

MARCH 25, 2020

## INDIANA DWD SHARES NEW COVID-19 UNEMPLOYMENT AND LAYOFF INFORMATION

In an effort to promote social distancing to protect Hoosier health and safety and contain COVID-19, the Indiana Department of Workforce Development ("Indiana DWD") announced on Monday, March 23, 2020, that all of its statewide offices will be closed to the public until further notice. Individuals seeking unemployment benefits must now apply online at [www.unemployment.IN.gov](http://www.unemployment.IN.gov). Indiana DWD is also working on a telephone application for those who are unable to apply online for unemployment benefits.

### INDIANA DWD'S REQUEST OF COMPANIES PLANNING LARGE LAYOFFS

Indiana DWD has also requested employers that are planning layoffs of 50 or more employees to provide the department the following information to assist it in processing unemployment insurance claims more efficiently:

- Full name of employee (last, first, middle – in alphabetical order);
- Last 4 digits of each employee's SSN;
- Last day worked; and
- Amount of deductible income paid to claimant upon layoff (vacation, sick, PTO, etc.).

Employers are encouraged to complete the Indiana DWD's [Layoff Spreadsheet](#) and return it to [EmployerVerification@dwd.in.gov](mailto:EmployerVerification@dwd.in.gov). Employers are also encouraged to direct their employees to apply for unemployment insurance online at [www.unemployment.IN.gov](http://www.unemployment.IN.gov).

### INDIANA DWD'S UPDATED FAQs AND OTHER RESOURCES

Indiana DWD has updated its [COVID-19 UI Frequently Asked Questions](#) with important information regarding COVID-19 work-related issues. Individuals are also encouraged to review the Indiana DWD's [Claimant Handbook](#) and [video tutorials](#) before contacting Indiana DWD due to an extreme influx of inquiries. If individuals still have questions after reviewing Indiana DWD's online resources, they are encouraged to contact the department on the day corresponding with the first letter of their last name:

- Monday: A-E
- Tuesday: F-I
- Wednesday: J-M
- Thursday: N-T
- Friday: U-Z
- Friday: If assigned day was missed

Indiana DWD may be contacted at [AskUIContactCenter@dwd.IN.gov](mailto:AskUIContactCenter@dwd.IN.gov) or via phone at (800) 891-6499.

If you have any questions or require any assistance, please do not hesitate to contact:

- [Jake Kolisek](#) at (317) 977-1428 or [jkolisek@hallrender.com](mailto:jkolisek@hallrender.com);
- [Jon Bumgarner](#) at (317) 977-1474 or [jbumgarner@hallrender.com](mailto:jbumgarner@hallrender.com); or
- Your regular Hall Render attorney.