



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

Last Updated: May 21, 2020

These instructions are designed to help you with completing the initial application for the BSD & Oregon Employment Department Workshare Program. Please take your time and make sure that you are following along with the instructions. **You should complete this process only if you received confirmation of eligibility for the Work Share program from Beaverton School District.** If you are uncertain of your eligibility, please contact [HR-Classified-Jobs@beaverton.k12.or.us](mailto:HR-Classified-Jobs@beaverton.k12.or.us). You will only need to complete this process one time.

This claim form was designed for the regular unemployment claim form process; it is not specific to the Work Share program. **All required fields, even if they don't pertain to the Work Share program, must be completed in order to submit the claim form.** Optional fields may be skipped. While you will be submitting information for an unemployment insurance claim, OED can process BSD's Work Share program claims much faster using this process.

Review the information below before beginning the claims process. To avoid additional delays, **the Initial Claim Form must be completed online by 4:00PM on May 28, 2020.** Employees who become eligible prior to July 24 should complete the Initial Claim Form during this time.

**Note:** If you submitted an Unemployment claim in the past two months, regardless if it was related to BSD or another employer, you do not need to complete this process.

If you need assistance completing the form, please email [HR-Classified-Jobs@beaverton.k12.or.us](mailto:HR-Classified-Jobs@beaverton.k12.or.us) or call 503-356-4590. If we are unable to answer, please leave a voicemail and someone will return your call as soon as possible. You can complete the application from a smartphone if you do not have access to a computer. If you do not have access to a device or the internet, we are offering in-person support sometime next week. More information will be shared once we have these sessions scheduled.

## Tips prior to starting your application

- Be prepared with the following information:
  - Social Security Number.
  - Driver's license number
  - Start date with BSD. If your employment with BSD started before November 1, 2018, **an estimated date will be adequate.**
  - Work history for the last 18 months, including dates of employment, your employers' business names, addresses and phone numbers.
    - You will be asked about other employment. You must answer this honestly - even if your work with the other employer has not changed.
  - Estimated salary and total income from each employer.
    - You can find your hire date and gross salary in [Employee Online Services](#). If your employment with BSD started before November 1, 2018, an estimated date will be adequate. To look up your start date:
      - Hire Date: This information is available in Employee Online under Menu > Personal Information > Additional Dates > Date of Hire. If you previously were a substitute and then were hired on as full time employee, your date of hire may not include your time as a substitute. If you have questions about your hire date, please email: [HR-Classified-Jobs@beaverton.k12.or.us](mailto:HR-Classified-Jobs@beaverton.k12.or.us)
      - Gross pay : Entering an estimate will be fine. If you want to look it up, your gross can be found on your paystub which is available in Employee Online Services under Menu > Payroll Information > Check Stubs
  - If you are not a citizen of the United States, you will need your Alien Registration Number and documentation.
  - If you are a veteran, you will need your DD-214.
  - When you are finished you will receive a confirmation page - do not close out before you receive that page or your form will not be saved.




# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

**Filing the Initial Claim Form - YOU WILL ONLY FILE THIS INITIAL CLAIM APPLICATION ONE TIME for the BSD Work Share Program and you will NOT be required to submit weekly claims to the Oregon Employment Department.**

Go to the Oregon Employment Department “[File Your New Claim](#)” website and click File Your New Claim. You will be guided through several screens to begin a claim. Please note, you cannot pause the application - you will have to complete it in one sitting. If you are unable to you will have to start over from the beginning. There is a 30 minute time out.

- Follow all steps in the process, answering each required question honestly, to the best of your ability. The following will help you answer some of the questions:  
Note: Benefits will be backdated to when BSD began the program.

Click "File Your New Claim" →

 Oregon.gov

Employment Department

Home / Unemployment / Online Claim System

Select Language ▼

Have questions about filing your unemployment insurance claim and potential benefits? Please review our [COVID-19](#) page for information, including frequently asked questions and video tutorials. If you still have questions please send a detailed message to [Get help](#) and we will respond as soon as possible.

¿Tiene preguntas acerca de cómo presentar su reclamo de desempleo y beneficios potenciales? Por favor vea nuestra página de información del [COVID-19](#) (seleccione español) que incluye preguntas frecuentes y tutoriales en video. Si aún tiene preguntas, por favor mande un mensaje a [Obtener ayuda en español](#) (seleccione español) y le contestaremos lo más pronto posible.

