

**ALABAMA DEPARTMENT OF WORKFORCE
ADMINISTRATIVE CODE**

**CHAPTER 480-4-3
BENEFITS**

**480-4-3-.08 Claims And Registration For Benefits For Total And
Part-Total Unemployment.**

(1) Claims and Registration.

(a) Any individual desiring to file an application for unemployment compensation benefits may do so by visiting www.labor.alabama.gov, calling 866-234-5382 or visiting a local Alabama Career Center Office. The claim for benefits shall be effective as of the first day of the calendar week in which the claimant filed a claim.

(b) In order to establish eligibility for benefits or for waiting period credit for weeks of unemployment, the claimant must file weekly certifications for each week they wish to make a claim for benefits. Certifications may be completed by telephone at 334-954-4094, 205-458-2282, or 800-752-7389. Certifications may also be completed on-line at www.labor.alabama.gov. Such weekly certifications for benefits must be completed immediately (but not later than (6) six calendar days) after the end of the week for which such benefits are being claimed. However, when a weekly claim has been submitted but requires the agency to obtain additional information, the claimant will be notified to contact the agency within 4 calendar days. Failure to contact the agency during this additional 4 calendar days shall be grounds for a finding that the claimant has not timely filed a claim for benefits for the week in question, and a decision denying benefits for the week claimed in question shall be issued. In order to ensure accurate and timely processing of the claim, the following procedures must be followed:

1. Claimants must submit all necessary forms when requested. If additional material is needed, such as Form W-2 or SF-50, the claimant will be sent a request in writing and the request will include any applicable deadlines. Doctor's certificates, when required, may be mailed or faxed to the central office as outlined on the doctor's certificate form.

2. Employment Service registration must be accomplished, if applicable. Claimants who are Alabama residents, will be automatically registered for work with the Alabama Career Center System. This auto-registration will remain active for 90 days, however, all claimants are required

to maintain an active Career Center application for the duration of his/her unemployment claim. Claimants must visit one of the Alabama Career Centers or log-in at www.alabamaworks.gov and update his/her online resumé to keep his/her registration active beyond the initial 90 days. Claimants who are residing and seeking work in another state must register for work and maintain an active registration with the Employment Service or American Job Center office in his or her local area.

3. Nothing in this rule shall be interpreted to relieve such a claimant from the requirement that an active search for suitable work be conducted in accordance with provisions of Ala. Code Sections 25-4-77(a)(5) and Alabama Department of Labor Administrative Rule 480-4-3-.15.

4. Claimant shall be provided with the Alabama Unemployment Compensation Benefits Rights and Responsibilities Handbook by mail or online at www.labor.alabama.gov. The claimant shall be advised of his/her responsibility to respond to a call-in from the claim's office.

5. When a new or additional claim is filed for unemployment compensation, the Unemployment Compensation Agency notifies the last bona fide employer and requests information regarding the reason the claimant was terminated. The employer returns (or fails to return) the form containing the reason for separation as described in Rule 480-4-2-.19(2). If the information provided by the employer conflicts with that provided by the claimant, the claimant must be given the opportunity to rebut the employer's reason.

(i) Once a claim is filed, the last separating employer is furnished a Notice of Claim and Request for Separation Information, (Form Ben-241). Base period employers other than the last separating employer are notified of the claim by a Notice of Payment and Charge to Your Tax Rating Account (Form Ben-8A). Information furnished by the respective employers in response to these will be considered timely notice to the Secretary as required by Section 25-4-78(3)(a), and acted upon accordingly, including monetary redetermination of the claim, provided such response is furnished to the Agency within the time specified on either form. (The required return date and local office address is printed on each Ben 241. Form Ben 8A must be returned to the Alabama Department of Labor, Unemployment Compensation Agency, Montgomery, Alabama 36130, within 15 days following the mailing date shown on the form).

6. Change of claimant's address is the responsibility of the claimant. The claimant must personally contact UI Inquiry at 800-361-4524 to update his/her residence or mailing address. The exceptions to this procedure are:

(i) When a claim for partial benefits indicates a change of address and is signed by the claimant.

(ii) When the address is updated as part of the regular claims filing process for an initial or additional claim.

(iii) When the change is necessary due to an obvious error.

7. Claims for lost or stolen debit cards shall be made in accordance with Alabama Department of Labor Administrative Rule 480-4-3-.18.

8. Claimant must provide proof of work search efforts with at least three (3) prospective employers for each week of unemployment claimed. Full work search requirements are listed in Alabama Department of Labor Administrative Rule 480-4-3-.15(3)(a).

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Statutory Authority: Code of Ala. 1975, §§25-2-7, 25-2-8, 25-4-77, 25-4-111.

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