

1. Prepare and gather information

For the circumstances **gather any and all information or paperwork you have related to the entire time you worked for One Off Hospitality**. Because of why you became unemployed, you will use LAYOFF as the reason

You should find and organize these documents as soon as possible so that you can try to obtain any additional documents you may need.

Some examples of information you should find and organize are:

To complete this form, you will need:

1. Your State ID or Driver's License number;
2. Your [social security number](#); **AND**
3. Information about your employment situation.
 - Employer addresses
 - Income tax information
 - Information about Social Security, [pension](#), and other benefits you received

The screenshot shows the Illinois Career Information System - Job Seeker website. The browser address bar displays www2.illinois.gov/ides/Pages/default.aspx. The page features a navigation bar with tabs for 'Apps', 'MyFedLoan', 'mbg Practices - Video...', 'Online Studio - G...', and 'Honest Paws - Ho...'. Below the navigation bar is a large banner with the text 'The Illinois Career Information System - Job Seeker' and a sub-header 'How to Choose, Pay For, and Enjoy a Career'. The main content area contains four interactive cards: 'I need to file my unemployment claim.', 'I need to certify for my unemployment benefits.', 'I'm looking for a job or employee.', and 'I am a Veteran.' Each card includes a photo of a diverse individual and a green arrow pointing right. Below each card is a link: 'I need to file my unemployment claim', 'I need to certify for my unemployment benefits', 'I'm looking for a job or employee', and 'I am a Veteran'.

SELECT- File my Unemployment Claim

You will select REGISTER

Individual Home

Illinois Job Link

Language English

Login

Please enter your Username and Password. First time users must register below.

Do Not Reveal Your Username and Password to Anyone. 

If you wish to select a language other than English we recommend you make your selection now. Changing your language selection at a later point will cause you to lose all previously entered data.

Asterisk (*) indicates a required field

Username	*	<input type="text"/>
Password	*	<input type="password"/>
Click here if you forgot your Username and/or Password.		
If you have not established a Username and Password, click here to Register.		

Continue

Next you will fill in your correct information

Registration

To create a Username and Password, please complete the following. The information will be validated against Social Security Administration, Secretary of State and IDES records.

In order to register you must have a valid Driver's License or a State ID Card. Please contact the IDES Claimant Services Center at (800) 244-5631 for further assistance.

Asterisk (*) indicates a required field

Identification Type	*	--Select--
Identification Number	*	<input type="text"/>
Issuing State	*	--Select--
First Name (as listed on Identification)	*	<input type="text"/>
Middle Initial (as listed on Identification)		<input type="text"/>
Last Name (as listed on Identification)	*	<input type="text"/>
Birth Date (as listed on Identification)	*	<input type="text"/>
Weight (as listed on Identification. Enter "0" if no weight appears on your identification)	*	<input type="text"/>

Create My Username and Password

To create a Username and Password, please complete the following information. Your Password will be case sensitive. Once you have successfully created a Username and Password, you may use these to access any Unemployment Insurance Online Services.

Do Not Reveal Your Username and Password to Anyone. ⓘ

Asterisk (*) indicates a required field

The following Usernames are suggested based on your First Name, Middle Initial, and Last Name. Please select a Username from one of the suggestions below or you may create your own. The Username must be 5-12 characters long and should be something you can easily remember. *

- [Redacted]
- [Redacted]
- [Redacted]
- danpk421

Please create a Password and shared secrets. The Password must be 8-15 characters long and contain at least four letters and at least one number and/or special character. It cannot be the same as your name or Username. The shared secrets will be used to create a new Password or to change your existing Password.

Password * [Redacted]

Re-enter Password * [Redacted]

Asterisk (*) indicates a required field

Please complete the required fields.

The following Usernames are suggested based on your First Name, Middle Initial, and Last Name. Please select a Username from one of the suggestions below or you may create your own. The Username must be 5-12 characters long and should be something you can easily remember. *

- [Redacted]
- [Redacted]
- [Redacted]
- danpk421

Please create a Password and shared secrets. The Password must be 8-15 characters long and contain at least four letters and at least one number and/or special character. It cannot be the same as your name or Username. The shared secrets will be used to create a new Password or to change your existing Password.

