

PLEASE READ THOROUGHLY

IMPORTANT UPDATE REGARDING CHANGES TO SUPPLEMENTAL UNEMPLOYMENT BENEFIT CLAIMS PROCESSING March 29, 2020

Due to the significant increase in Supplemental Unemployment Benefits (“SUB”) applications and claims for benefit payments, EIT is improving the way participants submit SUB applications and benefit payment requests by changing from a paper-based process to an online-only procedure. **EFFECTIVE IMMEDIATELY, EIT will no longer process SUB applications or benefit payment requests sent via paper, fax or email.** All other policies, procedures, rules and plan provisions remain unchanged.

Effective immediately, EIT will begin accepting all new SUB applications on its secure online system. Once you have read the SUB eligibility provisions and claims procedures found here: [SUB Eligibility Provisions & Claims Procedures](#), you can proceed to fill out an application for SUB benefits. Please note that you will need your checking account information from your bank, including transit routing number and account number in order to complete your application, since all SUB payments are issued electronically. You will only have to submit this information once, unless you wish to change your bank account where your SUB benefits are deposited. EIT’s SUB application can be found here: [SUB Application](#)

Once you have filled out a SUB Application, you must complete the self-certification and submit your state unemployment payment details online by filling out the secure form found here: [SUB Self-Certification](#)

Please remember to keep records of all payments received for state unemployment benefits, especially benefit payment weeks. EIT will periodically request that participants submit these state unemployment payment details to verify eligibility for SUB benefit payments. If a participant cannot verify state unemployment benefit payments as requested, EIT will recoup the SUB benefits erroneously paid.

PLEASE NOTE – ALL SUB DOCUMENTS RECEIVED VIA EMAIL OR FAX PRIOR TO THE DATE OF THIS NOTICE, WILL BE PROCESSED IN ACCORDANCE WITH THE PRIOR PROCEDURES. THERE IS NO NEED TO RESUBMIT. PLEASE USE THE NEW FORMS TO SUBMIT YOUR NEXT REQUEST FOR SUB BENEFITS USING THE NEW ONLINE SUB APPLICATION OR SUB SELF-CERTIFICATION.

(continued)

Additionally, please access your EIT Online Participant account to verify eligibility and if eligible, your payments. At this time, you will not receive any letters in the mail from EIT regarding your eligibility for SUB benefits. If you are determined to be eligible, and you have all necessary documents, including the state unemployment payment information to EIT, a payment will register under the Disbursement tab in your online account. Please keep in mind, payments are made on Fridays. If you are determined to be ineligible for SUB benefits, an electronic letter will be generated and will be available under the Documents tab. Click [here](#) for instructions regarding how to register your EIT online account.

We sincerely hope that these improvements will streamline the SUB application and payment request processes and create a much more user-friendly experience for you.