

WYOMING UNEMPLOYMENT HANDBOOK



**IMPORTANT
PLEASE READ FIRST!!!**

**You are responsible for knowing
the information in this handbook.**

This handbook is designed to answer your questions about the Wyoming Unemployment Insurance Program.

Questions should be directed to the Wyoming Claims Center at (307) 473-3789.

TABLE OF CONTENTS

1) What is Unemployment Insurance?	1
2) Certification	1
3) Withdrawal of Initial Claim	1
4) Address Changes	2
5) How Do I Qualify?	2
6) Work Search Requirements	2
7) Monetary Determination	4
8) Special Claims and Programs	6
9) Personal Identification Number (PIN)	7
10) Preparing Before You File for Payment	7
11) Reporting Gross Earnings and Tips	8
12) Reporting Self-Employment	9
13) How to File Bi-Weekly Claims for Payment	10
14) Payment by Debit Card.....	12
15) Disqualifications	12
16) Protesting a Decision/Determination	14
17) General Information	14
18) Notice About Income Tax	17
19) Disclosure of Information	17
20) Civil Rights Information	18
21) Discrimination Information	18
22) Unemployment Insurance Contact Info	19
23) Employment Center Directory	20

WHAT IS UNEMPLOYMENT INSURANCE?

Unemployment Insurance is a program to pay temporary benefits to those workers who lose their jobs through no fault of their own and otherwise meet all eligibility requirements. It is not based on financial need; therefore it is not an entitlement.

This program is financed entirely by employers covered under the Wyoming Employment Security Law and other states' laws. No deductions are made from worker's wages in Wyoming to finance Unemployment Insurance.

CERTIFICATION

When you file a claim, you certify that:

- you are unemployed
- all statements you make in connection with your claim are true to the best of your knowledge
- you understand any statements you make in connection with your separation from work can be sent to your former employer(s)
- you authorize the release of information requested by the Unemployment Insurance Division that may be necessary for the division to verify and determine eligibility for unemployment insurance benefits
- you understand claim information may be disclosed to certain other government agencies as provided under Wyoming Statutes

WITHDRAWAL OF INITIAL CLAIM

You may withdraw an initial claim only upon **written request**.

If your wages are from:

Wyoming only:

- the postmark or FAX date must be within **seven (7) days** of the mailing date of the first eligible monetary determination

Two or more states combined:

- the postmark or FAX date must be within **fifteen (15) days** of the mailing date of the final eligible monetary determination (Form WYO-122)



ADDRESS CHANGES

The post office does not forward mail from the Unemployment Insurance Division. You must submit your address change **in writing** to the Unemployment Insurance Division. Be sure to print or type your:

- Social Security Number
- name
- old mailing address
- new mailing address
- dates of the move
- 2 job contacts during week(s) of move

You must also **sign** and **date** your address change.

Please note: Your IRS tax Form 1099-G will be mailed to the address we have on record as of December 31st each year.

HOW DO I QUALIFY?

Some of the continuing eligibility requirements for each week in which you are claiming benefits are:

- to be unemployed through no fault of your own from your last employer, as determined by the Unemployment Insurance Division (see “*Disqualifications*” for disqualifying reasons)
- to be able to work
- to be available for work
- to be actively seeking work
- to be monetarily eligible
- to timely file your bi-weekly claims for payment
- to be registered for work with your nearest state Employment Center (if in Wyoming, Department of Workforce Services)

WORK SEARCH REQUIREMENTS

You must be ready and willing to take a suitable job when offered. You could be considered unavailable for work if you are on vacation (traveling out of the area for personal reasons for more than two (2) days), attending school, do not have transportation or child care, or have other circumstances which would prevent your acceptance of suitable work. Placing unreasonable restrictions on your work search or declining offers of employment could make you ineligible for payment.

