



## UNEMPLOYMENT SEPARATION ELIGIBILITY SCENARIOS

### Important Notes

- No benefits can be paid until the separation issue(s) is resolved.
- Qualified means a person is eligible to get unemployment benefits.
- Disqualified means that the person is not eligible to receive benefits.
- Individuals must file a certification for each week they wish to receive unemployment benefits.
- Filing a weekly certification must be done within 14 days each week, or the person may not get paid unemployment benefits.

### Reason of Separation Scenario #1

Individual's Reason for Separation states **Lack of Work/Reduction in Force** AND Employer states **Lack of Work**

- A separation issue (Lack of Work/Reduction in Force) is set in the MyNCUIBenefits system.
- MyNCUIBenefits sends a notice to the last employer asking for separation information. The Employer has 10 calendar days to respond to DES.
  - Employer responds within the 10 calendar days and confirms that the Individual's separation was due to **Lack of Work/Reduction in Force**.

Result: The separation issue is adjudicated as **Qualified** for benefits. A Determination notice is generated and sent to both the Individual and Employer.

### Reason of Separation Scenario #2

Individual's Reason for Separation states **Lack of Work/Reduction in Force** AND Employer does not respond to request for separation information

- A separation issue for **Lack of Work/Reduction in Force** is set in the MyNCUIBenefits system.
- MyNCUIBenefits sends the last employer a notice asking for separation information. The Employer has 10 calendar days to respond to DES.
  - Employer does not respond within 10 calendar days.

Result: The separation issue is adjudicated as **Qualified** for benefits. A Determination notice is sent to both the Individual and Employer.



### **Reason of Separation Scenario #3:**

Individual's Reason for Separation states **Lack of Work** BUT Employer states reason is **Quit/Discharge**

- A separation issue for **Lack of Work/Reduction in Force** is set in the MyNCUIBenefits system.
- MyNCUIBenefits sends the last employer a notice asking for separation information. The Employer has 10 calendar days to respond to DES.
  - Employer's response is different than the Individual's reason for separation. Employer responds within 10 calendar days that the individual's separation was due to **Quit/Discharge**.

Results: Since the Employer's stated reason for separation is different than that provided by the Individual, the MyNCUIBenefits system updates the Individual's separation issue to Quit/Discharge and assigns it to an adjudicator to resolve.

- Attempts will be made to try to reach both the Individual and Employer to get more information about the reason for separation.
- Once more information is collected, a Determination of either **Qualified** or **Disqualified** for benefits is made, and the issue will be resolved.

**Need Help?**

**Call the Federal and Grant Worker  
Unemployment Hotline**

**855-435-7969**

**Monday – Friday**

**8 a.m. – 5 p.m.**