



If you are in PSAB's UC Plan what should you do if you receive an unemployment claim or telephone call from the State?

- Notify Corporate Cost Control (CCC) immediately. Benefit charges as well as state inquiries have tight deadlines and failure to respond timely could result in a loss of rights.
- Forward claims or claim related documents to CCC as soon as you receive them. Fax them to Sherry Conway, 717-773-4842 or through their online reporting system. Make sure that you provide all pages (including the back sides).
- Large volumes of unemployment documents may be sent via overnight mail.
- Even if the separation issue is for a "lack of work" or not protestable claim, it may be necessary to respond by the due date in order to prevent charge penalties or the loss of the right to pursue future claims.
- If you receive a telephone call from a state agency regarding a UC claim or hearing, please notify CCC immediately via phone or email. Be sure to provide the state representative's name and contact information as well as any details regarding the information being requested.