You are required to make an effort to find work with a minimum of two (2) employer contacts each week. The Unemployment Insurance Division must be able to verify that you looked for work with these employers. You can use various methods to seek suitable employment, including calling employers, applying for work online, mailing resumes or job applications, or going in person to the company. Contacting the Employment Center does not count as a work search.



You must keep a written record of all the employers you contact. You will need to write down the (1) date you made the contact, (2) employer’s name, (3) physical, mailing or Internet address and phone number of employer, (4) position applied for and (5) results of the contact. **Your work search record can be requested at any time and verified by contacting the employers you listed.** (If it is found that you did not seek work at any time, you will be required to pay back any benefits you received for the time in which you were not eligible.) Searching for self-employment is not considered a work search.

You must be **actively registered for work** with your nearest state Employment Center **within fourteen (14) days** of filing your unemployment claim (this means that you have updated your account within the last ninety (90) days and are eligible for job referrals). Wyoming Employment Center locations and numbers are listed at the back of this handbook or you can file online at <http://www.wyomingatwork.com>.

If you are job attached or union attached according to the following guidelines, you do not have to be registered for work or seeking work for the first twelve weeks following the effective date of your claim. You must still meet all of the other eligibility requirements.

Job and union attachment will be determined by the Unemployment Insurance Division and verified with your employer or union. You must request Job or Union Attached status when you file your claim. It is not automatic.

To be job attached if you live in Wyoming, you must be returning to work:

- within twelve (12) weeks from the effective date of your claim
- full-time or for the same number of hours you worked in the base period (see definition on following page)
- for an employer that paid at least fifty percent (50%) of your base period wages

To be union attached if you live in Wyoming, you must be:

- in good standing with the union hiring hall
- on the union's out-of-work list

If you have not returned to work within twelve weeks from the effective date of your claim, you must register for work at the nearest Employment Center and be actively looking for work. If you live outside of Wyoming, you need to follow the rules of that state regarding job and union attachment.

MONETARY DETERMINATION (FORM WYO-122)



The amount of Unemployment Insurance payable to you depends on wages earned during your base period from employers covered by Wyoming Employment Security Law.

When you file a new claim, you will receive a monetary determination that shows the amount of wages you earned during the base period. (The base period is the time frame from which your unemployment benefit amount is determined, shown on the following page.) This form will also show your weekly benefit amount, your maximum potential benefit amount, and the beginning and ending dates of the benefit year in which these benefits may be paid to you. **If it is incorrect, it is your responsibility to file a written wage protest, as you will be responsible for any resulting overpayment.** Send copies of your documentation (such as pay stubs or a W-2) because originals will not be returned. **You must continue to timely file your bi-weekly claims for payment and other paperwork while you are awaiting a decision or during a protest process.**

Your base period is the first four (4) of the last five (5) completed calendar quarters preceding the one in which you file your claim. If you file your initial claim during one of the quarters on the right, your base period will be the shaded area to the left (see following example and chart).

For example:

You file your claim in July, 2009 (look for the month in the unshaded box to the right). This means that your base period would be from April 1, 2008 through March 31, 2009 (found in the shaded boxes on the left).

Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		Jan Feb Mar			
	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec		Apr May Jun		
		Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar		Jul Aug Sep	
			Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun		Oct Nov Dec
Year Before Last	Last Year				This Year			

To qualify monetarily for Unemployment Insurance, you must have:

- 1) Wages in at least two (2) quarters of your base period and have total base period earnings of 1.4 times your highest quarter
- 2) Earned at least the minimum amount as specified by law during your base period

Your weekly benefit amount is equal to four percent (4%) of your highest quarter base period wages, not to exceed the maximum set by law. Your maximum benefit amount is the lesser of twenty-six (26) weeks multiplied by your weekly benefit amount or thirty percent (30%) of your base period wages.

If your wages are correct and it is determined that you are not monetarily eligible in the current base period, you may file a new claim when the quarter changes and may be monetarily eligible at that time. Quarters change the first Sunday of January, April, July and October each year.

