

MORE INFORMATION

- **SOCIAL SECURITY ADMINISTRATION**
www.ssa.gov
- **OFFICE ON AGING**
www.aging.sc.gov
- **AARP**
www.aarp.org
- **VETERANS, SERVICE MEMBERS AND ELIGIBLE SPOUSES**
www.scworks.org
- **INDIVIDUALS WITH DISABILITIES**
www.scvrd.net
- **CAREER READINESS ASSESSMENTS (WIN)** - Career Readiness Assessments provide jobseekers with proof of their ability to succeed on the job and gives employers a way to select and develop employees. If you would like to take a career readiness assessment, or want more information, please contact your local SC Works Center.

CONTACTS AND OTHER RESOURCES

UNEMPLOYMENT INSURANCE

- **To file for UI benefits**—visit scuihub.dew.sc.gov/CSS
- **For video tutorials and user guides to help you through the Unemployment Insurance process**—
dew.sc.gov/bridge-to-benefits

EMPLOYMENT ASSISTANCE

- **For employment assistance**—
www.scworks.org
- **To search for a job**—www.jobs.scworks.org
- **Labor Market Information**—
scworkforceinfo.com or 803-737-2660
- **Veteran Benefits**—www.va.gov or 800-827-1000
- **Vocational Rehabilitation**— www.scvrd.net or 803-896-6500
- **Trade Act**—www.doleta.gov/tradeact or 202-693-3560
- **Employment Retirement Income Security**— visit www.dol.gov/ebsa

HEALTH INSURANCE

- **Health Insurance** www.healthcare.gov or 800-977-8660
- **Medicaid**—www.scdhhs.gov or 888-859-0820
- **Social Security**—www.ssa.gov or 800-772-1213

SC WORKS

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AmericanJobCenter[®]
network

YOUR NEXT STEP FORWARD

Frequently Asked Questions

What's My Next Step?

Consider the following:



Set up a personal email account if you currently do not have one. This is a critical tool for Unemployment Insurance benefits and corresponding with potential employers.



Apply for Unemployment Insurance benefits and inquire about reemployment services at your local SC Works Center.



Update your resume.



Speak to your supervisor and get a written reference if possible.



Stay focused. Use your time to explore job interests, research companies, network and apply for available jobs.



Review your financial obligations and create a budget.

Frequently Asked Questions

Q: Was my employer required to give me notice before I was laid off?

The Worker Adjustment and Retraining Notification (WARN) Act is a federal law that requires certain (not all) employers to give workers 60 days written notice before a plant closing or mass layoff occurs.

Q: Can I quit my job since I know I will be laid off soon?

If you quit your job while your employer still has work available for you, you could be disqualified from receiving Unemployment Insurance benefits.

Q: How do I find out if I am eligible for Unemployment Benefits?

Applying for benefits is the only way for eligibility to be determined. You can apply for Unemployment Insurance benefits by going to www.dew.sc.gov and clicking MyBenefits Login on the top right-hand side of the page.

Q: Does Social Security or Severance pay effect my Unemployment Insurance benefits?

No. These can be collected at the same time. Be sure to hold on to your separation letter.

Q: Can I file for Unemployment Insurance benefits at an SC Works Center?

Yes. There are computers to file your online claim and staff available to assist you.

Q: Can I work while receiving unemployment benefits?

After filing and being determined eligible, working part-time while receiving unemployment is acceptable and even encouraged. However, you must report the amount you earn each week when filing your weekly claim. You may earn up to 25 percent of your weekly benefit amount without receiving a deduction in your weekly benefit amount.

Q: Will my Unemployment Insurance earnings be taxed?

Yes, your earnings are subject to state and federal income taxes. You will have the option to have taxes withheld from your benefits. Your 1099-G will be available at the end of the year through your online self-service portal.

Q: How can I prepare for a new job?

The staff at your local SC Works Center can help you in training for or obtaining a new job.

Q: Where can I get information on jobs in my area?

A list of job openings are available on www.jobs.scworks.org. Your local SC Works center offers hiring events throughout the year.

Q: I live in another state. Can I get workforce services there?

Yes. Call the American Job Center toll-free at 877-US2-JOBS (872-5627), or visit www.servicelocator.org to find a Work Center near you.

YOUR UNEMPLOYMENT INSURANCE BENEFITS



If you have recently lost your job through no fault of your own, you may be eligible to receive **up to \$326 a week for 20 weeks** over a one year period. These funds are provided via **direct deposit** or Bank of America **debit card**. If you receive Unemployment Insurance benefits they are taxable at **17 percent**.

