

YOU MAY RECEIVE THE FOLLOWING COMMUNICATIONS FROM THE NJDOL:

BC9 – Unemployment Insurance Instructions and Appointment Notice

This form contains instructions on how and when to claim your benefits. It also includes a list of any upcoming appointments.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

BC3C – Notice to Claimant of Benefit Determination

If you have had any employment in New Jersey during the period of time used to calculate your benefits, you will receive this form either in the mail or through the email you used to create your online account with the NJDOL.

- **No action is required.** You will **not** be certifying to claim your unemployment benefits online or by telephone during the Shared Work Furlough Program.

BC326 – Claimant’s Statement for Issue Clarification

If the NJDOL needs to gather additional information from you regarding your claim, they may send a questionnaire. Once the NJDOL receives the information from you and your employer (if needed), they will make a determination on your claim.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.

E-Adjudication Issue Clarification Questionnaire

If the NJDOL needs to gather additional information from you regarding your claim, they may send an email with a secure link to an online questionnaire.

- **Action Required: You must complete the information being requested.** If possible, please indicate you are part of the Rutgers Shared Work Furlough Program.

For more information, please visit the [NJDOL Division of Unemployment Insurance website](#).

For frequently asked questions about the Rutgers Shared Work Program, please visit [UHR's Shared Work Furlough FAQs](#).

REMINDERS:

If you are having trouble creating an online account or have any other unemployment questions, we urge you to [contact the NJDOL through their online email form](#) where you will be asked to complete contact information, select the category that most closely applies to your question, and explain your issue.

Regardless of any communication you may receive, **do not certify for weekly benefits online or by telephone during the Shared Work Furlough Program**. Do not use the Web application or Telephone IVR System to certify for weekly benefits while in the Shared Work program. Benefits will be certified and paid by the NJDOL using the application/information that has been supplied.