If you want to learn more about or apply for Pandemic Unemployment Assistance (PUA) program, visit [here](#).

Welcome to Your Online Claim System

File Your New Claim

Establish a new claim for Oregon unemployment benefits. [Help](#)

If you are filing due to COVID-19, please watch this training video.

Claim a Week of Benefits

Claim a week of unemployment benefits once your claim is established. Just like claiming by phone but easier! \* [Please see notes below.](#) [Help](#)

If you completed your New Claim this week, please wait until Sunday to Claim a Week of Benefits.

If you are out of work due to COVID-19, please read the [FAQs](#) prior to claiming a week of benefits.

Pandemic Unemployment Assistance

Pandemic Unemployment Assistance (PUA) Intake and Weekly Claims. [Help](#)

Status of Weekly Report

See the status of your current weekly claim report (if claimed by Internet or phone) [Help](#)

Please note: This system is only updated once per day. Please wait until the next business day before checking again.


Status of Your Claim and Weekly Reports

View your weekly payment details, claim balance and expiration date, work search records, and UI Basics Review results.

Please note: This system is only updated once per day. Please wait until the next business day before checking again.



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

OREGON.GOV

Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

About Online Initial Claims

Welcome to the Oregon Employment Department Online Initial Claim System. If you have questions about filing a claim, qualifying for a claim, or about the unemployment insurance program, please check our [Unemployment Insurance Benefits Information](#) before filing your claim.

**In the following circumstances, you must file an initial claim by calling one of our [Unemployment Insurance Centers](#) and cannot file using the Online claim System:**

- You filed an unemployment claim against another state within the last twelve months.
- You have not worked in Oregon in the past 18 months.
- You worked as a merchant seaman in the last 18 months.
- You are currently outside of the United States.

In the above circumstances, you must file your claim by calling one of our [Unemployment Insurance Centers](#) by Friday of this week. Unemployment insurance claims are no longer handled through our local Employment offices.

It takes approximately 30 minutes to file your claim online. A summary of all your answers will be available upon successful completion. We recommend you print the summary pages and keep them with your records.

**Before filing your claim online, please gather and be prepared to provide the following information:**

- Your Social Security Number.
- Your work history for the last 18 months, including dates of employment, your employers' business names, addresses and phone numbers. (If you worked for a Federal (non-military) employer, you may find this information on an SF-8 or SF-50.)
- Your salary and total income from each employer.
- If you are not a citizen of the United States, you will need your Alien Registration Number and documentation.
- Phone number where you can be reached during normal business hours (8:00 AM – 5:00 PM Pacific Time).

**Please check your answers before processing each screen.**  
**You will not be able to go back to a prior page to make corrections.**  
**Please don't attempt to go back in your browser during this process.**

For your security, you will have approximately 10 minutes to complete each page and continue to the next page.

Begin Claim


[\[Cancel this entire transaction\]](#)

Read the disclaimer,  
make sure you have all  
recommended  
documents found on  
Page “1” and Click  
“Begin Claim”



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

 Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.


### Initial Claims Data

Your answers to the following questions will determine if you can file your initial claim online.

The information you provide will be used to determine your eligibility for Unemployment Insurance benefits. It is important that your information is accurate and complete for all questions asked. The law provides penalties for withholding information or making false statements to obtain benefits.


Please answer the following questions:

**\* indicates a required field.**

 Help


\* 1. In the last 12 months, have you filed a claim for benefits against any state other than Oregon?

☐ Yes ☐ No

 Help


\* 2. Enter the location you are currently physically located in:

**Between January 1, 2019 and December 31, 2019 did you:**

 Help


\* 3. Work in Oregon?

☐ Yes ☐ No

 Help


\* 4. Work outside the state of Oregon?

☐ Yes ☐ No

 Help

\* 5. Perform any active military service of 180 days or more, other than training with a National Guard or reserve unit?

☐ Yes ☐ No

 Help

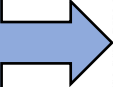
\* 6. Work as a merchant seaperson?

☐ Yes ☐ No

Continue

[Cancel this entire transaction]


Answer all questions completely and click "Continue"





# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

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Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

Identification

**WARNING:** Exiting or canceling before accepting the Certification Agreement at the end of this process will cause any information you have entered to be discarded! The Confirmation Page will announce the completion of your claim filing. At that point, you may exit without losing any information.

