

Delaware Department of Labor  
Division of Unemployment Insurance  
Office of the Director  
P.O. Box 9952  
Wilmington, DE 19802

Dear Employers,

In order for Delaware to qualify for Federal reimbursement of Unemployment Insurance (UI) claims filed in response to the Coronavirus pandemic, The Families First Coronavirus Response Act requires employers to notify their employees at the time of separation from employment that UI benefits are available to workers and how they may apply for UI benefits.

Below is an example of a notification that will meet the Federal requirement.

Employer Notification to Employees of the Availability of Unemployment Compensation.

Unemployment Insurance (UI) benefits are available to workers who are unemployed and meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For assistance or more information about filing a UI claim, visit <https://ui.delawareworks.com>. A paper application can be downloaded from our website <https://ui.delawareworks.com> or at DOL facilities in Wilmington, Newark, Dover and Georgetown. Addresses can be found at <https://ui.delawareworks.com/office-locations.php>. Questions can be submitted via email at [uiclaims@delaware.gov](mailto:uiclaims@delaware.gov) or by calling 302-761-8846. Individuals requiring assistance may also call 302-761-8846.

The following information is needed to process your claim:

1. Your full legal name.
2. Your Social Security Number.
3. Your Driver's License or State ID number
4. Your authorization to work if you are not a US citizen or resident
5. Bank information (routing and account number) if you wish to receive your UI benefits via direct deposit. We also pay UI benefits via debit card.

To file a claim online, visit: <https://ui.delawareworks.com>

If you have questions about the status of your UI claim, you can email the UI Division at [uiclaims@delaware.gov](mailto:uiclaims@delaware.gov) or call the state UI agency at 1-800-794-3032.