REQUIREMENTS FOR UI BENEFITS



Unemployed through no fault of your own



OR working part-time AND earning less than your weekly benefit amount



Complete two job searches a week on jobs.scworks.org

YOU MUST BE:

Able to work
Available to work
Actively searching for work

Details and restrictions will be provided when filing

CAN I TURN DOWN A JOB?

You could lose your benefits if you decline a job offer that meets the following criteria:

- Work pertaining to your current experience, training or education
- Earnings are 90 percent of your current salary, or 75 percent after receiving eight weeks of UI benefits
- The job offer is within 50 miles of your home
- The work is during the same shift

HOW TO FILE FOR UI BENEFITS:

1. Register in the UI portal.
2. File an initial claim.
3. File weekly claims.

To file for UI benefits, visit <https://scuihub.dew.sc.gov/CSS/>. If you have any difficulty filing through the CSS UI portal, you can call 1-866-831-1724 to speak to a claims representative or visit your local SC Works center.

For tutorials, guides and more information about UI benefits, visit:
dew.sc.gov/bridge-to-benefits.

HOW TO GET STARTED WITH FILING YOUR CLAIM

LOGGING INTO YOUR CLAIMANT SELF-SERVICE PORTAL

This user guide has been created to help you navigate through the Unemployment Insurance benefits process. Follow the steps below to log into your Claimant Self-Service (CSS) Unemployment Insurance portal.

Step 1: Visit the S.C. Department of Employment and Workforce website at www.dew.sc.gov.

Step 2: Click “My Benefits Login” in the upper right hand corner of the website.



Step 3: Log in

- If you have previously filed, enter your username and password, check the box confirming you are human, and click “Login.”
- If you don’t remember your login information, click “Forgot your username/password?” and follow the steps.
- If this is your first time using the Claimant Self-Service Unemployment Insurance portal, click “Register Now!” and enter the required information.

A screenshot of the 'ACCOUNT LOGIN' form. The form is on a dark blue background. At the top, it says 'ACCOUNT LOGIN' in large white letters. Below that, it says 'Fields marked with an asterisk * are required.' There are two input fields: 'Your Username is*' and 'Password*'. Below the password field, there is a checkbox labeled 'Yes, I am human.' which is circled in red. To the right of the form is a 'Login' button, also circled in red. At the bottom of the form, there are two links: 'Forgot your username / password?' and 'I am new here. I need to Register Now!'. Two blue arrows point from the text in Step 3 to the 'Yes, I am human.' checkbox and the 'Forgot your username / password?' link.

For tips and tutorials on how to register and file an Unemployment Insurance claim, visit: www.dew.sc.gov/bridge-to-benefits. If you have any issues logging into your account, please call 1-866-831-1724.

SC WORKS

CONNECTING EMPLOYERS
AND JOBSEEKERS

YOUR
NEXT
STEP

SC Works centers are located **across the state** to provide jobseekers with the resources needed to **find employment** including career readiness assessments, one-on-one services and access to **the state's largest workforce database.**

JOB SEARCH ASSISTANCE



SC Works
Online Services



Automated Job
Matching



Access to Salary
and Wage Data



Job Referrals to
Employers

JOB READINESS WORKSHOPS*

Resume
Building

Interviewing
Skills

Job Search
Strategies

Financial
Management

Computer 101

*Workshops vary by location, please visit scworks.org for your local center's monthly calendar.

ACCESS TO



Computers



Printers



Job Fairs



Partner
Agencies



Federal Bonding
Vouchers

TO FIND THE LOCATION NEAREST YOU, VISIT: SCWORKS.ORG

An Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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network

This user guide has been created to help you navigate SC Works Online Services and complete your weekly job search requirements.

To continue receiving Unemployment Insurance benefits, you must complete at least two job searches per week while logged into SC Works Online Services.

Step 1: Go to www.jobs.scworks.org

Attention Claimants

You must login below to conduct your two (2) required work searches.

NEW REQUIREMENT

If you claim Unemployment Insurance Benefits, you must now complete two (2) work searches through SC Works Online Services.

