Ohio Unemployment Program Policy
Registration and Timely Claim Filing
Effective Date: 9/9/2026

Purpose
This policy explains how to register (file initial and continued claims) for unemployment benefits on time in Ohio. It explains how to keep claims active and avoid breaks in claim filing that may affect eligibility.

References
Section 4141.29 - Ohio Revised Code | Ohio Laws
Chapter 4141-27 - Ohio Administrative Code | Ohio Laws
Rule 4141-27-05 - Ohio Administrative Code | Ohio Laws

Legal Requirements
State law requires claimants to file initial and continued unemployment claims by established deadlines, using approved reporting methods, for the claims to be considered valid.

Definitions

Benefit Year: The 52-week period during which an unemployment claim is active.

Break in Claim: A disruption to a claim that can occur for many reasons, including if the claimant returns to work but then becomes unemployed again during the benefit year.

Disqualification Period: When someone cannot receive benefits because of an issue affecting their eligibility.

Good Cause: A valid reason that a person of ordinary intelligence would consider reasonable.

Out of Registration: Not filing a claim for three consecutive weeks. This ends the registration period and creates a break in claim, which may result in a disqualification for the missed weeks.

Registration: The act of filing an initial or continued claim for unemployment benefits. Registration keeps claims active.

Requalification: When a claimant works enough weeks and earns enough pay to become eligible for benefits again after a disqualification.

Reasonable Person Standard: Used to assess whether a sensible person in the same situation would take the same action.

Timely Filing: Submitting a weekly claim no later than 21 days after the Saturday of the week being claimed.

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

Policy Statements
To qualify for unemployment benefits, claimants must register (file initial and continued claims) on time. Registrations remain active for three calendar weeks after the most recent filing. If no claim is filed within three weeks, the claimant is considered to be out of registration. They may have to restart their claim if they would like to continue requesting benefits.

Filing Methods
Claimants must use approved reporting methods to file claims. Currently, initial claims may be filed online or by phone. Continued claims may be filed online, through the chat system, by phone with a live representative, by phone using the IVR system, or, when available, by text message.

Timely Filing
Weekly claims are considered timely when they are filed no later than 21 days after the Saturday of the week being claimed. Claims filed after this time may not be considered valid unless the claimant can show they had good cause for filing late.

Extending Deadlines for Good Cause
Deadlines may be extended when circumstances outside the claimant's control prevent timely filing. Examples include:

- Natural disasters or emergencies
- State system outages or technical issues.

For other situations, claims specialists review the details and use the reasonable person standard to decide if the claimant had good cause for filing late.

Claimants will be considered to have met the deadline if they can provide proof (such as a confirmation number) that they did, in fact, meet the deadline.

Disqualification and Requalification
Claimants may be disqualified if they fail to file on time and cannot show good cause for filing late.

To requalify, they must restart their claim and meet all other eligibility and wage requirements.

Review and Updates
This policy will be reviewed periodically to ensure compliance with state and federal law, administrative rules, and internal process changes. Revisions will be communicated to stakeholders as needed.

Questions?
Contact the Ohio Department of Job and Family Services at **1-877-644-6562** or submit an inquiry form on the **Contact Us** page at **unemployment.ohio.gov**.