**Please enter the following information to help us properly identify you:**

**\* indicates a required field.** ☐ Do not display my SSN

\* Social Security Number:

SSN

\* Confirm Social Security Number:

Confirm SSN

We verify all social security numbers through a computer match with the Social Security Administration. Your unemployment insurance application can not be completed if this match is not successful.

**Enter a four-digit number that you want to use as your personal identification number (PIN). Do not use the last four digits of your Social Security Number.**

\* PIN:

PIN

\* Confirm PIN:

PIN

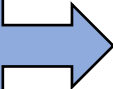
**Please make a note of your PIN and keep it confidential. You will need this PIN to access the Online Claims System and to file your weekly claims. You are responsible for any claims made using your PIN.**

The Internal Revenue Code and Oregon Administrative Rules require that you disclose your Social Security Number when claiming unemployment compensation. Your Social Security Number will be used to report your unemployment benefits to the Internal Revenue Service and Oregon Department of Revenue as income that is taxable. The number will be sent to the Social Security Administration for identity verification. The number will also be used as a record for processing your claim, for statistical purposes, to register you in our electronic job matching system (iMatchSkills) and will be shared with WorkSource Partners for One-Stop services. **The number may be used for state agency debt collection activities** and may be sent to U.S. Bank to issue you a ReliaCard VISA card through which you will be paid benefits.

Continue

[Cancel this entire transaction]

Read the disclaimer,  
enter all required  
information and click  
“Continue”





# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Determine Claim Effective Week

Depending on when you fill out your application, these dates will change. This is **VERY** important. Always pick the bottom option which is the date of current week ending on Saturday.  
Do not backdate your application.

BSD will provide the employment department with the true start date of our work furlough program.

Click "Continue"

Your claim will be effective Sunday of the week, unless you request the claim be backdated to the prior week. You may file your claim effective last week or effective this week.

In accordance with ORS 657.155, to be eligible for benefits for any week, you must be able to work, available for work, and actively seeking work.

Choose the week you want to file your claim:  
\* indicates a required field.


- [? Help](#) \* Last week (the week ending Saturday, May 16, 2020) ☐  
\* This week (the week ending Saturday, May 23, 2020) ☒

Continue

[\[Cancel this entire transaction\]](#)



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

 Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## User Registration

As a security measure, if you have more than 30 minutes of inactivity during this application, all information will be lost and you will be required to start over.  
In order to process your claim, we need information about you. Please complete the following form. You must enter your name as it appears on your Social Security Card.

\* Indicates a required field.

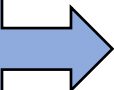
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Middle Initial:	<input type="text"/> Alphabet Aa-Zz only
If your employer(s) know you by another name, please enter it:	<input type="text"/>
* Date of Birth:	<input type="text"/> month <input type="text"/> day <input type="text"/> year
* Gender:	<input type="radio"/> Female <input type="radio"/> Male
* Are you a U.S. citizen?	<input type="radio"/> Yes <input type="radio"/> No
Driver's License Number:	<input type="text"/>
Driver's License State:	<input type="text"/>
Email Address:	<input type="text"/>

The Oregon Employment Department does not send or ask for claim related information via e-mail. E-mail will only be used to communicate issues about the use and availability of our website to customers, and to provide general information on the unemployment insurance program.

Continue

[Cancel this entire transaction]


Enter all required  
information and click  
"Continue"





# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

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Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Contact Information

Please enter your contact information.

\* indicates a required field.

 **Help**

\* Mailing Address:

Mailing address line 1

Mailing address line 2

\* City:

City

\* State:

-Select-

\* Zipcode:

Zip code

Check here if Street Address is same as Mailing Address:

☐

\* Street Address:

Street address line 1

Street address line 2

\* City:


City

\* State:

-Select-

\* Zipcode:

Zip code

 **Help**

\* Phone:

( ) -

Message Phone:

( ) -

Continue


[\[Cancel this entire transaction\]](#)

Enter all required  
information and click  
"Continue".





# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

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Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Address Verification

You entered the following mailing address:

Your address will appear here

The address entered is not a US Postal Service preferred address. Your application can not be completed without entering a postal preferred address. Please select one of the following options. If you are unable to provide a postal preferred mailing address, please cancel this transaction, try again later after securing a good address, or call the nearest Unemployment Insurance Center to complete an application by phone.

Suggested US Postal Service Preferred address:

The suggested postal service address will appear here

Use the suggested postal preferred address and continue application.