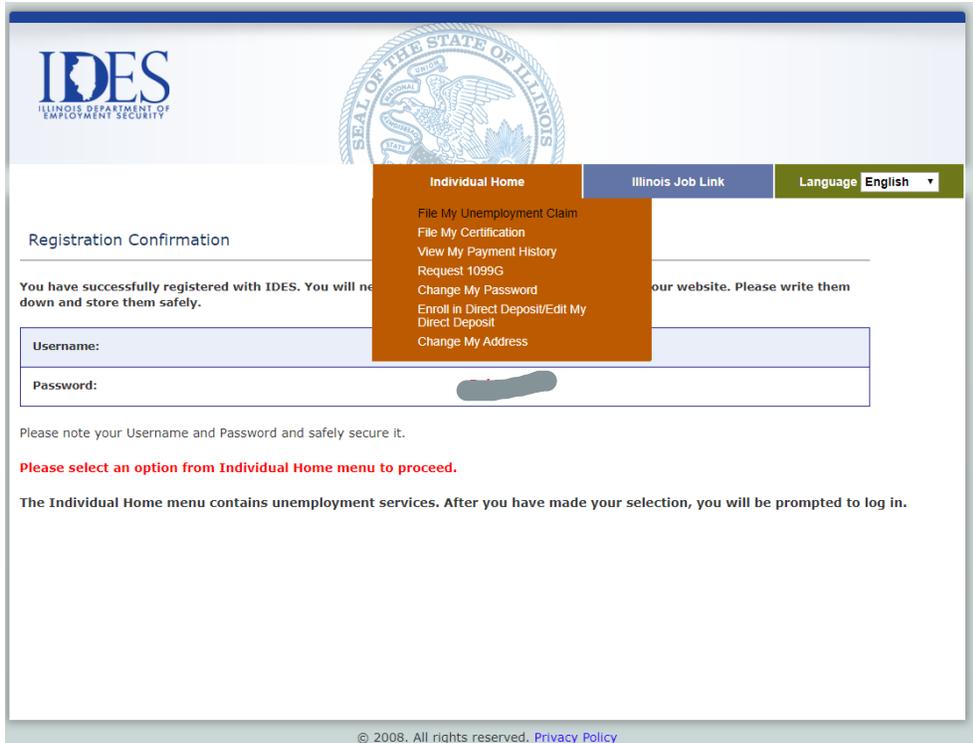
Password * [Redacted]

Re-enter Password * [Redacted]

What is your mother's maiden name? (Last name before marriage.) * Fouts

In what city were you born? Please list only the city not the city and state. You will need to remember what you used. For example, if your city is Mount Vernon, did you enter Mount or Mt. or MT? * Royal Oak

[Return To Login](#) [Continue](#)



IDES
ILLINOIS DEPARTMENT OF
EMPLOYMENT SECURITY

SEAL OF THE STATE OF ILLINOIS

Individual Home | Illinois Job Link | Language English

Registration Confirmation

You have successfully registered with IDES. You will need to download and store them safely.

Username: Password:

Please note your Username and Password and safely secure it.

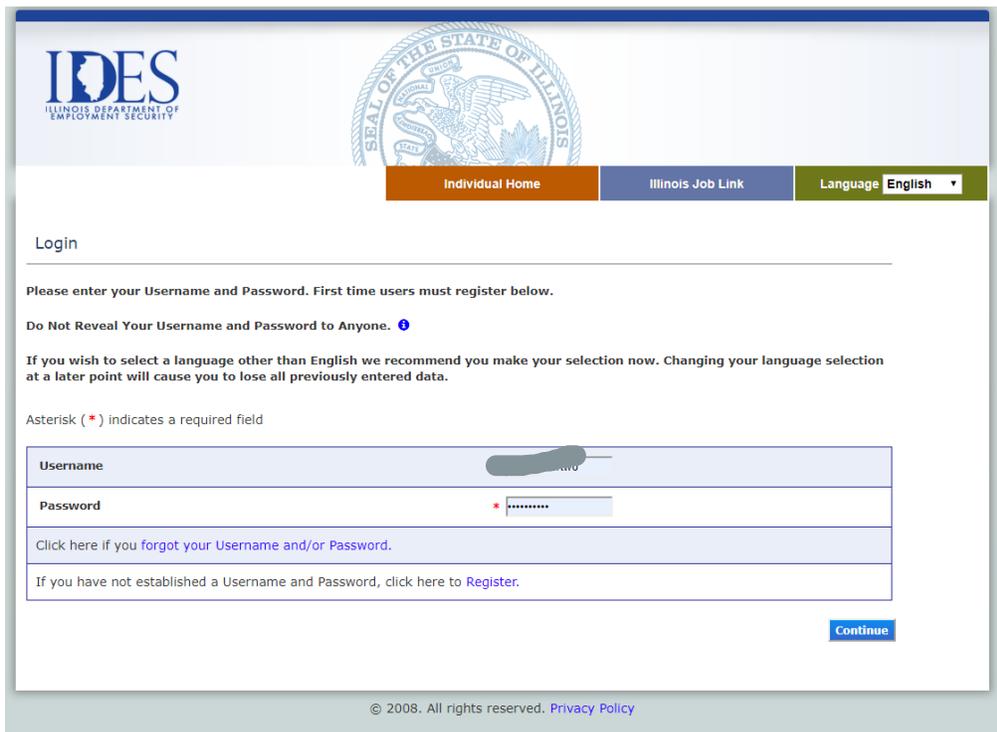
Please select an option from Individual Home menu to proceed.

