



Ohio Unemployment Program Policy

Filing an Application for Unemployment Benefits

Effective: 6/6/2025

Purpose

Provide guidance to OUIO staff filing applications for Determination of Benefit Rights.

Reference

[Section 4141.28 - Ohio Revised Code | Ohio Laws](#)

Legal Requirements

Under Ohio law, applications for unemployment benefits are filed in a manner prescribed by the director. Anyone filing a claim for benefits must provide the information needed to decide if the person qualifies for benefits.

Applications for benefits can only be filed by the claimant in one of the following ways:

- By self-serve at unemployment.cmt.ohio.gov/cmtview
- By calling the contact center at 1-877-644-6562
- Filing with an employee authorized to accept applications with another state (including the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands), Canada, or federal agency. This allows states to help each other in times of high claim volume. For example, Ohio took claims for Louisiana after Hurricane Katrina.

The application must include:

- Name and address of the individual's most recent separating employer;
- Individual's statement of the reason for separation from the employer;
- A statement of whether child support is owed; and,
- Proof of identity.

Establishing the Benefit Year Beginning Date

The application date for self-serve and call center claims is the date the application is certified by the claimant. The benefit year beginning (BYB) date on an initial claim application is the Sunday of the week in which the valid application is filed.

Special Programs

Most claim applications are filed for regular unemployment, but there are other "special programs" for which claimants may apply.

Combined Wage Claims (CWC)

This claim type is for people who have worked in more than one state during their base period. The Combined Wage Claim (CWC) program allows a claimant with employment and wages in more than

one state to combine his/her wages to establish a CWC under the law of a single state to qualify for benefits.

If the claimant DID NOT have Ohio wages, a CWC cannot be filed in Ohio.

Unemployment Compensation for Ex-Servicemembers (UCX)

This claim type is specifically designed for former members of the U.S. military. UCX claimants must have been on active duty in the U.S. military during the base period of the claim. Specific eligibility criteria must be met in order to be eligible for benefits.

- Claimants should file their UCX application in their resident state or where they plan to seek and obtain employment.

Unemployment Compensation for Federal Employees (UCFE)

This claim type applies only to former federal employees who have lost their jobs through no fault of their own. This program provides financial help to eligible former federal employees while they are unemployed. Claimants must file a UCFE claim through the state where they last worked, based on their last duty station.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance (DUA) program gives temporary benefits to people whose employment or self-employment has been lost or interrupted as a direct result of a major disaster and who are not eligible for regular unemployment insurance (UI). This program is activated when the President of the United States declares the area a disaster.

OHID

An OHID is an online user account that provides a secure, personalized experience for Ohioans to interact with state agencies and access state programs and services—all with a single username and password. All claimants are required to create and use an OHID when logging in to file an application by self-serve.

ID Proofing and Identity Verification

When applying for unemployment benefits, the claimant must pass identity proofing. If the claimant fails the initial screening, in most cases the claimant will have the option to present documentation at a U.S. Postal Office or directly to OUIO.

Application Certification

Once an application is complete, the claimant must verify that the information he/she provided in completing the application is true and correct. This is accomplished either by agreeing on the website or on the telephone (depending on filing method) to the following statement:

"I certify that I am unemployed, and I hereby register for work and make application for determination of my benefit rights. Further, I certify that the information provided by me in this application is true and correct. I know that the law provides penalties for false statements to obtain benefits."

When the claimant agrees to the certification statement the application is "certified" and filed.

Backdating the Benefit Year Beginning Date

A claimant cannot backdate their own application when filing a claim through self-service; however, claims may be backdated if one or more of the following circumstances apply:

- **Transitional Claims**

If the benefit year should be backdated to correspond with the first week claimed after expiration of the previous benefit year, the new application may be backdated if filed within 21 days from the prior claim's benefit year ending date. If the new application is filed more than 21 days after the prior benefit year ending date, the effective date will be the Sunday of the week in which the application is filed.

- **Agency Closed Due to Holiday** When the claimant attempted to file his/her application on a Friday on which the agency was closed, the application may be backdated to include the prior week.

- **Disallowed Interstate Claim**

When a claimant files an interstate application and it is disallowed, an Ohio application may be filed under Ohio law. The benefit year beginning date will be the same as on the disallowed interstate application.

Backdate Authorization

Backdating the benefit year beginning date of a claim is typically not permitted outside of the three reasons listed above. However, the Director reserves the right to backdate the benefit year beginning date if extenuating circumstances require it, such as act of God or other catastrophic event.

Claimant Backdating Requests

- If the claimant requests a benefit year beginning date that conflicts with the reasons that allow a claimant to have their claim backdated, there will be no special decision denying the claimant's request. The determination will reflect the correct benefit year beginning date and if the claimant disagrees with this date, the claimant may file an appeal to the benefit year beginning date.
- If an individual files a claim for a week of benefits occurring prior to the benefit year beginning date established by the monetary determination, such week will not be specifically denied by a written determination. If the claimant takes exception to such week not being allowed, he or she may file an appeal to protest the benefit year beginning date.

Review and Updates

This policy will be subject to periodic review to ensure alignment with state and federal updates and organizational requirements. Any necessary amendments will be communicated accordingly.

Change Log

Published Date	Status (Baseline, Revision, Deletion)	Document Version	Page(s) Affected	Description of Revision	Author
4/14/2025	Baseline	Vs.1	NA	Draft	ABW
3/6/2026	Revision	Vs. 2	1	Transitional Backdating Update	ABW

Questions?

If you have questions, please call 1-877-644-6562 or complete either the Employer Inquiry or Claimant Inquiry form on our website at [Contact Us](#).