

CONFIRMATION - YOUR CLAIM HAS BEEN FILED

(Before exiting, please print this page for your records. If you are unable to print this page, please make a note of your confirmation number.)

Your confirmation number is: **2144035**. Before exiting, please print this page for your records. If you are unable to print this page, please make a note of your confirmation number.

Beginning this Sunday, file online at www.laworks.net. If you do not have internet access, you may file by phone at (866) 783-5567.

ACKNOWLEDGEMENTS

You have acknowledged that:

- In order to be eligible for benefits each week, you **MUST** be available for work and actively seeking suitable employment. In addition, you must be able to work and available for work each day of the week. (Example = If offered a job today, you must be able to accept.)
- Beginning this Sunday, you **MUST** file a weekly claim for benefit payment. Please file online at www.laworks.net. Continue to file each week as long as you are unemployed. You cannot be paid for any week(s) that you do not claim. If you do not have internet access, you may file by phone at (866) 783-5567.
- You **MUST** report **ALL** income during the week you worked, even if you are not paid during that week. Include all income, commissions, tips and gratuities. Report the gross amount before deductions.
- Once you return to work and are earning more than your weekly benefit payment, you should stop filing. If you are working and earning less than your weekly benefit payment, you may continue to file. However, you **MUST** report your weekly gross income.
- You **MUST** actively search for work each week. You **MUST** keep a record of your work search which includes the employer's name, address and phone number.
- If you move, **YOU MUST REPORT YOUR NEW ADDRESS TO US IMMEDIATELY**. You may change your address on our website at www.laworks.net (hyperlink). Changing your address with the United States postal service does not change the address on file with the Louisiana Workforce Commission. If you do not have internet access, you may file by phone at (866) 783-5567.
- Benefits will be paid through a debit card or through a direct deposit. Activate the debit card as soon as you receive it. If you received a debit card from a prior claim, please continue to use that card. If you no longer have that debit card or it has expired, contact Chase Bank at (866) 795-5926 for a replacement. For direct deposit instructions, refer to the Benefits Rights Information document or you may download the Direct Deposit Form from our website at www.laworks.net.
- You will receive a Monetary Determination notice in the mail. This notice will provide important information about your claim such as your weekly benefit amount, the maximum benefits amount and the date your benefit year ends.

If you have any questions concerning your claim, please contact the Louisiana UI Call Center at 1-866-783-5567 between the hours of 7:00am to 7:00pm, Central Time, Monday through Thursday and 7:00am to 5:00pm on Friday.

IMPORTANT NOTE: It is important that you send proof of your income, vacation pay, severance pay, holiday pay, bonus pay, wages in lieu of notice, WARN Act pay, etc. Your social security number **MUST** be included when you fax or mail proof of income to:

**Adjudication Support Unit
P.O. Box 91253
Baton Rouge, LA 70821-1253
FAX: (225) 346-6068**

*****FAILURE TO PROVIDE SOCIAL SECURITY NUMBER ON ALL CORRESPONDENCE WILL RESULT IN DELAYED PROCESSING OF PAYMENTS*****

SURVEY:

Please [click here](#) to complete the Internet claims survey.

OR

Please [click here](#) to exit.