During this difficult and uncertain time, we want to provide you as much support as we can. This document explains two very important services that may be of use to you-unemployment and the Employee Assistance Program.

The Archdiocese of Baltimore contributes to the State of Maryland Unemployment Insurance program to provide unemployment benefits to those who become unemployed through no fault of their own and meet certain other eligibility requirements defined by the State.

Unemployment insurance provides you with a bridge of cash benefits, should you be eligible.

You can file for unemployment benefits by visiting the Maryland Department of Licensing, Labor and Regulation: [www.dllr.state.md.us/employment/unemployment.shtml](http://www.dllr.state.md.us/employment/unemployment.shtml) and completing the NetClaims application.

You can also file for unemployment benefits by calling one of the Maryland Department of Labor, Licensing and Regulation (DLLR) offices listed on the DLLR Unemployment Office Contact List document.

**Information Needed to File an Unemployment Benefits Claim**:

* Social Security number and mailing Address
* Telephone number where you can be reached
* Name, birth date and social security numbers of any dependents under age 16
* If you are not a U.S. citizen, proof of alien status
* Organization name, address and dates of employment for any employers you’ve worked for in the past 18 months
* W2 form (to prove earnings)

As of March 20, 2020, DLLR is exempting unemployment benefits claimants from the work search requirement. According to the DLLR website: “Labor will exempt all current and new unemployment insurance benefits recipients from the requirement to actively seek work for a ten (10) week period. The temporary exemption from the work search requirement will begin the week ending March 20, 2020.”

**Support 24/7**

ComPsych Guidance Resources, our employee assistance program provider, offers resources and information to help us cope during these challenging circumstances. You can call ComPysch directly to speak with a counselor, confidentially, at any time. This benefit is available to support all our employees. Any employee or member of an employee’s household can use the resources offered by ComPsych Guidance Resources. To reach them by phone, just call 1-800-297-4158 to speak with a counselor for support with stress, mental health concerns, financial concerns, childcare concerns, eldercare concerns or even information on how to care for ourselves during this crisis.

The ComPsych Guidance Resources website provides lots of helpful information about COVID-19 and how to cope with our “new normal” situation. To visit the website, use this [link.](https://www.guidanceresources.com) Our corporate ID for this website is ARCHBALT.

Please take advantage of this free benefit any time you need it. As the Beatles once said: “I get by with a little help from my friends” and ComPsych is a friend who is ready to listen and help.

Remember to keep calm and pray on!

