

# Unemployment Insurance (UI) Eligibility Waiver Requirements

Purpose: UI Eligibility Waiver Paperwork

Location: Suite 400

To obtain a Waiver of UI Eligibility, you **must**:

- **Schedule an appointment with a Troy Michigan Works staff member at 248-823-5101**

**APPOINTMENT DAY/TIME:** \_\_\_\_\_

- Print an updated copy of your Pure Michigan Talent Connect Resume.
- Go to [www.milmi.org](http://www.milmi.org) . On the right side, scroll down until you see a DATA section. Select "Michigan 2018 Employment Forecasts" Then click on Michigan Statewide and find your previous occupation and the occupation you are going to training/school for. Put an asterisk (\*) next to both job titles. Print that page/pages and bring
- Provide a copy of your transcripts, report cards, progress reports or certificates of completion for any previously completed courses, or test results completed as part of the admission process to the training facility.
- Supply a description of the curriculum outline of the required classes or program of study/degree requirements. *A copy from the school's catalog is sufficient.*
- Bring proof of current registration indicating your name, semester beginning & ending dates, and the name of the training facility/school.

A Michigan Works! staff member will provide:

- Access to approved training courses/schools by the local Workforce Board and the State of Michigan.
- Copies and/or originals of paperwork to be sent to the Unemployment Office.

## **PLEASE REMEMBER:**

- The Unemployment Insurance Agency will issue a written determination to you stating the waiver has been granted or it has been denied and why. Further instructions will also be included.
- You may have to obtain a Waiver of UI Eligibility for each semester you are enrolled in school and collecting UI benefits.
- If you cannot attend your scheduled date and time, please call the office to reschedule.