**Health & Welfare Benefits Unemployment Compensation Policy -681**

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The Roman Catholic Archdiocese of Washington provides unemployment benefits to eligible employees who become unemployed through no fault of their own and meet certain eligibility requirements.

The Roman Catholic Archdiocese of Washington is exempt from participating in State and/or Federal Unemployment programs.

This program is administered by S3 Management Group, a third-party administrator, on behalf of the Archdiocese.

Eligible separated employees, may be paid weekly benefits up to 26 weeks.

**How Do I File for Unemployment Insurance?**

* Contact S3 Management Group once unemployed through no fault of your own, to file your unemployment claim request. Do not contact your state unemployment insurance program as this will delay the process and payment of any unemployment benefits.
* When filing a claim, you will be asked for certain information such as, your home address, parish/school address and dates of employment. Providing inaccurate or incomplete information may result in a processing delay.
* It generally takes two to three weeks after you file your claim to receive your first benefit check.

Additional information can be obtained by contacting S3 Management Group at:

[UIClaims@s3managementgroup.com](mailto:UIClaims@s3managementgroup.com)