# Filing an Appeal with ESD

Once ESD makes a determination disqualifying or denying benefits, <u>you will have thirty (30) days to appeal that decision.</u> Please pay special attention to this timeline – late appeals are often denied which means you will not be eligible for benefits.

An appeal can be filed 3 different ways: Online, via fax, or by hardcopy in the mail. Filing online is preferable, however, if you are unable to do so we recommend faxing or mailing your appeal as soon as possible. As you may know, ESD's website can be unreliable at times. **We recommend submitting your appeal by at least 2 different methods to ensure it is received.**

If you fax your appeal, save your fax confirmation sheet in case you need to prove you submitted your appeal in a timely manner.

The fax number for ESD is 800-301-1795. If you do not have access to a fax machine at home, you can usually find one at a local office supply store (Staples, Office Max) or mailing center (UPS).

In the appeal letter, <u>include your name, address, phone number and Claimant Id (located on all your ESD letters on the top right-hand side.</u>

Keep your letter brief and to the point – here is an example you can use:

Dear Employment Security Department,

Thank you for the recent notification regarding the status of my unemployment benefits. I disagree with any and all decisions to disqualify me or deny my benefits. I am appealing any and all denials and request a hearing as soon as possible.

I appreciate your time and assistance.

Sincerely,

_____-SIGNATURE HERE_____
Print Your Name
Claimant ID #
Your Address
Your Phone #

Currently, it is taking 8 -12 weeks for ESD to send appeals to the Office of Administrative Hearings (OAH). We recommend calling OAH periodically to see if your appeal has been received. The phone number for OAH is 509-456-3975.

Once OAH has your files, request that your docket (case file) be sent over to ULP and call our office immediately so that we can set up an intake interview. Let us know if you have any questions.