

State requirements for
employee notices and
workplace posters about
unemployment insurance

June 1, 2024



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State requirements for employee notices and workplace posters about unemployment insurance



Letting employees know about their right to unemployment insurance (UI), and how to claim benefits if eligible, has long been a requirement for employers in most states. Our survey of state workforce agency websites shows that except for Ohio, all states require that employers post a notice in the workplace about the availability of unemployment insurance (UI) benefits to eligible workers.

Due to the significant increase in the number of jobless in connection with COVID-19, the U.S. Department of Labor wanted employers to go further in letting employees know about their rights to UI benefits. Accordingly, to be eligible for emergency funds, the Families First Coronavirus Response Act (FFCRA) stipulated that states require employers to provide a notice to separated employees of the availability of UI benefits.

Prior to the COVID-19 emergency, just nine states required that a notice concerning the availability of UI benefits be provided to each separated employee (Arizona, California, Delaware, Illinois, Massachusetts, Nevada, New Jersey, Oklahoma and Tennessee). Because of the FFCRA funding incentive, the requirement was adopted by most states though some have since suspended the requirement.

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States have flexibility in determining the contents of the required employee separation notice; however, in Unemployment Insurance Program Letter 13-20, the U.S. Department of Labor provides a [model notice](#) that states may use.

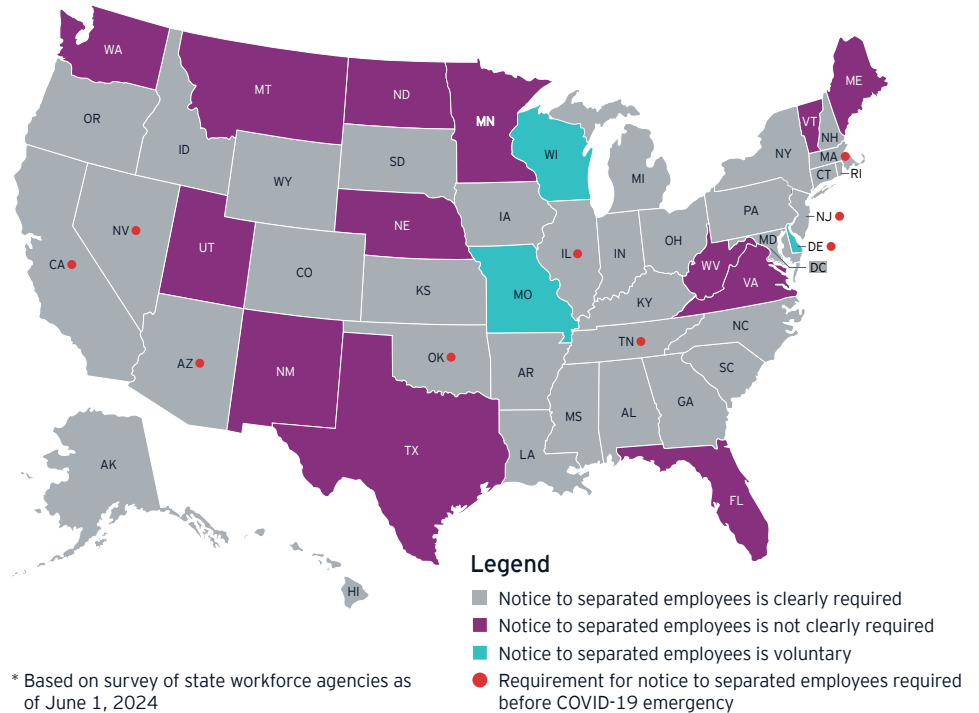
States are also given flexibility in determining the form that employers may use in providing the notice to employees (such as by letter, email, text message or flyers).

Ernst & Young LLP insights

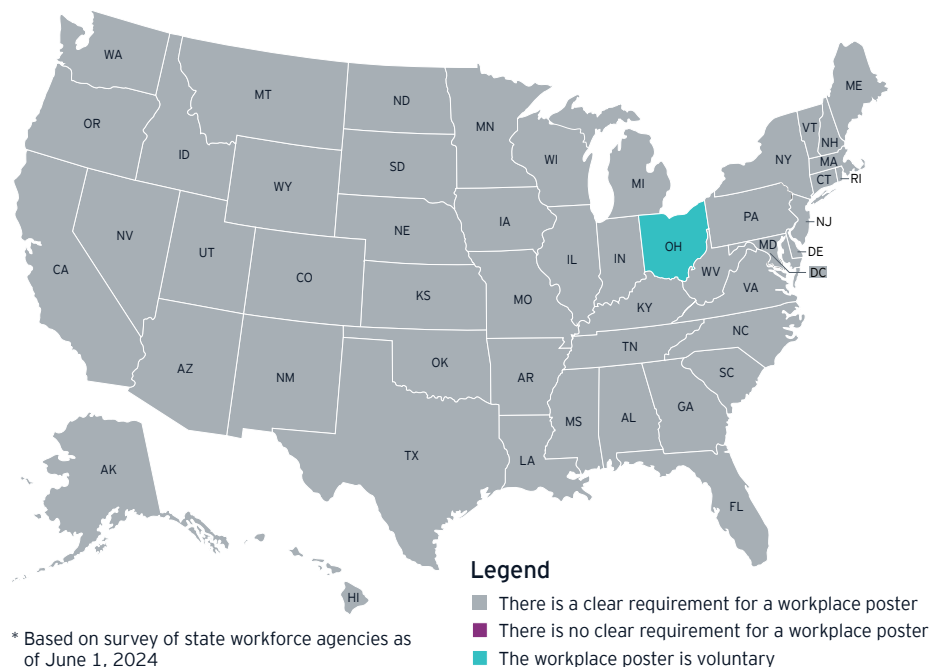
Employers will need to confirm that they are complying with state requirements for workplace posters and notices to separated employees that provide information about unemployment insurance.