SPECIAL CLAIMS & PROGRAMS

Wage Credit Freeze:

If you had a continuous period of illness or injury resulting in Temporary Total Disability (TTD) for which you received compensation under the Wyoming Workers' Compensation Law, you may claim Unemployment Insurance using earnings from the four (4) completed calendar quarters prior to your injury date. You must have been released from Workers' Compensation and file within sixty (60) days from the mail date of the notice and within thirty-six (36) months of the injury date.

Combined Wage Claims:

If you earned wages in two (2) or more states during your base period, it may be possible to combine earnings to increase benefits or to make you monetarily eligible. To combine your wages in Wyoming, you must have Wyoming earnings in the base period.

Federal or Military Wages:

If you worked for the federal government as a civilian employee or served in the military during your base period, these wages may be used in calculating your benefits. You will need your earnings information for federal employment. For military wages, you will need your Member 4 of form DD-214.

Wages from Educational Institutions:

Wages from an educational institution earned during the preceding academic year or term cannot be used to qualify you for benefits if there is reasonable assurance that you will be re-employed in a similar position at the beginning of the next school year or term.

PERSONAL IDENTIFICATION NUMBER (PIN)

A PIN will be issued at the time you file an initial claim. You will use this PIN when filing your bi-weekly claims for benefits by Internet or phone using the Interactive Voice Response (IVR) system. Your PIN is your electronic signature. **Make sure to keep your PIN for your entire benefit year.**

Do not reveal your PIN to anyone. Your PIN has the same force and effect as your written signature. You are responsible for all activity on your claim and you may be subject to fraud charges if someone else files for benefits using your PIN.

To receive a replacement PIN, mail or FAX a written request including your Social Security Number and signature to:

Unemployment Insurance Division
P.O. Box 2760
Casper, WY 82602
FAX: (307) 235-3277

PREPARING BEFORE YOU FILE FOR PAYMENT

Each unemployment week starts on a Sunday and ends on a Saturday; the Unemployment week matches a calendar week.

- 1) If you are filing your bi-weekly claim for payment by Internet or phone (using the IVR system), you must know your Social Security Number and PIN.
- 2) If you worked for any employer or were self-employed during the weeks you are filing for, you will need to have the total hours you worked, as well as the amount that you **earned**. See “*Reporting Gross Earnings & Tips*” and “*Reporting Self-Employment*” for details on how to report your earnings. If you worked during the week, you will not be allowed to complete the filing process without wage and hour information.
- 3) If you received vacation, sick or severance pay during the week, you will need to know the dollar amount before deductions for each, rounded down to the whole dollar amount. For example, if you received \$27.99, you would report it as \$27.

4) Your responses will become part of your permanent claim record.



REPORTING GROSS EARNINGS & TIPS

Report your gross earnings (before deductions) and tips in the **week earned, not when paid**. When filing your bi-weekly claim for payment, the question is asked, “Did you work during this week?” If you worked for any employer for any amount of hours, you must answer “yes.”

Your earnings are subject to matching with employers’ reports of wages. Errors in reporting may result in overpayments which you must repay. Fraudulent reporting of, or failure to report, earnings may result in disqualification, overpayment, penalty, loss of future benefits, prosecution, a fine, and/or imprisonment. If you have questions about how to report earnings, call (307) 473-3789.

Your gross amount for the week can be determined by taking the number of hours worked multiplied by your hourly rate of pay, rounded down to the whole dollar amount. If you are unsure of the number of hours worked, the rate per hour, or the total earned, or if you receive a percentage of total tips and are unsure of the amount, ask your employer. Recording your earnings and tips each day on a calendar will help you report correctly. Be aware that earnings reported may be verified with employers. **Errors in reporting your wages could cause you to pay back benefits you have received.**

For example:

Hourly rate of pay: \$10.75

Hours worked: 18.23

Gross wages = $\$10.75 \times 18.23 = \195.97

Hours you would report = 18.23 (do not round down)

Amount you would report (rounded down to the whole dollar amount) = \$195

If you work **part-time** during your claim, you must report those earnings and continue to seek full-time work during each week. If you quit or are fired from any employment while you are filing, you may be disqualified based on this separation.

