

WAC 192-140-005 Filing weekly claims for benefits. (1) **How do I file my weekly claim for benefits?** You may file your claim using the department's online services or by calling the department's claims center. If you have a physical or sensory disability or are in unusual circumstances that make filing by telephone or online difficult, the commissioner may authorize other methods of filing a weekly claim.

(2) **When do I file my weekly claim?** You must file a claim for every week you want to be paid or have counted as your waiting week. Every week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. You must file your claim *after* the end of the week(s) you are claiming.

(a) File your claim using online services after 12:00 a.m. Sunday following the week you are claiming. If you file by electronic means, your claim is considered filed on the date of successful electronic transmission.

(b) File your telephone claim after 12:00 a.m. Sunday, but before 4:00 p.m. on Friday, following the week you are claiming. (In case of a legal holiday, file your claim before 4:00 p.m. on the last working day of the week.)

(c) File your paper claim anytime Sunday through Saturday following the week you are claiming. Your claim is considered filed on the postmarked date if you mail it.

(3) **How often do I file my claim?** File your claim weekly. The department may approve other filing schedules in cases of emergency or in unusual circumstances.

(4) **What happens if I miss a week?**

(a) If you do not claim a week, and not more than four consecutive weeks have elapsed since you last filed a claim, you may claim benefits for any of the four weeks prior to the week in which you contact the department to begin claiming again.

(b) If you do not claim a week, and more than four consecutive weeks have elapsed since you last filed a claim, you must reopen your claim as provided in WAC 192-110-050. The department will not pay you for any unclaimed weeks unless you show good cause for the late filing of those claims.

(5) **What information do I have to report?** Your claim must include answers to all the questions. The department cannot process a claim that does not meet this requirement.

[Statutory Authority: RCW 50.12.010 and 50.12.040. WSR 16-21-013, § 192-140-005, filed 10/7/16, effective 11/14/16; WSR 15-02-051, § 192-140-005, filed 1/5/15, effective 2/5/15. Statutory Authority: RCW 50.12.010, 50.12.040, and 50.20.010. WSR 10-11-046, § 192-140-005, filed 5/12/10, effective 6/12/10. Statutory Authority: RCW 50.20.010 and 50.12.040. WSR 99-08-073, § 192-140-005, filed 4/5/99, effective 5/6/99.]