The Individual Home menu contains unemployment services. After you have made your selection, you will be prompted to log in.

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2. Fill out and submit the application

Use the IDES's [online application](#). You will have to create a username and password.



IDES
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Individual Home | Illinois Job Link | Language English

Login

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Asterisk (*) indicates a required field

Username: Password:

Click here if you forgot your Username and/or Password.

If you have not established a Username and Password, click here to [Register](#).

[Continue](#)

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3. Fill out the forms with your proper financial information, remember your reason for separation (Laid Off)

The image shows a screenshot of the Illinois Department of Employment Security (IDES) website. The top part of the page displays a 'Personal Information' form with various fields and radio buttons. Below this, the 'Employment' section is visible, showing a list of employers and a 'Did Not Work' checkbox for each. The website's header includes the IDES logo and the Seal of the State of Illinois. The browser's address bar shows the URL: https://benefits.ides.illinois.gov/Benefits/fileMyClaim.do

Personal Information

10 Things You Should Know - About IDES 4.95%
amount of 10%.
[Click here for more information on Tax withholding](#)

Are you a U.S. citizen? * Yes No

Gender * Male

Race *
To select more than one option, hold down the Ctrl key while selecting options from the list.
White
Black/African American
American Indian or Alaskan Native
Asian
Native Hawaiian or Other Pacific Islander
Prefer Not to Answer

Ethnic background * Not Hispanic or Latino

What language do you prefer? * English

What is the highest level of education you have completed? * 3 yrs of College, Technical or V

Do you have a disability as defined in Section 7 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? * No

Do you believe that you are a Seasonal Farmworker/Migrant after reading the definitions? * Yes No

Are you the spouse or other family caregiver of a wounded, ill, or injured service member? * Yes No

Are you a U.S. Armed Services Veteran? * Yes No
Are you the spouse of a Veteran? * Yes No
Click here for more information on [qualifying spouse](#)

Do you wish to claim dependents? * Yes No
(Include natural children, step children, legally adopted children, children of whom you have court-ordered custody, and non-working spouse.)

Employment

My Employer Information
Please provide your employment details for all employers you have worked for.
You must click Continue in order to save your information and proceed.
Asterisk (*) indicates a required field

Employer Name MAKING THE DONUTS INC/MAKING THE DONUTS INC Period of Employment -	Did Not Work <input checked="" type="checkbox"/>
+ Employer Name TERROIR RESTAURANT, INC./AVEC Period of Employment 05/20/2011 - 03/14/2020	Did Not Work <input type="checkbox"/> Add New Period Of Employment

Are all Employers you worked for since 10/01/2018, listed above? * Yes No

[Cancel My Application](#) [Continue](#)

Asterisk (*) indicates a required field

Please complete the required fields.