You will not be paid benefits for the week if:

- your earnings equal or exceed your weekly benefit amount
- you work thirty-five (35) or more hours during the week
- you limit the amount of hours you are available for work with an employer in order to collect unemployment benefits

You can earn up to half of your Weekly Benefit Amount (WBA) with no deductions from your benefit. Any amount you earn over half of your WBA will be taken out dollar for dollar.

For example:

WBA= \$100

½ of WBA = \$50

\$ Earned = \$60 (\$10 over ½ WBA)
\$100 (WBA) - \$10 (amount over ½) = \$90 (amount you would receive)



REPORTING SELF-EMPLOYMENT

Report your self-employment in the **week earned, not when paid.**

Report self-employment after your expenses are deducted from your income (net amount). If you are not sure what the amount is, consult your accountant or tax advisor. You may be required to provide records of your income and expenses. Self-employment earnings are deducted dollar for dollar.

You must continue to seek work other than self-employment during each week you file for benefits. Self-employment lasting more than three (3) days or 24 hours in a week disqualifies you from receiving benefits for that week.

HOW TO FILE BI-WEEKLY CLAIMS FOR PAYMENT

File date:

You will file for payment every two weeks. **Remember to file on time even if your claim is monetarily ineligible or if you are filing a protest.** You must wait for both weeks to be completely over before filing your bi-weekly claim for payment. Your claim must be filed no later than the Friday following the second week ending date on the claim. (The second week ending date will be the last date shown on your pay order form.)

For Example:

You are filing for the benefit weeks that end on Saturday, 07/04/09 and Saturday, 07/11/09. You can file between Sunday, 07/12/09 and Friday, 07/17/09.

Each time you file, use only one of the methods listed below. If any method is unavailable at the time that you file, try back later (within the allowable time frame) or use a different method.



Internet:

Your bi-weekly claim for payment can be filed online at:

<http://doe.state.wy.us/uiCC/>

In order to access this secure site, you will need the four (4) digit PIN which was mailed to you when your initial claim was filed. You may be subject to fraud charges if someone else files for benefits using your PIN.

You can file free-of-cost using the Internet at your public library or at the nearest Wyoming Employment Center. You do not need a pay order to file.

Telephone:



Your bi-weekly claim for payment can be filed in English or Spanish through the Interactive Voice Response (IVR) system at:

(307) 473-3789

You will need your PIN to access the system. You may be subject to fraud charges if someone else files for benefits using your PIN. You do not need a pay order to file.

The IVR system is available seven days a week.

You can also call the IVR system for information on your claim.



Mail or FAX Pay Order Form:

If you are unable to file by Internet or phone, your bi-weekly claim for payment can be mailed or faxed to:

Unemployment Insurance Division
P. O. Box 2468
Casper, WY 82602
FAX: (307) 473-3726

Be sure to **answer all the questions** for both weeks and **sign the pay order.**

PAYMENT BY DEBIT CARD

If you file your initial claim by Internet, you will receive your unemployment benefits on a ReliaCard® Visa® debit card. Once you receive your card you must call ReliaCard at (866)276-5114 to activate it and to create your own 4-digit PIN to use with the card. **This PIN will not be the same as the unemployment PIN that is mailed to you.**

Do not tell anyone what your PIN is. If you forget your PIN or have any other issues with the card (such as the balance on the card), contact ReliaCard (not the Unemployment Insurance Division).

