

**Table 2 – Requirements for Receiving UI Benefits**

<b>FOLLOW UI REQUIREMENTS FOR HELP GETTING BACK TO WORK</b>		
<b>Claimant Message Concept</b>	<b>Key Language</b>	<b>Supporting Language</b>
<p>Recipients of UI benefits are expected to follow specific requirements of their state UI law, such as registering with their Virgin Islands Labor Department and actively searching for work every week in which a claim is filed.</p> <p>Any recipient of UI benefits has a legal responsibility to know and follow all rules and reporting requirements. Navigating through the UI system can be confusing. The state UI office is there to help claimants with any questions about the responsibilities or requirements of receiving UI benefits.</p>	<p>UI provides temporary financial assistance to qualified individuals who meet eligibility requirements of state law. Each person who collects UI benefits is legally responsible for making sure s/he follows the rules set by state law. The program is not a right to all who have lost their job.</p> <p>Anyone who collects UI benefits is legally responsible for making sure s/he follows the requirements established by state law.</p>	<p>Generally, state payroll taxes paid by employers finance UI benefits and employers are charged accordingly when claimants are determined eligible to collect benefits. It is not true to say that you have paid into the system and are therefore entitled to a certain sum of money (unless you reside in PA, NJ, or AK).</p> <p>Accurately report your reason for separation from your job when you initially file your claim for benefits. It is important that you provide the UI office with the precise reason for your separation so that we can best assist you and help you to avoid fraud.</p>
	<p>Unless exempt by law, you must register with the Virgin Islands Department of Labor to be eligible to collect UI benefits.</p> <p>If you are not required to register, you still may seek help in finding a job from the Virgin Islands Department of Labor.</p>	<p>The Virgin Islands Department of Labor can help you look for a job. It offers a variety of resources including job referrals, resume building and re-employment services. It is also a great place to learn about jobs and general labor market information.</p>
	<p>Unless exempt by law, you must actively look for work each week you file a claim for benefits.</p> <p>In order to collect benefits, you must continually verify that you are able, available, and willing to accept suitable work. Possible conflicts like attending school during work hours or limitations with child care or transportation could limit your work availability and be an eligibility issue. Report such issues on your claim forms.</p>	<p>By working closely with your state Labor Department, you can take advantage of retraining opportunities to embark on a new career path.</p> <p>The Virgin Islands Department of Labor is a great place to learn about different kinds of jobs, their availability, and how to get training.</p> <p>Contact your Virgin Islands Department of Labor for more information on how to create an effective work search plan.</p>
	<p>You must search for work while claiming UI benefits. If you have not searched this week, benefits may be denied until you show that you have started to look for work.</p>	<p>Many UI claimants do not have an effective plan for searching for work. Your state's Labor Department is a great place to start your work search! Their employment experts can help you develop an effective plan for searching for work and help you locate available job listings.</p>