



Important Notice for Teaching Staff – 2020

Applying for Employment Insurance Benefits

As teaching staff, this notice will provide you with information and help guide you through your application for Employment Insurance (EI) benefits.

You may be eligible for EI regular benefits if:

- your teaching contract has ended and you are a teacher at a pre-elementary, elementary, secondary, technical or vocational school;
- you teach on a casual or substitute basis; or
- you had employment other than teaching.

You may also be eligible for other EI benefits as long as you meet the conditions for each benefit.

Please let us know if you agree to a new teaching contract.

When to apply

Apply as soon as possible after you stop working. Do not wait until you get your Record of Employment (ROE) to apply. If you wait more than four weeks after your last day of work to apply, you may lose benefits.

If you received EI benefits* in the past 52 weeks, or if you have an existing claim, we may be able to reactivate your claim once you submit an application. If you do not want us to reactivate your existing claim, contact Service Canada at 1-800-206-7218.

*not including the Canada Emergency Response Benefit (CERB) paid through Service Canada

How to apply

1. Visit Canada.ca/ei for information on EI benefits and eligibility and to apply online.
2. Make sure you have the information below when you begin your application:
 - your social insurance number (SIN);
 - your dates of employment;
 - your banking information for direct deposit.
3. Complete your online application. After you apply, we will also need your ROE.
 - If your employer submits electronic ROEs to Service Canada, you do **not** need to provide them to us.
 - If your employer issues paper ROEs, you must get copies of all ROEs issued in the past 52 weeks. Mail them to [Service Canada](https://ServiceCanada.ca) as soon as possible. You can also submit them in person at a Service Canada centre.



Next Steps

A benefit statement and access code will be sent to you

Service Canada will mail you a benefit statement with a four-digit access code once your application is complete. You need this code and your SIN to inquire about your application and to submit biweekly reports. If you have applied in the past, you already received an access code. You will not get a new one. Use the access code you already have.

Receiving the EI benefit statement does not mean that Service Canada has made a decision about your claim.

Biweekly reports

Depending on which benefits you applied for, you will need to keep a detailed record of your job search and submit biweekly reports to Service Canada. In these reports, you must:

- show you are available and looking for work;
- declare any income; and
- indicate which days you are not available for work (for example, when you are on vacation).

When payments start

Before you can receive any payments, you must submit a first biweekly report using your access code. There is usually a one-week waiting period for which you will not be paid before you start receiving benefits. You will receive your first payment about 28 days after you apply if you are eligible and have submitted all required documents.

Sign up for My Service Canada Account (MSCA)

With MSCA, you can:

- view your electronic ROEs or confirm that they have been issued;
- check the status of your application;
- find out when your payments start and end.

Visit Canada.ca/msca to sign up today.

If you have any questions, contact Service Canada at 1-800-206-7218 or visit Canada.ca/ei.

