

Appendix - Guide to Understanding the Monetary Benefit Determination

Example of How the Base Period is Defined

----- Previous Year -----				----- Current Year -----	
1st Quarter January 1 - March 31	2nd Quarter April 1 - June 30	3rd Quarter July 1 - September 30	4th Quarter October 1 - December 31	5th Quarter January 1 - March 31	Quarter you filed for benefits April 1 - June 30
Basic Base Period Wages paid to you during these four quarters make up your Basic Base Period.					
Alternate Base Period Wages paid to you during these four quarters make up your Alternate Base Period.					

1. What should I do if wages are missing or incorrect?

Complete and return the Request for Reconsideration form (see back of the claimant handbook - www.labor.ny.gov/uihandbook). We must receive it within 30 days of the "Date Mailed" on the front of the Monetary Benefit Determination.

- Military personnel:** If you served during the past 18 months, submit Copy 4 of your most recent separation form DD214.
- Federal or out-of-state employment:** If you were employed by a federal agency or in another state during your Basic Base Period, report those wages on the Request for Reconsideration form.
- Cash wages/1099 employment:** Report cash wages and/or 1099 earnings that do not appear on this Monetary Benefit Determination form on the Request for Reconsideration form. Enclose a copy of your 1099 form, if applicable.

2. What is my last completed quarter?

Calendar quarters end on March 31, June 30, September 30 and December 31. For example, if a claim is filed during April, May or June, the last completed calendar quarter for that claim would be January 1 through March 31.

3. How is my weekly benefit rate calculated?

If you were paid wages in all four quarters of your base period and your high quarter wages are:

- More than \$3,575 - Your benefit amount is your high quarter wages divided by 26 or \$143, whichever is higher.
- \$3,575 or less - Your benefit amount is your high quarter wages divided by 25 or \$100, whichever is higher.

If you were paid wages in only two or three quarters of your base period and your high quarter wages are:

- More than \$4,000 - Your benefit amount is the average of your two highest quarters of wages, divided by 26 or \$143, whichever is higher.
- \$3,576 to \$4,000 - Your benefit amount is your high quarter wages divided by 26 or \$143, whichever is higher.
- \$3,575 or less - Your benefit amount is your high quarter wages divided by 25 or \$100, whichever is higher.

4. How much can I receive?

The maximum benefit rate is _____ The minimum benefit rate is _____

5. Can I use the Alternate Base Period to increase my weekly benefit rate?

Yes. Complete the Request for Alternate Base Period form (see back of claimant handbook). We must receive it within 10 days of the "Date Mailed" on your Monetary Benefit Determination. Note: If you choose to use the Alternate Base Period to increase your benefit rate, you will not be able to use these wages for a future claim.

6. Will using weeks worked and wages paid increase my weekly benefit rate?

If you did not work all the weeks in the base period quarter that has your high quarter wages, it may. Before you can request this recalculation, the following conditions must be met:

- All of your Request for Reconsideration forms must have been received and reviewed;
- Your base period and benefit rate must be established and finalized (this information can be found on your most recent Monetary Benefit Determination notice); and
- You must have at least 20 weeks of work in your base period.

Your benefit rate calculation will be one-half of total base period wages divided by total weeks worked. To use this benefit rate, the increase must be at least five dollars more than your current benefit rate.

To request this recalculation, fill out and submit the Request for Rate Based on Weeks of Employment form (back of claimant handbook). We must receive it within 10 days of the "Date Mailed" on your Monetary Benefit Determination.

7. If I received workers compensation or volunteer firefighters' benefits, can I apply for the Extended Base Period ?

Yes. Your Basic Base Period plus the one or two quarters preceding it, make up your Extended Base Period. It is available only if you received workers' compensation or volunteer firefighters' benefits and you do not qualify based on the earnings in your Basic or Alternate Base Periods. To apply for the Extended Base Period, complete the Request for Reconsideration form (see back of the claimant handbook). If you received workers' compensation, also enclose a copy of your most recent SROI (Subsequent Report of Injury form) from Workers' Compensation. We must receive it within 30 days of the "Date Mailed" on your Monetary Benefit Determination.

8. If I do not qualify for benefits, when can I reapply?

If you are still unemployed after the current calendar quarter ends and have wages paid in the current quarter, you should reapply.

9. Do I have a right to a hearing?

You may request a hearing before an impartial Administrative Law Judge at no cost or obligation to you. Tell us why you disagree with our determination, including supporting details. Include your full name, the last four digits of your Social Security number, your telephone number and a copy of this Monetary Benefit Determination notice. To submit your request online, log in to your account at www.labor.ny.gov/signin and click on the envelope icon at the upper right of your Account Overview page. Select "Hearings and Appeals" as the first subject line and "I want to request a hearing" as the second subject line. To submit your request by mail, send it to: New York State Department of Labor, P.O. Box 15131, Albany, NY 12212-5131. We must receive it within 30 days of the "Date Mailed" on your Monetary Benefit Determination notice. For help preparing for a hearing, go to www.labor.ny.gov/ui-appeal for a video and Frequently Asked Questions.