

**NOTICE TO EMPLOYEES  
HOW TO CLAIM UNEMPLOYMENT  
INSURANCE**

Employees of \_\_\_\_\_  
are covered by the Department of Workforce Services Law.

The Law provides Unemployment Insurance Benefits for unemployed workers and under certain conditions, for those working only part time.

As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. **NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE.** Be sure your employer has your correct Social Security Account Number.

- A. If and when you know you are going to be out of work for a calendar week or more, **YOU SHOULD PROMPTLY:**

File a claim for benefits through the Department of Workforce Services office nearest you.

We will try to help locate work for you both before benefit payments start and while they are being paid.

- B. If you are attached to a regular employer, working less than full time due entirely to lack of work, you may be eligible for partial Unemployment Insurance Benefits.

In that case, claim partial benefits—**promptly**—by reporting the facts (dates, wages, employer) to your Local Office. **Do not delay doing this.**

Our Local Office will answer questions and supply further information.

Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants:

**Arkadelphia**  
**Batesville**  
**Benton**  
**Blytheville**  
**Camden**  
**Conway**  
**El Dorado**  
**Fayetteville**  
**Forrest City**  
**Fort Smith**  
**Harrison**

**Helena**  
**Hope**  
**Hot Springs**  
**Jacksonville**  
**Jonesboro**  
**Little Rock Midtown**  
**Magnolia**  
**Malvern**  
**Mena**  
**Monticello**  
**Mountain Home**

**Newport**  
**Paragould**  
**Pine Bluff**  
**Rogers**  
**Russellville**  
**Searcy**  
**Texarkana**  
**Walnut Ridge**  
**West Memphis**

**CAUTION:** False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or increasing Unemployment Insurance Payments, are violations of criminal laws and lead to prosecution.