The Unemployment Insurance Division will deposit benefits on your card each time you file your bi-weekly claim and are found eligible for payment. Payments will be placed on your card within 2 to 3 business days. Payments will be delayed if there is a holiday between the time you certify and the time you normally receive payment. By accessing these funds, you accept responsibility for and agree to fulfill the UI qualification requirements.

Your ReliaCard works like any other debit card and can be used anywhere Visa is accepted. You can withdraw money directly from US Bank and MoneyPass ATMs without fees. You can also withdraw money without a fee from an inside teller at VISA banks and financial institutions. You will receive a new debit card each benefit year.

DISQUALIFICATIONS

Discharged (fired):

If the Unemployment Insurance Division determines you were discharged from your most recent employment for misconduct connected with your work, you will be disqualified.

The disqualification will remain in effect until you provide proof of earning at least twelve (12) times the weekly benefit amount of that claim. Self-employment earnings cannot be used for requalifying.

For example:

Disqualification date: 07/05/09

Weekly Benefit Amount (WBA): \$100

12 x \$100 (WBA) = \$1200 (amount you must earn after your disqualification date to requalify)

Quit:

If the Unemployment Insurance Division determines that you voluntarily quit your most recent work without good cause directly related to your last employment, you will be disqualified.

You may be qualified for non-work related reasons if you quit:

- for bona fide medical reasons involving your health
- for being a victim of documented domestic violence
- to return to approved training
- to transfer with a spouse who is reassigned with the military

If you are disqualified, the disqualification will remain in effect until you provide proof of earning at least eight (8) times the weekly benefit amount of that claim. Self-employment earnings cannot be used for requalifying.

For example:

Disqualification date: 07/05/09

Weekly Benefit Amount (WBA): \$100

8 x \$100 (WBA) = \$800 (amount you must earn after your disqualification date to requalify)

Refusing Suitable Work:

You may be disqualified if you fail to apply for or accept suitable work.

False Statement on Claims:

If you knowingly make a false statement or misrepresent facts in order to obtain benefits, you may be subject to disqualification, overpayment, penalty, loss of future benefits, prosecution, a fine and/or imprisonment.

PROTESTING A DECISION/DETERMINATION

If You Disagree with a Decision:

All correspondence is mailed to your address of record with the Unemployment Insurance Division and not forwarded by the U.S. Postal Service. If you disagree with a determination made on your claim, you have the right to file a protest. Your employer also has the right to protest separation determinations.

Protests must be filed within fifteen (15) calendar days of the date the initial determination notice was mailed. All protests must be **in writing**, identifying the determination which you are protesting. You will receive a written response in regards to your protest.

If you are requesting benefits for weeks during the protest process, you must continue to file your bi-weekly claims for payment and other paperwork timely while you are awaiting a decision.

If a protest decision is made in your favor, you will be able to keep the benefits you received. If you were not paid benefits, you will receive payment for the weeks you filed timely and were otherwise eligible.

However, if the decision is not made in your favor, you will be required to repay the gross amount of any benefits that you received and were not entitled to. This includes, but is not limited to, separation determinations that are decided in the employer's favor.

GENERAL INFORMATION

Correspondence:

Failure to respond timely to the Unemployment Insurance Division's request for information may disqualify you from receipt of benefits.

Effective Date of Claim:

The effective date of your claim is the Sunday prior to the day that you first filed your claim for Unemployment Insurance.

Benefit Year:

Your Benefit Year End (BYE) is one (1) year from the effective date of your initial claim. This does not mean that you will receive benefits for an entire year (see “*Monetary Determination*” for details).

Requalifying for a New Benefit Year:

You cannot establish a new benefit year until your current benefit year ends. To qualify for a new claim once your prior benefit year has ended, you must have earned at least eight (8) times the weekly benefit amount on your new claim since the beginning of your previous claim.

Filing a Claim after a Gap in Benefit Payments:

If you stop filing your bi-weekly claims for payment for any reason and need to re-establish your unemployment claim, call the Claims Center at (307) 473-3789 or file over the Internet at <http://wyui.doe.state.wy.us>.

