

Unemployment Compensation Program

Information for Claimants

December 2022

# Archdiocese of Washington Unemployment Compensation Program

This document outlines provisions of the Archdiocese of Washington Unemployment Compensation program. Please read this document before you file a claim for unemployment benefits.

**This program is administered by S3 Management Group and is funded by the Archdiocese of Washington. This program is not part of any state unemployment compensation plan.**

1. **How do I know if I’m eligible for Unemployment Compensation benefits?**

You may be eligible for benefits if:

* You are unemployed through no fault of your own or not otherwise disqualified from benefits under this program
* You have had sufficient employment with employing units’ participation in the Archdiocese of Washington Unemployment Compensation Program
* You have filed a claim for benefits under this Program
* You are actively looking for work and are able and available for full time work (unless defined as a “part-time employee” under the terms of this program)

1. **What if my job was part-time (less than 30 hours per week)?**

You may be eligible for benefits if:

* You worked an average of 20-29 hours per week in the 6 months prior to filing a claim for benefits
* You are actively seeking part-time work of at least 20 hours per week for at least the number of hours worked at the previous employment
* You must not impose any other restrictions on your ability or availability to work

1. **Can my claim for benefits be denied or delayed?**

* You are unable or unavailable for full-time work (or part-time work as stipulated above)
* You left work voluntarily and/or without good cause
* You have been discharged for misconduct connected with your work
* You failed, without good cause, to apply for or to accept suitable work or to report for work
* You have been physically unable to continue your employment
* You are employed in an instructional, administrative, or service capacity of a school and are unemployed or unpaid during customary vacation or holiday periods
* You are receiving or filing for unemployment benefits under an unemployment insurance law of any state (this includes the state of Maryland, the District of Columbia, Puerto Rico, and the Virgin Islands)
* You fail to submit your claim form as instructed or in a timely manner
* You fail to submit your weekly work search activity report for the benefit week in a timely manner
* You are engaged in work which is considered self- employment
* You fail to inform the administrator of the program promptly of any change of address
* You do not file an initial claim for benefits within 12 months of the date of your separation from a participating employing unit

1. **How much will I be paid and how long can I receive unemployment compensation?**

* Benefits for total unemployment range from a minimum of $50.00 to a maximum of $400.00 per week
* The amount you may be eligible for will be based upon your wages in the base period
  + Refer to Section 12 for information on calculating benefit payments
* The amount established when your initial claim is filed remains in effect for the entire benefit year
* Your benefit year is the 52-consecutive-week period beginning with the first day of the first week in which you filed a claim for unemployment benefits
* The maximum amount of unemployment benefits payable under normal circumstances in any benefit year may not exceed 26 weeks

If you are approved for unemployment benefits, you should receive your first check during the third week after filing your unemployment claim. Benefits are paid on a weekly basis.

NOTE: If you become ill or disabled after establishing a claim and registering for work, you must notify the Unemployment Administrator, in writing, within seven (7) days of the last day of the claim period.

1. **Will I be eligible for partial benefits?**

You may be eligible for partial unemployment benefits in any week when less than full-time work is available if the wages payable to you for that week are less than your weekly benefit amount.

The wages payable to you for a week of less than full-time work will be deducted from your weekly benefit amount. In no case, however, can your benefit amount exceed the maximum of $400.00.

1. **Is dismissal or separating pay deductible from benefits?**

Yes. Dismissal pay (wages in lieu of notice) or separation pay, whether paid at the time you were separated from employment or later, will be deducted from your annual maximum number of weeks you may receive under this program for the benefit year. Any such combined benefits may not exceed a maximum of 26 weeks. If you have or will receive 26 or more weeks in separation pay in connection with the claim, you will be ineligible for unemployment benefits under this program.

If any weekly payment is reduced because of the receipt of dismissal pay, a full week’s benefit is deducted from the benefit year duration.

1. **Is vacation pay deductible from benefits?**

Yes. Payment of accrued/unused vacation pay will be deducted from the maximum weekly benefit amount and will be deducted from the maximum number of weeks for which you may be eligible.

1. **Is a retirement pension deductible from benefits?**

Yes. Your unemployment weekly benefit amount will be reduced in whole or in part by the weekly amount of a governmental or other pension, retirement or retired pay, or any other similar periodic payment based on your previous employment.

If the weekly amount of your pension deduction is less than your weekly benefit amount, you may be eligible to receive partial unemployment benefits for the difference for any claim weeks for which you file. However, although your weekly check amount may be reduced, the check still represents a full week of benefits during your benefit year.

1. **Are there any other payments that may be deductible from benefits?**

Yes, any other payments such as odd-job earnings, meals, and lodging allowed by your employer as remuneration are deductible.

1. **Are there any penalties for providing false or misleading information to obtain benefits?**

Yes, providing false statements, misleading information, or failing to disclose material facts to obtain or increase benefits will be subject to the loss of benefits.

If you make a mistake in providing information when you file your claim, notify the Unemployment Administrator immediately to avoid penalties which may include the loss of benefits.

1. **What types of payments should I report to the Unemployment Administrator?**

* All gross wages earned during any period in which you claim benefits (the total earned before any deductions are made from your pay)
* Odd job earnings, part-time job earnings and self-employment earnings
* All pensions and annuities which you are receiving or are eligible to receive
* Dismissal pay, separation pay, and vacation pay

1. **How will my weekly benefit payments be determined?**

Your benefits will be determined from wages reported by participating employing units based upon the last six (6) months of employment prior to the Effective Date of your initial claim for benefits.

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| Average weekly earnings in the (6) months prior to the effective date of claim | Maximum Weekly Benefit Amount |
| $ 0 to $100 | $50.00 |
| $101 - $150 | $100.00 |
| $151 - $200 | $150.00 |
| $201 - $250 | $200.00 |
| $251 - $300 | $250.00 |
| $301 - $350 | $300.00 |
| $351 - $400 | $350.00 |
| $401 and over | $400.00 |

The duration of the maximum amount of benefits payable you may be eligible for will be determined by the amount of continuous service in which you were employed with a participating unit in the Archdiocese Unemployment Compensation program.

* Lay employees who have less than 12 weeks of employment are not eligible for unemployment benefits
* Lay employees who had at least 13 weeks of service but less than 1 year of service are eligible for up to 12 weeks of benefits
* Lay employees who have 1 year or greater of service are eligible for up to 26 weeks of benefits

1. **How is the Unemployment Program funded?**

The Archdiocese of Washington Unemployment Compensation Program is funded from payments into the fund by the parishes, schools, agencies, and offices participating in the program. There is no contribution by employees for this program. The Archdiocese of Washington Unemployment Compensation Program is not part of the unemployment compensation program of the District of Columbia, the State of Maryland, or any other state.

1. **Where do I get job assistance and additional information?**

Job assistance and information are available to you, without charge, at the District of Columbia Office of Employment Services or Maryland State Department of Labor Division of Workforce Development and Adult Learning. You may get information on local job openings or in other parts of the country. Experienced interviewers and counselors will help you select a job that is in line with your interests and abilities, or you may be referred to work-related training courses.

The information contained in this document are intended for general information and are only applicable to the Archdiocese of Washington Unemployment Compensation Program.

Contact Information:

ADW Unemployment Program Administrator

Email: [ADW-UI@s3managementgroup.com](mailto:ADW-UI@s3managementgroup.com)

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