**ARKANSAS** *Division of*
**WORKFORCE***SERVICES*

# NOTICE TO EMPLOYEES
# HOW TO CLAIM UNEMPLOYMENT INSURANCE

Employees of VANDERHOUWEN
are covered by the Division of Workforce Services Law.

The Law provides Unemployment 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 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 Division of Workforce Services.

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).
**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** | **Harrison** | **Mountain Home** |
| **Batesville** | **Helena** | **Newport** |
| **Benton** | **Hope** | **Paragould** |
| **Blytheville** | **Hot Springs** | **Pine Bluff** |
| **Camden** | **Jonesboro** | **Rogers** |
| **Conway** | **Little Rock** | **Russellville** |
| **El Dorado** | **Magnolia** | **Searcy** |
| **Fayetteville** | **Malvern** | **Texarkana** |
| **Forrest City** | **Mena** | **West Memphis** |
| **Fort Smith** | **Monticello** | |

**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.

**** Servicios de Interpretación/Traducción disponibles por medio de su oficina local. --- Ewōr Jerbal in ukok ikijien jeje im kennaan ilo opij ko ijo kwoj pād ie. --- Các Dịch Vụ Thông Dịch/Phiên Dịch có sẵn qua văn phòng địa phương của quý vị. --- ຫ້ອງການປະຈຳທ້ອງຖິ່ນຂອງທ່ານໃຫ້ບໍຣິການນາຍພາສາແລະການແປເອກະສານ --- Interpretation/Translation services available through your local office.****