Wages from 01/01/2024 to 03/31/2024

\$ [REDACTED]

Total Gross Wages from 10/01/2023 to 12/31/2023

\$ [REDACTED]

Total Gross Wages from 07/01/2023 to 09/30/2023

\$ [REDACTED]

Employer Legal Name	Doing Business As (DBA)	Worked for Employer
MIRA COSTA COMMUNITY COLLEGE DISTRICT	MIRA COSTA COMMUNITY COLLEGE DISTRICT	Yes

Employer Name
MIRA COSTA COMMUNITY COLLEGE DISTRICT

Address
PO BOX 283

City
ST LOUIS

State
MO

ZIP Code
63166

When did you work for this employer?

Start
08/19/2015

End
12/14/2024

Did you work as an elected official or Governor appointee for this employer?
No

Did you work full time or part time for this employer?
Part Time

On average, how many hours did you work per week?
9

Total Gross Wages
All wages you earned, before taxes and deductions, while working for this employer in the past 18 months.

Total Gross Wages from 10/01/2024 to 12/31/2024
\$ [REDACTED]

Total Gross Wages from 07/01/2024 to 09/30/2024
\$ [REDACTED]

Total Gross Wages from 04/01/2024 to 06/30/2024
\$ [REDACTED]

Total Gross Wages from 01/01/2024 to 03/31/2024
\$ [REDACTED]

Total Gross Wages from 10/01/2023 to 12/31/2023
\$ [REDACTED]

Total Gross Wages from 07/01/2023 to 09/30/2023
\$ [REDACTED]

Employer Legal Name	Doing Business As (DBA)	Worked for Employer
SAN DIEGO COMMUNITY COLLEGE SCHOOL DISTR	SAN DIEGO COMMUNITY COLLEGE SCHOOL DISTR ICT	Yes

Employer Name

SAN DIEGO COMMUNITY COLLEGE SCHOOL DISTR

Address

PO BOX 283

City

ST LOUIS

State

MO

ZIP Code

63166

When did you work for this employer?

Start

01/23/2010

End

12/14/2024

Did you work as an elected official or Governor appointee for this employer?

No

Did you work full time or part time for this employer?

Part Time

On average, how many hours did you work per week?

9

Total Gross Wages

All wages you earned, before taxes and deductions, while working for this employer in the past 18 months.

Total Gross Wages from 10/01/2024 to 12/31/2024

\$ [REDACTED]

Total Gross Wages from 07/01/2024 to 09/30/2024

\$ [REDACTED]

Total Gross Wages from 04/01/2024 to 06/30/2024

\$ [REDACTED]

Total Gross Wages from 01/01/2024 to 03/31/2024

\$ [REDACTED]

Total Gross Wages from 10/01/2023 to 12/31/2023

\$ [REDACTED]

Total Gross Wages from 07/01/2023 to 09/30/2023

\$ [REDACTED]

From 07/01/2023 to today, which employer did you work for the longest?

San Diego Community Coll Dist

How long did you work for that employer?

Years

15

Months

0

What type of employer is this?

City, County, school district, or special district

What type of business is this employer?

For example, retail furniture, legal services, software manufacturing, road construction.

Nonclassified Establishments

What was your job with this employer?

For example, retail salesperson, construction worker, nurse.

ACADEMIC INSTRUCTOR

School Employee Information

Do you work at an educational institution, or will you return to work at an educational institution?

[What is an educational institution?](#)

Yes

Are you applying for unemployment because you are in a recess period, on break, or in between terms?

Examples include semester or holiday break, sabbatical, and off track.

No

Did your employer give you reasonable assurance that you will return to work?

This includes a verbal, written, or implied agreement from your employer.

No

Availability Information

What job do you normally do?

For example, retail salesperson, construction worker, nurse. If you have multiple jobs, choose your main one or the one you are most comfortable with. We use this for reporting requirements and to help you find work.

ACADEMIC INSTRUCTOR

What other job can you do?

If there isn't work available in the job you added above, add another job you can do.

SUBSTITUTE TEACHER AIDE

Is your normal job a seasonal job?

[What is a seasonal job?](#)

No

Do you expect to return to work for a past employer?

Yes

Do you have a confirmed date to return to work?

Yes

Start Date

01/21/2025

If offered, are you able to accept a full-time job or work full-time hours?

You must be able to accept a job that is similar to the job you normally do. If you're self-employed, you must be willing to accept work from an employer if offered.

Yes

Are you a member of a union or non-union trade association?

Yes

Union or Non-Union Trade Association Name and Local Number

For example, SEIU Local 1000.

Name

AFT Guild 1931

Local Number

For non-union trade associations, enter **0**.

1931

Does your union or non-union trade association look for work for you?

No

Does your union or non-union trade association control your hiring?

No

Are you registered as out of work with your union or non-union trade association?

No

Additional Information

Are you currently receiving a pension or retirement income?

Do not include:

- Pension or retirement based on another person's work or wages
- Social Security
- 401(k)
- Railroad retirement

No

Are you currently receiving Workers' Compensation?

Workers' Compensation provides benefits for workers if their injury or illness is caused by their job.

No

Are you attending or have a date to start school or training?

No

In the past 18 months, were you one of the following?

- An officer of a corporation or union.
- The sole or major stockholder of a corporation.
- An elected public official or Governor appointee.

No

Disaster Information

Are you unemployed or working reduced hours as a direct result of a recent disaster in California?

Examples include fire, earthquake, flood, or mudslide.

No

- *I gave true and correct answers to all questions to the best of my knowledge. I understand that there may be legal consequences or loss in benefits for willfully giving false information or knowingly failing to disclose a material fact.**