Employer Name MAKING THE DONUTS INC/MAKING THE DONUTS INC Period of Employment -	Did Not Work <input checked="" type="checkbox"/>
Employer Name TERROIR RESTAURANT, INC./AVEC Period of Employment 05/20/2011 - 03/14/2020	Did Not Work <input type="checkbox"/> Add New Period Of Employment
Address : 615 W RANDOLPH ST CHICAGO, IL 60661-2239	Phone Number: (312) 715-0708
If you worked under another last name since 10/01/2018 for this employer, please provide your LAST NAME.	
Most recent start date for this employer (mm/dd/yyyy)	* <input type="text" value="05/20/2011"/>
Last day worked for this employer (mm/dd/yyyy)	* <input type="text" value="03/14/2020"/>
Between the most recent start date and the last day worked in this employment period, how many days have you worked for this employer? <small>This is the number of days that you performed services in employment, whether or not consecutive. Do not include paid holidays, sick days, vacation days or other paid non-working days. Enter 999 if you worked more than 999 days between this employment period.</small>	* <input type="text" value="999"/>
Typically, how many days in a week did you work for this employer?	* <input type="text" value="5"/>
In how many weeks during this employment period have you earned \$484 or more?	* <input type="text"/>
Reason of Separation from this employer.	* <input type="text" value="Laid-Off (Lack of Work)"/>
What is your usual occupation for this employer?	* <input type="text" value="11 - Management"/>

[Cancel My Application](#) [Continue](#)

Make sure you put 3/14/2020 if you put 3/15 and it populates the wrong end date

IDES
ILLINOIS DEPARTMENT OF
EMPLOYMENT SECURITY

SEAL OF THE STATE OF ILLINOIS

Individual Home | Illinois Job Link | Language English | Logout

My Profile | **Employment** | Occupation | Income & Training | File My Claim

My Employer Information

Please provide your employment details for all employers you have worked for.

You must click Continue in order to save your information and proceed.

Asterisk (*) indicates a required field

Employer Name MAKING THE DONUTS INC/MAKING THE DONUTS INC Period of Employment -	Did Not Work <input checked="" type="checkbox"/>
Employer Name TERROIR RESTAURANT, INC./AVEC Period of Employment 05/20/2011 - 03/14/2020	Did Not Work <input type="checkbox"/> Add New Period Of Employment

Are all Employers you worked for since 10/01/2018, listed above? * Yes No

[Cancel My Application](#) [Continue](#)

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benefits.ides.illinois.gov

Individual Home Illinois Job Link Language English Logout

My Profile Employment Occupation Income & Training File My Claim

You must click Continue in order to save your information and proceed.

Asterisk (*) indicates a required field

Please select the one option that best applies to your most recent occupation.

- I am a member of a Union. All my work assignments are made through a hiring hall.
- I am an academic worker (i.e. teacher, professor, administrator) who is seeking work at an educational institution and am currently unemployed because the school(s) where I worked is closed between academic years or terms.
- I am a non-academic worker (i.e. bus driver, cafeteria worker) who is seeking work at an educational institution or at a company that contracts to provide service to an educational institution and am currently unemployed because the school(s) where I worked or serviced is closed between academic years or terms.
- I am a seasonal worker between seasons and I expect to return to my same job (i.e. park, golf course, landscape worker).
- I am a construction worker seeking work in the construction field.
- I am still attached to my regular job, but my hours have been temporarily reduced.
- I am a border state resident.
- I am in school or training.
- I am involved in a labor dispute.
- None of the Above.

Do you have a definite Return to Work date? * Yes No

Please describe your most recent job title. *

Cancel My Application Continue

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Make sure you are no clicking any of these, none of them apply to you

benefits.ides.illinois.gov

Individual Home Illinois Job Link Language English Logout

My Profile Employment Occupation Income & Training File My Claim

My Income and Training Information.

You must click Continue in order to save your information and proceed.

Asterisk (*) indicates a required field

Income and Training

Total Gross Wages earned since 03/15/2020. \$0.00
If your gross wages are incorrect, please click the Employment tab above to update.

Have you been self-employed or an independent contractor since 03/14/2020? * Yes No

Have you refused any offers of work since 03/14/2020? * Yes No

Are you currently attending school or enrolled in a training program? * Yes No

Are you receiving or have you applied for a pension or any retirement pay? * Yes No

Are you receiving or have you applied for Trade Act Benefits? * Yes No

Are you receiving or have you applied for Workers' Compensation? * Yes No

Are you receiving or will you receive plant shut down pay? * Yes No

Have you or will you receive holiday pay since 03/15/2020? * Yes No

Are you receiving or have you applied for Railroad Unemployment? * Yes No

Have you filed an unemployment insurance claim in another state since 03/18/2019? * Yes No

Cancel My Application Continue

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Please click no to all that apply- you should read these carefully and say no

File My Claim

Once you click File My Claim you cannot make changes or review your application.

