Sec. 31-222-9. Unemployment notices and employee information packet and lack of work verification form

All employers, whether or not subject to Chapter 567 of the Connecticut General Statutes, shall submit the following forms, notices and information packets, in such medium as is authorized by the Administrator, at the times and under the conditions specified:

(1) **An unemployment notice and employee information packet.** This notice shall be prepared on forms made up or approved by the Administrator and shall contain the information required by such forms. The notice shall be attached to an employee information packet, which provides information regarding how to file for unemployment benefits and available reemployment assistance. The Administrator shall provide such employee information packets, upon request, to the employer. The unemployment notice shall be completed by the employer and issued to the employee, along with the employee information packet, immediately upon layoff or separation from employment, whatever the cause of such layoff or separation, including a voluntary leaving. This notice shall not be used or required for any purpose other than the filing of a claim for unemployment compensation benefits by the employee. When the Administrator determines, based on the information contained in this notice, or information provided by the individual or the employer, that an issue exists which may affect the individual's eligibility, including, but not limited to, the separation being due to reasons other than a lack of work layoff, the Administrator shall promptly provide notice to interested parties in a manner prescribed by the Administrator of a fact-finding process on the issue of the individual's eligibility for unemployment benefits.

(2) **Reserved.**

(3) **Separation verification form.**

(A) The Administrator shall promptly transmit this form to the employer to verify that a separation has occurred, and to request separation information as specified on the form.

(B) The Administrator shall transmit the form in the manner and to the address or email address selected by the employer in the Administrator's Unemployment Insurance system, ReEmployCT. If the employer participates electronically in SIDES, as defined in section 31-244-1a of the Regulations of Connecticut State Agencies, the Administrator shall transmit the form to the employer's most recent electronic address.

(C) The form shall advise the employer of the following:

(i) the reason for the separation, as specified by the claimant;

(ii) the requirement that the employer respond within the time frame and as prescribed on the form; and

(iii) the consequences for the employer's failure to timely respond, as described in subparagraphs (D) and (E) of this subdivision.

(D) If the employer fails to respond to the Administrator with the required information within the time frame and in the manner prescribed by the Administrator, benefits may be paid based upon the information provided by the individual.

(E) If the employer fails to respond to the Administrator with the required information within the time frame and in the manner prescribed by the Administrator and prior to first payment of benefits, the Administrator shall find that the employer has waived its right to a fact-finding and has failed to participate for the purposes of section 31-241 of the

Connecticut General Statutes.

(F) If the employer responds to the Administrator within the time frame and in the manner prescribed by the Administrator and advises the Administrator that the separation was for a reason which does not constitute a lack of work layoff, the Administrator shall promptly initiate a fact-finding process pursuant to the provisions of section 31-244-3a of the Regulations of Connecticut State Agencies.

(G) Nothing in this section shall preclude the Administrator, based on the Administrator's own judgment, from initiating a fact-finding process with respect to any claim, based upon the specific circumstances of the claim.

(4) Repealed.

(Effective April 19, 1977; Amended September 17, 2001; Amended November 5, 2020; Amended March 11, 2024)