

# Filing for Unemployment Homecare and Personal Support Workers

## WHAT DO YOU NEED BEFORE YOU FILE

- Your name, birthdate and full mailing address.
- Your Social Security Number and Employment Registration Number, if required.
- The names and addresses and phone numbers for your employers (see #5 below).
- The dates of your employment.
- Your salary and total income for each employer over the last year.
- The reasons your job ended.

## Tips on how to fill out the unemployment form if you lost hours due to COVID for homecare and personal support workers. Read before you fill out the form.

1. Home Care Workers (HCWs) should select Home Health Aides as their occupation. Personal Support Workers (PSWs) should select Personal Care Aides as their occupation.
2. Several areas in the application ask if you are seeking working, willing to work, etc. According to the Employment Department, if you are seeking unemployment benefits due to Covid-19, you should indicate “Yes.” It is best to leave the explanatory text boxes blank.
3. “Between 10/01/2018 and today, did you work for more than one employer?” Unless you had another non-HCW/PSW job, were discharged by a consumer, or voluntarily quit working for a consumer, the answer should be “no,” because the Oregon Home Care Commission is the employer for purposes of UI. For benefit purposes, “Home Care Workers” are one wage-paying entity, but for separation purposes, each individual consumer is a separate employer.
4. “Have you separated from your employer?” If you are temporarily unemployed due to Covid-19, you should select “no,” and indicate that there is a lack of work. If your consumer gave you a date when you are going to return to work, you can indicate that, but it isn’t necessary.
5. Listing employers: Homecare and Personal Support Workers should list “Homecare Workers” as their employer, and list 500 Summer St NE, E-10 Salem, OR 97301 as the address and supervisor. For the phone number, use the APD local office phone number.
6. Providers should put “layoff” or “temporary layoff” as the basis for unemployment, not “leave of absence.”
7. HCWs and PSWs working under the Home Care Commission are not self-employed.

Claims can be filed at [Oregon.gov/employ](https://Oregon.gov/employ)  
or by calling 1-877-FILE-4-UI (1-877-345-3484)