Continue

[\[ Return to form to make corrections \]](#)

[\[Cancel this entire transaction\]](#)

Review your address for accuracy and if all appears correct click "Continue"

If you need to make a correction, click "return to form to make corrections."



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

## More Information

Please answer the following questions:

**\* indicates a required field.**

Are you of Hispanic or Latino ethnicity? ☐ Yes ☐ No

Race (Select all that apply):  
☐ American Indian or Alaska Native  
☐ Hawaiian Native or Other Pacific Islander  
☐ Asian  
☐ White  
☐ Black or African American  
☐ Other

Do you require information in a language other than English to understand Employment Department Services? ☐ Yes ☐ No

If "Yes", choose your primary language:

[Continue](#)

[\[Cancel this entire transaction\]](#)

If you live in Washington State, this page will have two additional questions for you to answer.

## More Information

Please answer the following questions:

**\* indicates a required field.**

\* In the last 18 months, did you live in another state and regularly commute to Oregon to work? ☒ Yes ☐ No

\* Do you intend to seek work in Oregon? ☒ Yes ☐ No

Are you of Hispanic or Latino ethnicity? ☐ Yes ☒ No

Race (Select all that apply):  
☐ American Indian or Alaska Native  
☐ Hawaiian Native or Other Pacific Islander  
☐ Asian  
☒ White  
☐ Black or African American  
☐ Other

Do you require information in a language other than English to understand Employment Department Services? ☐ Yes ☒ No

[Continue](#)

[\[Cancel this entire transaction\]](#)



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### More Information

Please answer the following questions:

\* indicates a required field.

\* Highest grade of school completed:

\* Are you receiving or will you receive retirement pay (other than Social Security) within the next 12 months? ☐ Yes ☐ No

? Help \* Are you a member of a union that allows you to seek work only through your union hiring hall or that restricts you to seeking work only with union employers? ☐ Yes ☒ No

[\[Cancel this entire transaction\]](#)

Are you a member of a Union that allows you to seek work only through your union hiring hall?

Select "No" for this question.

If you answer "Yes" for retirement income, additional questions will be asked. Answer this information honestly and to the best of your ability.

Enter all other required information and click "Continue"



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Primary Occupation

Please answer the following questions:

\* indicates a required field.

\* Please select your primary occupation during the last 18 months. Either enter your occupation title in the Keyword Search, or select the Occupation Group (The search is easier if you keep the title short!). A selection is required.

**Keyword Search:**

- Enter job titles as keywords
- Single and partial words work best
- Results may be similar occupations with other names, or included in the title of an unrelated occupation

**Select an Occupation Group:**

- Food Processors and Culinary Workers
- Healthcare Practitioners and Technical
- Healthcare Support
- Installation, Maintenance, and Repair
- K-12 Education, Training, and Library**
- Legal
- Life, Physical, and Social Science
- Management
- Metal and Plastic
- Military
- Office and Administrative Support
- Other Production
- Personal Care and Service
- Power Plant and System Operators


[\[Cancel this entire transaction\]](#)

Click “K-12, Education, Training, and Library” and click “select” to continue.



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

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Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

Primary Occupation

Please select the occupation that most closely matches your own.

Adult Basic and Secondary Education and Literacy Teachers and Instructors  
Archivists  
Audio-Visual and Multimedia Collections Specialists  
Career/Technical Education Teachers, Middle School  
Career/Technical Education Teachers, Secondary School  
Curators  
**Education, Training, and Library Workers, All Other**  
Elementary School Teachers, Except Special Education  
Farm and Home Management Advisors  
Fitness Trainers and Aerobics Instructors  
Instructional Coordinators  
Kindergarten Teachers, Except Special Education

BackSelect and Save

[\[Cancel this entire transaction\]](#)

Click “Education, Training, and Library Workers, All Others” and click ”select and save” to continue.




# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

Are you seeking and willing to accept this type of work now?

**Very Important!**  
You must select “Yes” for this question.

Click “continue”

 Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Primary Occupation

Please answer the following questions:

**\* indicates a required field.**

**\* You Selected:** Education, Training, and Library Workers, All Other

[\[ Change Occupation \]](#)

**\* Are you seeking and willing to accept this type of work now?**

☒ Yes ☐ No

If "No" please explain why, and enter what specific type of work you are seeking now.  
(Enter a specific occupation. Do not type "any".)

