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SECRETARY OF COMMERCE  
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DIRECTOR,  
DIVISION OF WORKFORCE SERVICES

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**Re: TO ARKANSAS EMPLOYERS**

On April 27, 2020, the Arkansas Division of Workforce Services Emergency Rule 30 became effective. A copy of the required Notice is on the back of this page.

This Rule requires you to give any employee who separates from your service this attached notice at the time of separation.

The method you use to deliver the attached Notice is at your discretion- you may deliver the notice in writing, by text, or by email. The Notice should be given when an employee leaves your employment whether by termination, lay-off, temporary lay-off or furlough.

This Rule applies to separations from employment after the effective date of the Rule. The Rule expires on December 31, 2020.

For a full text of Emergency Rule 30, please visit our website at <https://www.dws.arkansas.gov/news-info/workforce-service-regulations/> and scroll down to view Emergency Rule 30.

**Charisse Childers, Ph.D.**  
Director

## **NOTICE TO EMPLOYEE**

**Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Arkansas UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.**

**You will need to provide the Arkansas Division of Workforce Services with the following information for the Division to process your claim:**

- 1. Your Full legal name**
- 2. Your Social Security Number**
- 3. Your authorization to work (if you are not a US Citizen or resident)**

**To file a UI claim online, visit our Arkansas' online claims filing site at <https://www.ezarc.adws.arkansas.gov/> from 6 a.m. through 6 p.m. Sunday through Saturday.**

**To file a UI claim by telephone, call 1-844-908-2178 or 501-534-6304 from 6 a.m. to 6 p.m. Sunday through Saturday.**

**To file a UI claim by paper, please visit your nearest Arkansas Workforce Center. To find the nearest Arkansas Workforce Center please visit [www.dws.arkansas.gov/contact](http://www.dws.arkansas.gov/contact).**

**For general assistance or more information about filing a UI claim, call 1-855-225-4440 or 501-682-2121. HOURS: Monday – Friday, 8a.m. - 3:30p.m. If you have questions about the status of your UI claim, you may call your local Arkansas Workforce Services office or 1-855-225-4440.**