

**Notice of Potential Availability of
Unemployment Compensation Benefits**

Pennsylvania law requires that, at the time an employee is separated from employment, employers notify the employee about the availability of unemployment compensation benefits. As such, please be advised that:

- Unemployment compensation benefits are available to workers who are unemployed and meet the requirements of Pennsylvania's Unemployment Compensation Law.
- Employees may file an unemployment compensation claim in the first week that employment stops or the employee's work hours are reduced.
- You will need to provide certain information in order to file a claim, including, but not necessarily limited to:
 - Your full legal name;
 - Your Social Security number; and
 - If you aren't a citizen or resident of the United States, your authorization to work in the United States.
- You can find information about or assistance with your unemployment compensation claim on the Pennsylvania Department of Labor & Industry Office of Unemployment Compensation's publicly accessible website (www.uc.pa.gov) or by calling their toll-free number at 888-313-7284 or 888-334-4046 (TTY).

Please be advised that this notice is not intended to be a waiver of our right to contest any claim you may make for unemployment benefits, nor is it a guarantee as to your ultimate eligibility for or entitlement to unemployment benefits (which is a determination made by the Office of Unemployment Compensation).

Provided to _____ on _____, 20__