To assist you in this process, see the chart on [page 3](#) for our June 1, 2024, survey of state workforce agencies and links to their websites that provide the workplace poster and employee separation notice requirements.

State requirement that employers provide notice of availability of UI benefits to separated employees*



State requirement that employers post at the workplace information about the availability of UI benefits*



Survey of state and US territory requirements for workplace posters and notices to separated employees about the availability of UI benefits (survey results as of June 1, 2024)

State or US territory	Employer required to give separated employees notice of UI availability	State model language for employer notice to separated employees	Authority for requirement to provide UI separation notice/ workplace poster	Mandatory workplace poster about the availability of unemployment benefits
Alabama	Yes	Alabama model notice	Rule 480-4-2-19	Alabama workplace poster
Alaska	Yes	Alaska model notice	Alaska employer packet	Alaska workplace poster
Arizona*	Yes	Arizona model notice	Employer requirements - Recordkeeping	Arizona workplace poster
Arkansas	Yes	Arkansas model notice	Rule 5	DWS-ARK-237
California*	Yes	California model notice	Required notices and pamphlets	DE 1857A
Colorado	Yes	Colorado model notice	Notice of Potential Availability of Unemployment Insurance Benefits	Colorado workplace poster
Connecticut*	Yes	Connecticut separation packet	CT Reg. §31 222-9; CT Reg. §31 222-10	Form UC-8 is furnished to employers at the time of registration or upon request
Delaware*	Voluntary	UC-300 (to be obtained from the Delaware Division of Unemployment Insurance)	Delaware Code Title 19. Labor §3317; Unemployment Insurance Employer Handbook p.8	Form UC-6, Notice of Coverage (to be obtained from the Delaware Division of Unemployment Insurance)
District of Columbia	**	**	**	District of Columbia workplace poster
Florida	**	**	**	RT-83
Georgia	Yes	DOL-800, Separation Notice	OCGA Section 34-8-190(c)	Georgia workplace poster
Hawaii	**	**	**	Hawaii workplace poster
Idaho	Yes	Idaho model notice	Employer FAQs (May 20)	Idaho workplace poster (includes all required posters)
Illinois*	Yes	What every worker should know about unemployment Insurance	Illinois Unemployment Insurance Law Handbook, p. G-2; 56 Ill. Adm. Code 2720.100	Illinois workplace poster
Indiana	Yes	Indiana model language (see Q/A 7)	Employer FAQs (see Q/A 7)	Indiana workplace poster
Iowa	Yes	Iowa model notice	News release	Iowa workplace poster

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Kansas	Yes	K-CNS 405	News release/Executive Order 20-17; Kansas Unemployment Insurance Employer Handbook, p. 28	Kansas workplace poster
Kentucky	Yes	POS-UI-5.1	Executive Order 2020-325	Kentucky workplace poster
Louisiana	Yes	Louisiana model notice (Form 77 also must be filed online)	Emergency rule Title 40, Chapter 3, §381	Louisiana workplace poster
Maine	**	**	Rules 12, 172, Ch. 2	Maine workplace poster
Maryland	Yes	Maryland model notice	Notice	Maryland workplace poster
Massachusetts*	Yes	Form 0590A	Employer responsibilities during the unemployment claims process	Massachusetts workplace poster
Michigan	Yes	Form UIA 1711	R 421.105	Michigan workplace poster
Minnesota	No	Requirement expired 12-31-2020	Executive Order 20-20	Minnesota workplace poster
Mississippi	Mississippi required posters	Mississippi workplace poster
Missouri	Voluntary	MODES-INF-288-5 (08-22)	Employers' Rights and Responsibilities under Missouri Employment Security Law, p. 23	Missouri workplace poster
Montana	**	**	Montana required workplace posters	Montana workplace poster
Nebraska	**	**	Nebraska required workplace posters	Nebraska workplace poster
Nevada*	Yes	Nevada required employee notice	Frequently asked questions	Nevada workplace poster (NUCS 4324)
New Hampshire	**	**	Services for Customers/ Employers-Business Compliance	New Hampshire workplace poster
New Jersey*	Yes	New Jersey required employee notice (Form BC-10)	Questions and answers; N.J.A.C. 12:17-3.1	New Jersey workplace poster

