

WAC 192-140-005 Filing weekly claims for benefits. (1) **How do I file my weekly claim for benefits?** You may file your claim (~~by calling~~) using the department's automated systems. The term "automated systems" includes the department's unemployment information and weekly claims telephone line(~~, using~~) or the department's internet web site(~~, or filing~~). You may also file a paper claim. At the agency's discretion, you may be allowed to file a weekly claim with the assistance of a claims center representative.

(2) **When do I file my claim?** You must file a claim for every week for which you want to be paid or have counted as your waiting week. Every week begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. You must file your claim *after* the end of the week(s) you are claiming.

(a) File your telephone or internet claim after 12:01 a.m. Sunday, but before (~~5:00~~) 4:00 p.m. on Friday, following the week you are claiming. (In case of a legal holiday, file your claim before (~~5:00~~) 4:00 p.m. on the last working day of the week.)

(b) If you file by paper, file your claim anytime Sunday through Saturday following the week you are claiming. If you file by mail, your claim is considered filed on the postmarked date. If you file by fax, your claim is considered filed on the date of receipt.

(3) **How often do I file my claim?** File your claim weekly. The department may approve other filing schedules in cases of emergency or in unusual circumstances.

(4) **What happens if I miss a week?** If you do not claim a week, you must reopen your claim. See WAC 192-110-050.

(a) If you have not yet received your first payment, you may claim benefits for one week prior to the week in which you contact the (~~telecenter~~) claims center to reopen your claim.

(b) If you have received your first payment and not more than four consecutive weeks have elapsed since you last filed a claim, you may claim benefits for any of the four weeks prior to the week in which you contacted the (~~telecenter~~) claims center to reopen your claim.

(c) Except as described in (a) and (b) of this subsection, we will consider unclaimed weeks late. The department will not pay you for these weeks unless you show good cause for not contacting the (~~telecenter~~) claims center earlier to reopen your claim.

(5) **What information do I have to report?** Your claim must include:

(a) The Saturday date of the week you are claiming;

(b) Answers to the questions(~~+~~

~~(i) The telecenter~~), the claims center cannot process a claim (~~filed by telephone or internet~~) unless all questions are answered;

~~((ii) The department will process a claim filed in writing if at least one question is answered and other information required by this subsection (5) is provided, but your eligibility for benefits will be in question and you will be asked to provide complete information, which could result in a denial of benefits;))~~

(c) Your personal identification number if filing by (~~telephone or internet, or~~) automated system, your signature if you filed (~~your claim~~) in writing or your verbal authorization if you filed with the assistance of a claims center representative;

(d) The amount and source of any pension you are receiving for the week claimed;

(e) Any holiday earnings received during the week claimed;

(f) Any vacation pay received during the week claimed, including the dates for which payment was received, if applicable; and

(g) Any earnings and the number of hours you worked during the week claimed.

(6) **What happens if I don't provide this information?** The department cannot process a ((~~telephone or internet~~)) claim filed via automated system that does not meet the requirements of subsection (5) of this section and you will receive instructions to contact the ((~~unemployment~~)) claims ((~~telecenter~~)) center. A written claim that does not meet these requirements is incomplete and the department will return it to you with a request for additional information.