Please review your information carefully:

Below is the information you provided to IDES for your unemployment insurance application. You may use Edit buttons upon expanding the respective sections to make necessary corrections.

First Name: Ryan	Middle Initial: W	Last Name: Rendall
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- + My Profile Edit
- + Employment Edit
- + Occupation Edit
- + Income and Training Edit

Potential WBA

Estimated Weekly Benefit Amount	\$484.00	Estimated Dependent Allowance	\$0.00
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Your Potential Weekly Benefit Amount and Dependent Allowance are estimates. The estimates are based on wages reported by Illinois employers for whom you indicated you worked.

If you were instructed during the application process to provide documents to IDES, please do so immediately. Please fax documents to 217-557-4913. Failure to mail or fax documents may delay your benefits.

For Further information, please contact Claimant Services Center at 800-244-5631

Important Documents Concerning My Rights and Responsibilities

The documents listed below provide important information regarding your unemployment insurance benefits, certification instructions

If you were instructed during the application process to provide documents to IDES, please do so immediately. Please fax documents to 217-557-4913. Failure to mail or fax documents may delay your benefits.

For Further Information, please contact Claimant Services Center at 800-244-5631

Important Documents Concerning My Rights and Responsibilities

The documents listed below provide important information regarding your unemployment insurance benefits, certification instructions, and your rights and responsibilities.

- [Unemployment Insurance Benefit Handbook](#) Detailed Instructions on how to certify for benefits (how to get paid once your claim is filed). Other information such as payment options, eligibility and work search requirements, appeal information.
- [Benefit Rights Information](#) A few simple rules to avoid processing delays.
- [Equal Opportunity Statement](#) Notice of IDES procedures for observing federal EEO law; 1 page.
- [Information Concerning My Work Search](#) A form with instructions for documenting your work search activities.
- [Employment Resources for Job Seekers](#) Explanation of all IDES services, including unemployment insurance; 32 pages.

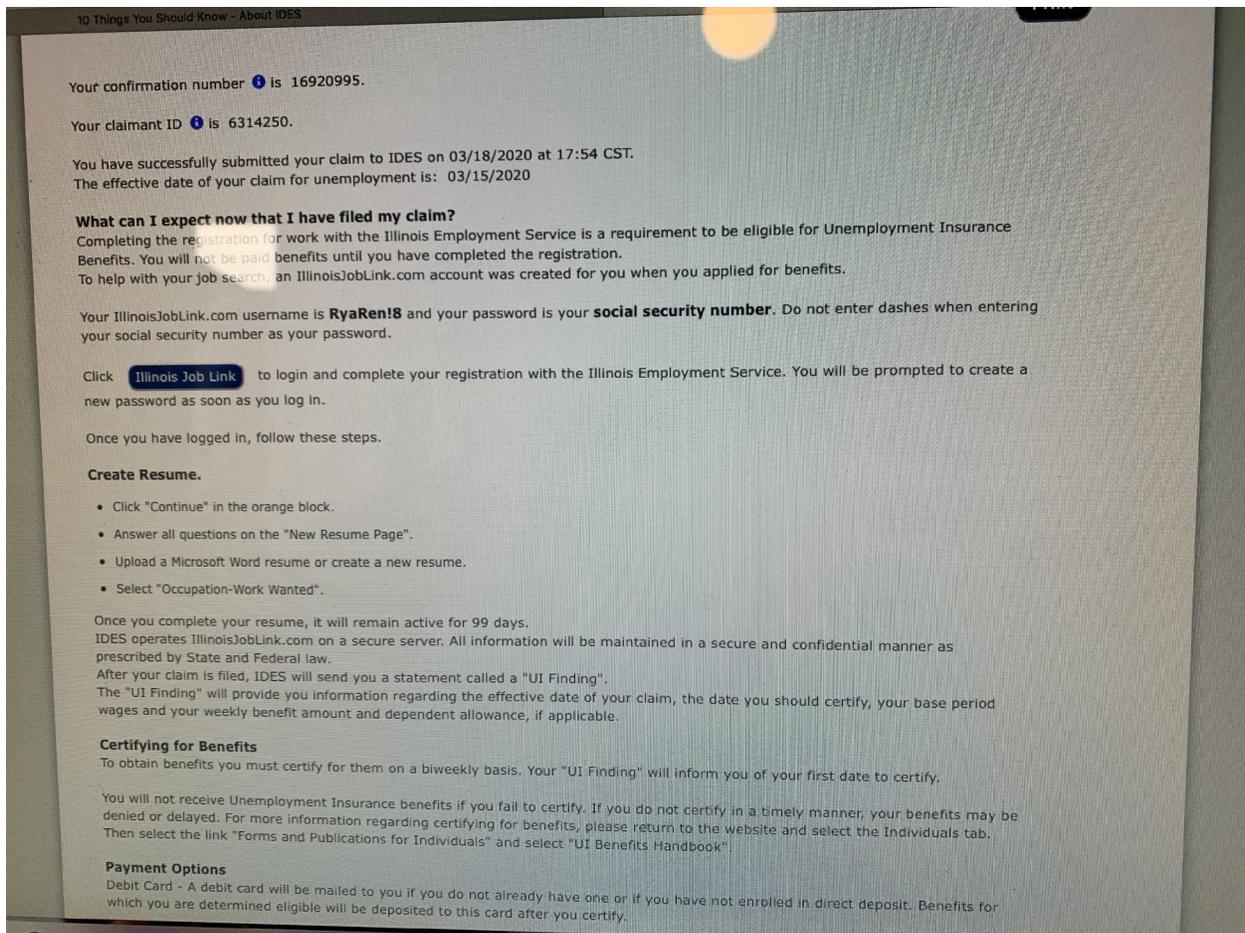
Upon clicking File My Claim, I acknowledge that IDES has made these documents available to me and that I am responsible for reading and understanding the information contained within them.