State or US territory	Employer required to give separated employees notice of UI availability	State model language for employer notice to separated employees	Authority for requirement to provide UI separation notice/ workplace poster	Mandatory workplace poster about the availability of unemployment benefits
New Mexico	**	**	Registered employer required workplace poster	New Mexico workplace poster (sent to employers automatically when they register)
New York***	Yes	New York model notice	Tax Bulletin	Form IA 133
North Carolina	Yes	Details of notice contents are provided in 04 NCAC 24G .0102	04 NCAC 24G .0102	North Carolina workplace poster
North Dakota	**	**	NDCC 52-06-35; NDAC 27-02-04-01	North Dakota workplace poster
Ohio	Yes	Ohio model notice (JFS 55341)	Employer frequently asked questions	Voluntary (Download from page 19 of the JFS 02745 poster package)
Oklahoma*	Yes	OES-341 (form not available on state's website)	Rule 240: 10-3-52	Oklahoma workplace poster (OES-044)
Oregon	**	**	Employer Rights and Responsibilities	Form 11 (order from Oregon Employment Department, +1 503 947 1488)
Pennsylvania	Yes	Pennsylvania model notice	H.B. 68	Form No. UC-700
Puerto Rico	Yes	Puerto Rico model notice	Circular Letter (CL) 2020-02	**
Rhode Island	Yes	Rhode Island model notice	Memorandum; Rhode Island Gen. Laws §28-42-2	Rhode Island workplace poster
South Carolina	Yes	South Carolina model notice	Letter to employers	South Carolina workplace poster
South Dakota	Yes	South Dakota model notice	Employer Connection Newsletter (May 2021)	South Dakota workplace poster
Tennessee*	Yes	Form LB-0489	Rule 0800-09-01-.02	Tennessee workplace poster
Texas	**	**	Texas Labor Code section 208.001(b) and 40 T.A.C. 815.1(14)(A) & (B)	Texas workplace poster

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Utah	**	**	Utah Employment Security Act §35A-4-406(1)(b)	Utah workplace poster
Vermont	**	**	Mandatory Workplace Posters	Vermont workplace poster (A-24)
Virginia****	**	**	Required posters	Virginia workplace poster
Virgin Islands	Yes	Virgin Islands model notice	Executive Order 2020-03	**
Washington	**	**	RCW 50.20.140	Washington workplace poster
West Virginia	**	**		West Virginia Form WVUC-B59
Wisconsin	Voluntary	Wisconsin model notice language	Wisconsin model notice language	Wisconsin Workplace Poster
Wyoming	**	**	Wyoming Labor Law Posters	Wyoming workplace poster (this file includes all required posters)

Footnotes

- * The requirement to provide separated employees with a notice about the availability of state unemployment insurance benefits was in effect before the funding provision was included in the FFCRA.
- ** In our review of the state workforce agency website, we did not find a posting concerning this requirement.
- *** Notice is required if employee is temporarily or permanently separated from employment or whose work hours have been reduced. ([AB 398](#), 9-14-2023)
- **** Under [H.B. 160](#), employers may voluntarily display a new poster to be created by the Virginia Department of Labor that explains resources available to veterans.

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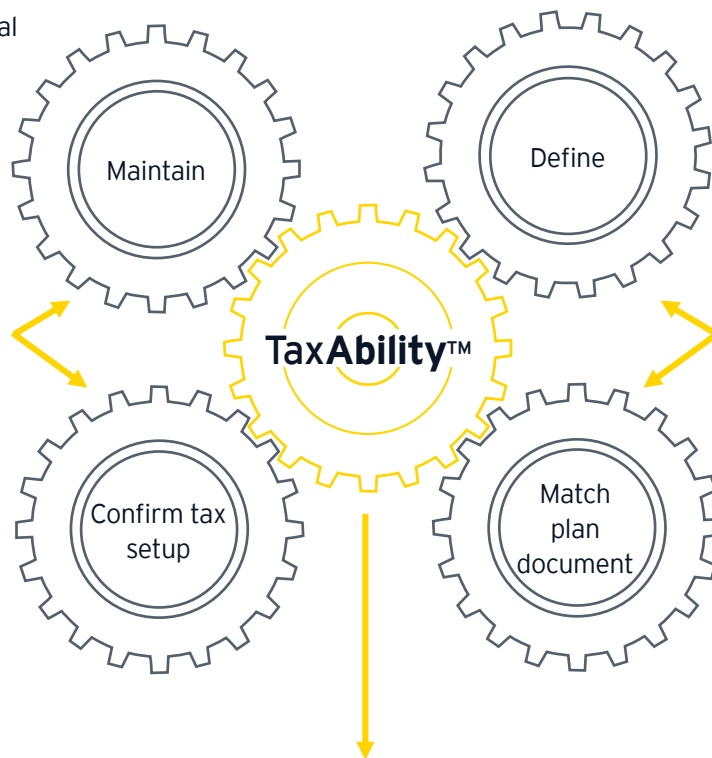
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