If you have earned over your Weekly Benefit Amount two calendar weeks in a row, your claim will be closed automatically. You will need to contact the Claims Center to re-activate your claim.

You cannot use your PIN to file bi-weekly claims for payment if you are not in current filing status.

Missing or Lost Payment:

Contact the Claims Center if your check has been lost, destroyed, or stolen. A request to reissue a check must be **in writing** and not submitted until fourteen (14) days after the original check issue date.

Attending School or Training:

In some cases, you may still be eligible for unemployment benefits while you are in training, an apprenticeship training program, or attending school. Contact the Claims Center to request approval.

Child Support:

Child support will be withheld from your unemployment benefits according to the most recent court order provided to the Unemployment Insurance Division by the court system.

Trade Adjustment Assistance - Trade Readjustment Allowances (TAA-TRA):

TAA-TRA is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Only former workers of certain “certified” employers qualify for this program.

Workers under this program may be eligible for training, a job search allowance, a relocation allowance, and other re-employment services. In addition, weekly TRA benefits may be payable to eligible workers following their exhaustion of Unemployment Insurance benefits.

Audits:

You could be selected for an audit of your claim even if you are no longer filing for unemployment. The audit will consist of a review of statements on your claim(s) and of agency and employer records to verify your eligibility and your benefit amount. Results of audits provide information to improve the Unemployment Insurance system. If it is found you did not meet the requirements to be eligible for unemployment at any given time, you could be required to pay back benefits that you received.

Wage Matching:

Earnings during your claim are subject to matching with employers' reported wages.

Eligibility Reviews/Work Search Verifications:

You could be selected for an eligibility review or work search verification while filing for unemployment benefits. Your wages, job searches, ability and availability for work may be verified, so it is important for you to keep accurate and detailed records. Failure to participate could result in a denial of benefits.

Profiling:

You could be required to participate in the profiling program for re-employment services. Failure to participate could result in a denial of benefits.

INCOME TAX ON UNEMPLOYMENT BENEFITS

Unemployment Insurance benefits are considered taxable income for federal income tax purposes. You are responsible for any taxes owed on these benefits. You have the option of having ten percent (10%) of your benefits withheld each week and sent to the Internal Revenue Service. You may change your choice on this option once in your benefit year.

You will be issued a Form 1099-G at the end of January showing the amount of benefits you received and any taxes paid. The 1099-G form is mailed to the address we have on record as of December 31st each year.

DISCLOSURE OF INFORMATION

Section 27-3-607 of the Wyoming Employment Security Law requires the Unemployment Insurance Division to disclose, upon request, claimant information to certain other state and federal government agencies in order to assist them in the operation of their programs. These disclosures are

strictly confidential. Except as provided by law, claimant information can only be released to the claimant. Information concerning your claim cannot be given to other individuals, including family members.

CIVIL RIGHTS EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases against any individual in the United States: race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIA Title 1 financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title 1 financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title 1 financially assisted program or activity, you may file a complaint within one hundred eighty (180) days from the date of the alleged violation with either of the offices listed below:

Department of Employment
Equal Opportunity Officer
Cheyenne Business Center Bldg.
1510 E Pershing Blvd
Cheyenne, WY 82002
Phone Number: (307) 777-5488

Director
U.S. Department of Labor
Civil Rights Center
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or ninety (90) days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC) (see address above). If the recipient does not give you a written Notice of Final Action within ninety (90) days from the day on which you filed your complaint, you do not have to wait for the recipient to issue that notice before filing a complaint with the CRC.

However, you must file your CRC complaint within thirty (30) days of the ninety (90) day deadline (in other words, within one hundred twenty (120) days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within thirty (30) days of the date on which you received the Notice of Final Action.