I hereby file a claim for unemployment insurance benefits. I certify that the information for my benefit claim, including the status of my dependents, is true and correct to the best of my knowledge and belief. **I am aware that the law prescribes penalties of fine and imprisonment for making false statements to obtain benefits, including dependent allowance.** I understand that the information submitted by me to this Department may be verified through computer matching programs and will be used by other Federal, State, or Local Agencies and that information submitted by me to these agencies will be used by IDES in determining my eligibility and amount of unemployment benefits. I also understand that, pursuant to Section 1900 of the Unemployment Insurance Act, any information that I provide to the Department of Employment Security in connection with this claim may be shared with my former employers or their representatives.

I understand that registration for work with the Illinois Employment Service is a requirement to be eligible for Unemployment Insurance Benefits under Section 500A of the Illinois Unemployment Insurance Act; that unemployment insurance benefits will not be paid until I complete my registration; and that registration can be completed by visiting www.illinoisjoblink.com.

IDES will process the information you have provided when you click the File My Claim button. A Confirmation Page will follow.

Cancel My Application File My Claim



4. Wait for IDES's response

After you file your claim, you will receive information from IDES in the mail. If your request for benefits has been approved, you will receive a form titled "UI [Claimant](#) Wage Information Sheet." This form will describe your benefits and will list the day that you need to call IDES to certify your benefits. If you do not receive your letter within a week, you should call IDES and find out if a determination has been made regarding your eligibility so that you do not miss your opportunity to [appeal](#) if you have been denied benefits.

You may receive a letter from IDES about an [adjudication](#) interview. This means that you must speak or meet with someone from IDES to verify that you are eligible for benefits. Most interviews are done over the phone. The letter will give you a date and time for the meeting, and more information about who to contact.

Make sure you do not miss this interview because it will likely result in you being denied benefits and you will then [have to appeal](#). Filing an appeal makes the process harder. If you cannot make the scheduled date, contact the IDES immediately.

5. Certify your claim

Before you begin receiving benefits, you will need to call the IDES "Tele-Serve" system and certify your claim. Certification is how you verify that you are still entitled to benefits. You can also Certify through the website

You will need to provide information to identify yourself and provide any wage information about money you received. You will also need to answer various questions that will determine whether you are still eligible for benefits, including whether you have actively been looking for work. You are required to seek employment to be entitled to continue to receive benefits. You should keep a log of the jobs you have applied for and the status of any employment applications.

Learn more about the [certification process](#).

6. If you are denied benefits, consider appealing the decision (During this situation you should not be denied benefits)

If IDES determines that you are not eligible to receive unemployment benefits, you can [appeal](#) this decision.

The letter you receive from IDES explains the appeal process. It is strongly suggested that you consult with an [attorney](#) that has experience with unemployment appeals to discuss your situation, as there is a lot of money at stake if you are found ineligible to receive benefits. For more information on appealing, see [Appealing an unemployment benefits decision](#).