

If you're filing for  
**UNEMPLOYMENT INSURANCE**  
due to the Covid-19 pandemic,  
**here is what you need to know.**

*Information is changing rapidly. For official info check with the state unemployment office.*

**The fastest way to apply is online at**  
**<https://www.dcnetworks.org>**

Internet Explorer Recommended

**If you have to apply by phone,** dial 202-724-7000. Due to high call volume it is recommended to apply online. The Office of Unemployment Compensation is open Monday to Friday from 8:30am-4:30pm.

**What you need to file:**

- Your Social Security Number.
- Your most recent 30-day employer's name, address, phone number and dates of employment.
- Your Alien Registration Number, if you are not a US Citizen
- Your DD214, if you are ex-military
- Your Standard Form 8 or Standard Form 50, if you are a former federal employee
- Severance pay information (only applicable if you did or will receive severance pay)
- Information regarding any receipt of pension payments

You **may** be eligible if:

- You are self-quarantining
- Your hours are reduced
- You are an employee of a business that's required to shut down
- You left your job because your employer did not comply with DOH public safety directives
- You quit/were fired because your employer required you to show up to work after you were advised to self-quarantine

**Note: Washington D.C. has waived the one week waiting period and job search requirements.**

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## **If your claim is approved:**

### **To maintain your unemployment benefits, you must:**

Request unemployment insurance benefits each week beginning on the Sunday after you apply for benefits. This process can be completed online, by phone, or via regular mail using the mail in claim forms that are sent to your home address weekly.

### **How much money can you receive?**

Benefits are determined based on an average of your past year's earnings. The maximum weekly benefit is \$444/week.

### **Are unemployment insurance payments taxable?**

Benefits are considered tax income for local and federal taxes. Recipients are able to choose their level of federal and local tax withholdings from their benefit payment.

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**32BJ: 1025 Vermont Ave NW, 7<sup>th</sup> Floor  
Washington, DC 20005**