UNEMPLOYMENT CONTACT INFORMATION

To file an initial, additional or reopen claim or for any questions:

In-state callers: (307) 473-3789
Out-of-state callers: (866) 729-7799
<http://doe.wyo.gov>

To file a bi-weekly claim for payment:

Internet: <http://doe.state.wy.us/uiCC/>
Phone: (307) 473-3789
Fax: (307) 473-3726
Mail: PO Box 2468 Casper, WY 82602

Printable unemployment forms can be found at:

<http://doe.wyo.gov>

To Register for Work Online:

<http://www.wyomingatwork.com>

Appeals questions:

Phone: (307)235-3299

Benefit Payment Control (Overpayments) questions:

Phone: (307)235-3658

EMPLOYMENT CENTER DIRECTORY

Afton

Phone: (307) 886-9260
350 S Washington St 83110

Casper

Phone: (307) 234-4591
851 Werner Court, Ste 120 82601

Cheyenne

Phone: (307) 777-3700
1510 E Pershing Blvd 82001

Cody

Phone: (307) 587-4241
1026 Blackburn Ave, Ste 1 82414

Douglas

Phone: (307) 358-2147
311 Russell Ave #B 82633

Evanston

Phone: (307) 789-9802
98 Independence Drive 82930

Gillette

Phone: (307) 682-9313
1901 Energy Ct, Ste 230 82718

Jackson

Phone: (307) 733-4091
155 West Gill Ave 83001

Kemmerer

Phone: (307) 877-5501
20 Adaville Rd
Diamondville WY 83116

Lander

Phone: (307) 335-9224
455 Lincoln St 82520

Laramie

Phone: (307) 742-2153
112 South 5th St 82070

Newcastle

Phone: (307) 746-9690
2013 West Main St, Ste 102 82701

Powell

Phone: (307) 754-6436
N Beckman St and 7th St 82435

Rawlins

Phone: (307) 324-3485
1703 Edinburgh St 82301

Riverton

Phone: (307) 856-9231
422 E Fremont Ave 82501

Rock Springs

Phone: (307) 382-2747
Green River: (307) 875-2300
2451 Foothill Blvd, Ste 100 82901

Sheridan

Phone: (307) 672-9775
61 South Gould St 82801

Torrington

Phone: (307) 532-4171
1610 East M Street 82240

Wheatland

Phone: (307) 322-4741
956 Maple St 82201

Worland

Phone: (307) 347-8173
1200 Culbertson Ave, Ste F 82401

INDEX

Additional Claims.....	15, 19
Address Changes	2
Attending School.....	16
Audits	16
Benefit Year for Unemployment.....	15
Certification for Unemployment.....	1
Civil Rights	18
Child Support	16
Combined Wage Claims	6
Correspondence with Unemployment.....	14
Debit Card Payment.....	12
Discharge from Employment.....	12
Disclosure of Information.....	17
Discrimination	18
Educational Institution Employees	7
Effective Date of Unemployment Claim	15
Eligibility Reviews.....	17
Employment Center Directory.....	20
False Statements on Claims	13
Federal Employees	6
Filing Bi-Weekly Claims for Payment.....	10
Income Taxes.....	17
Job Attached.....	3, 4
Military Employees	6
Missing or Lost Payment.....	15
Monetary Determination	4
Part-Time Work	9
Personal Identification Number (PIN)	7
Profiling.....	17
Protests.....	14
Qualifying for Unemployment.....	2
Quitting Employment	13
Refusing Work.....	13
Registering for Work.....	3
Reopening a Claim	15, 19
Reporting Earnings	8
Requalifying for Unemployment	15
Self-Employment	9
TAA/TRA.....	16
Union Attached	3, 4
Wage Credit Freeze	6
Wage Matching.....	16
Wage Protest	4
Withdrawing a Claim	1
Work Search Verification.....	17

DEPARTMENT OF EMPLOYMENT

PO BOX 2760
CASPER, WY 82602

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300
RETURN SERVICE REQUESTED