



PLA PHILADELPHIA
LEGAL ASSISTANCE

Unemployment Compensation Appeals

Free Legal Services

in UC Cases

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215-981-3800

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5847 Germantown
Ave, Philadelphia, PA
19144
215-987-6503

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215-473-3630

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1617 John F Kennedy
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215-557-2592



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The Department of Labor and Industry will mail you decisions about your **eligibility** for unemployment compensation. If you disagree with the decision or the findings, you **must appeal within 15 days**.

- 1) When should I appeal?** Unemployment has **very strict appeal deadlines**. If you are appealing a Notice of Determination or a Referee Decision, **you must appeal within 15 days** of the determination/decision's mailing date. The final date to appeal will be listed on the document. If you appeal late, you will get a chance to explain why you think you had **good cause** for the late appeal, but you face an uphill battle.
- 2) How do I appeal?** You may **mail, fax, or email** a copy of your Petition to Appeal, which is included in the envelope with the decision. If you do not have a Petition, you can write on a blank piece of paper. **You must give a brief reason why you disagree** with the decision, but you do not have to provide a long explanation. CareerLink can assist in the faxing or emailing of completed appeals. **You should keep proof of when you sent your appeal.**
- 3) What happens after I appeal?** If you appealed a determination by the Service Center, you will be scheduled for a **Referee Hearing** and receive a notice of that hearing in the mail. If you appealed a decision by a Referee, the Board of Review will consider the entire record from your case, including the transcript from your hearing, and will issue another decision by mail. You generally do not get a second hearing.
- 4) What if I cannot make my scheduled Referee Hearing?** You can request a continuance by faxing or emailing a note to the Referee's office. You must give a reason for the continuance. The Referee will let you know whether or not the continuance was granted. If you do not receive confirmation that you have been granted a continuance, **you must go to the hearing**. If you are trying to find legal representation, you can ask for a continuance and it should be granted.
- 5) What do I need to bring to a Referee Hearing?** You will need to bring a copy of your Notice of Hearing and any **documentation/evidence that supports your case**. For example, you may want to bring doctors' notes, communications from your employer, paystubs, or print outs of text messages. **You only get one chance at a hearing**. You have a right to bring a representative to these hearings. Philadelphia Legal Assistance may be able to represent you for free if you qualify for our services.