Unemployment Insurance Program Policy

Postmark Requirements
Effective Date: 3/9/2026

Purpose
To establish policy regarding unemployment insurance use of the U.S. Postal Service (USPS) postmark.

Reference
- Ohio Revised Code (ORC) Section 4141.28 (F)
- ORC Section 4141.281 (D)(1)

Legal Requirements
- **ORC 4141.28 (F) – Eligibility Notice –** If employers choose to provide information about a claimant's eligibility for benefits, the Ohio Department of Job and Family Services (ODJFS) must receive it – or it must be postmarked – within 45 days after the last day of the first week claimed.

- **ORC 4141.281 (D)(1) – Timeliness of Appeals –** To be considered on time, appeals must be received or postmarked on or before the last day of the appeal period. If the postmark is missing or unreadable, the appeal will still count as on time if it is received within five calendar days after the appeal period ends.

Background
In December 2025, the USPS changed its postmark rules. Previously, the postmark indicated the date mail was dropped off at a mailbox or Post Office. Now, the postmark reflects the date mail is first processed by an automated sorting machine. This could be days after mail was dropped off.

Customers who wish to obtain a postmark matching their mailing date may request a free postmark at a USPS retail location, purchase a Certificate of Mailing, or send their mail by Registered Mail or Certified Mail.

Policy
ODJFS will continue to use postmarks to determine if mail is on time. Customers must ensure that the postmarks on their mailings are accurate. They can do so by requesting a free postmark at a USPS retail location, by purchasing a Certificate of Mailing, or by sending their mail by Registered Mail or Certified Mail. ODJFS encourages customers to save their receipts.

Review
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
3/11/2026	Baseline	Vs.1	NA	Draft	ADP