

GUIDE TO ADDITIONAL CLAIMS

What is an additional claim?

- An additional claim is used to re-apply for unemployment insurance (UI) benefits and re-establish eligibility within an active benefit year.
- Additional claims are important for claimants who experience a second or subsequent break in employment within the same benefit year.
- When filing an additional claim, you must update information about the last day you worked and your last employer.



When do I need to file an additional claim?

- You should file an additional claim if, after initially claiming benefits, you:
 - Certified that you earned wages for a week that exceeded your weekly benefit amount and/or;
 - Returned to work and stopped receiving benefits, became unemployed again, and now must reapply for benefits within the same benefit year.



How is an additional claim different than certification?

- Certification is the bi-weekly process of answering basic questions to communicate a claimant's continued eligibility. Learn more about certification [here](#).
- An additional claim is only necessary if you need to re-apply for benefits – either because you had returned to work or earned above your weekly benefit amount.



How do I file an additional claim?

- Log into your IDES account, select "File My Unemployment Claim" under the "Individual Home" menu, and proceed to file an additional claim.
- Based on your certification answers, you may also be prompted to file an additional claim right at the end of the certification process as needed.