Username
Password
Sign In
Not Registered?
Forgot Username/Password?
Please select a language: ▾

Step 2: Sign In if you have an existing account, or click “Not Registered?” and create a new account. If you can’t remember your login, click “Forgot Username/Password”

Step 3: Once signed in, click “Job Search” in the Quick Menu along the left side of the screen

Menu Home My Dashboard

My Individual Workspace
My Dashboard
How We Can Help You
Directory of Services
My Resources

Quick Menu
Job Search
Résumé Builder
My Portfolio

Services for Individuals
Career Services

SC WORKS ONLINE SERVICES
Welcome to My In
View your Personal Prof
items below to start cus

My Dashboard How We Can Help You Directory of Service

Get Recruited by Top E
We can guide you through the process c
up automated job searches, and contact

Follow these instructions for a quick job search. You can also narrow and customize your search by selecting one of the advanced search options across the top of the page.

The screenshot shows the top navigation tabs: Quick (selected), Advanced, Intelligent, and Employer. Below the tabs is a text prompt: "You may enter any combination of search criteria below. When you have completed entering your search criteria, click the Search button." The "Area Selection" section is highlighted in green and contains the text "Area (click to change):" followed by a blue link "South Carolina". Below this is a "Keywords" input field, "Additional Quick Search Options" (with a gear icon), and "Job Order Number Search" (with a hash icon). A green circle highlights the "South Carolina" link, and a green arrow points to it from the right.

Step 4: Narrow your search by changing the area. To do this, click the blue link, which will reveal a drop-down menu

This screenshot shows the "Area Selection" section with the "Area (click to change):" link now "South Carolina". Below it is a "Select New Area:" section with a "[Select by Map]" link. The "State:" is set to "South Carolina". The "Area Type:" dropdown menu is open, showing options: "None Selected", "County", "Metropolitan Statistical (2003)", "Metropolitan Statistical Area (2013)", "South Carolina", "Workforce Development Area", "Zip", "City", and "Any Location". A green circle highlights the "Zip" option, and a green arrow points to it from the right.

Step 5: Select the Area Type* from the drop-down menu

**Hint: Try entering your zip code and a radius distance you would be comfortable commuting within*

This screenshot shows the "Area Selection" section with "Area (click to change):" as "South Carolina". The "Area Type:" dropdown is now set to "Zip". Below it is a "Zip" input field containing "29201". There are radio buttons for "Radius" with options: "exact", "5 miles", "10 miles", "25 miles", and "50 miles" (which is selected). At the bottom, a green circle highlights the "Set Area(s)" button, and a green arrow points to it from the right.

Step 6: Click "Set Area(s)"

Step 7: Once your search results appear, you can view jobs by clicking the blue link. Remember you must view at least two job orders per week

Date Last Modified	Job ID	Job Title	Employer	Location	Job Skills Matched	General Requirements Match	Specialized Requirements Match
03/18/2019 12:11 AM	841441	Operations - Warehouse-Driver	Mayer Electric Supply Co, Inc.	West Columbia, SC	N/A	67%	N/A

Step 8: To verify that your job searches have registered in the system, click "My Portfolio" in the Quick Menu

Step 9: Click "Search History Profile"

Step 10: Verify that the system registered at least two searches for that week

Jobs [Employers](#) [Programs](#) [Scholarships](#) [Occupations](#) [Industries](#) [Areas](#)

Your most recent job search took place on Thursday, January 17

[Show Filter Criteria](#)

Job Title	Occupation	Source	View Date	Application Date	Select
Manufacturing_Engineer	Manufacturing Engineers	CORP	1/17/2019		<input type="checkbox"/>
Manufacturing_Engineer	Engineers, All Other	★	1/17/2019	1/17/2019	<input type="checkbox"/>
Manufacturing_Engineer	Manufacturing Engineers	PJB	1/17/2019		<input type="checkbox"/>

In addition to completing your job search requirements, you must also file your weekly claim by visiting www.dew.sc.gov and clicking "My Benefits Login"

WORKFORCE INNOVATION & OPPORTUNITY ACT

BASIC SKILLS UPGRADING



Reading & Writing



English Language



Financial Literacy



Computer Skills



Earn your GED

EDUCATION & TRAINING

Complete training and earn certifications to enhance your skills

Assistance with tuition, books & supplies

Vouchers for gas or public transportation

SCPATH.ORG



- Compare programs
- Search for approved training providers and programs
- Find details including tuition and fees, program length and locations

WORK READY ASSESSMENT

Showcase your skills to employers in:

- Applied math
- Locating information
- Reading for information

by taking the WIN Career Readiness Assessment

ON-THE-JOB TRAINING (OJT)

- Receive 1-on-1 assistance finding a new job in a new field
- Earn a wage while you train
- Training progresses according to set milestones until training is complete

NEED HELP WITH BARRIERS?

SC Works and our partners may be able to assist with:

- Criminal Record
- Healthcare / Childcare
- Transportation
- Housing