**Please Be Aware**

In order to be eligible for benefits:

- You must be able to work, be available for work and be actively seeking work each week you claim. It is your responsibility to keep track of your work search efforts.
- You must look for work in your labor market and normal occupation. You must stay in the area of your permanent residence for the major portion of the week unless you are seeking work elsewhere.
- You must be willing to work all days and shifts normal for your occupation.
- You must be available for full-time, part-time and temporary work. (If you are limited to part time work because of a permanent or long-term disability, you may still be eligible for benefits.)

Continue

[\[Cancel this entire transaction\]](#)



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

Very Important! You must answer all questions on this page as instructed.

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Eligibility Questions

Please answer the following eligibility questions:  
\* indicates a required field.

**Note:** Eligibility for benefits requires that you be willing to accept and be available for both full-time and part-time work.

\* Are you willing to work full and part-time? ☒ Yes ☐ No  
If "No" please explain:

**Note:** Eligibility for benefits requires that you be willing to work and be available for work during all of the days and hours customary for the type of work you are seeking.

\* Are you willing to work during all of the days and hours normal for that type of work? ☒ Yes ☐ No  
If "No" please explain:

\* What was your salary/wage when last working in your primary occupation? \$ per Hour

\* Are you willing to accept the same rate of pay for future work? ☒ Yes ☐ No  
If "No", please explain why and enter the lowest rate of pay you are willing to accept:

\* Is there any reason you cannot begin full-time work now? ☐ Yes ☒ No  
(For example: self-employment, injury, illness, childcare, transportation, etc.)  
If "Yes", please explain:

? Help \* Did you turn down any work since you last worked? ☐ Yes ☒ No  
If "Yes", please explain:

\* Are you attending school? ☒ No ☐ Full-time ☐ Part-time

Continue

[Cancel this entire transaction]

Are you willing to work full and part-time? Select "Yes".

Are you willing to work during all of the days and hours normal for that type of work? Select "Yes"

Enter your hourly wage with BSD. Entering an estimated monthly wage is sufficient. If you want to look up the information, your gross wages can be found on your paystub which is available in Employee Online Services under Menu > Payroll Information > Check Stubs.

Are you willing to accept the same rate of pay for future work? Select "Yes"

Is there a reason you cannot begin full-time work now? Select "No"

Did you turn down any work since you last worked? Select "No"

Are you attending school? Select "No", regardless of whether you are a current student. This question does not apply to the work share program. If you select yes, you will be required to enter additional information that is not required for work share.


Click "continue".



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

Are you currently  
employed? Select  
"Yes"

Answer all questions  
based on your  
specific  
circumstances and  
click "continue".

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Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Additional Questions

Please answer the following questions:

\* indicates a required field.

\* Between 01/01/2019 and today, did you work for more than one employer? ☐ Yes ☐ No

[? Help](#) \* Are you self employed? ☐ Yes ☐ No

[? Help](#) \* Did you work as a professional athlete during the last 18 months? ☐ Yes ☐ No

Are you currently employed? ☒ Yes ☐ No

[? Help](#) Were you unable to perform any work due to illness or injury during the greater part of any calendar quarter between January 1, 2019 and December 31, 2019? ☐ Yes ☐ No

Was at least half of your earned income in the last 12 months from a farm, orchard, field, ranch, plant nursery, and/or Christmas tree harvest work? ☐ Yes ☐ No

Was at least half your earned income in the last 12 months from meat processing, poultry processing, fruit, fruit juice or vegetable canning, freezing, pickling or brining and/or making jams, jellies or preserves? ☐ Yes ☐ No

Did you travel (beyond normal commuting distance from your permanent home) to look for or accept any work listed in the two previous questions in the last 12 months? ☐ Yes ☐ No

Do you have a physical or mental impairment that constitutes a substantial barrier to employment? ☐ Yes ☐ No

Are you the spouse of a veteran who has a 100% service-connected disability, who died of a service-connected disability, or who was/is Missing in Action (MIA) or a Prisoner of War (POW)? ☐ Yes ☐ No

Did you ever serve in the U.S. Armed Forces? ☐ Yes ☐ No

[Continue](#)

[\[Cancel this entire transaction\]](#)





Select "Beaverton School District."

If Beaverton School District does not pre-populate, you will be required to type in the information manually.

You must use this exact name and address provided to expedite the processing of your application. Do not abbreviate.

# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

### Employer Information

Select the employer you have worked for since January 1, 2019:

☐ OREGON VIRTUAL SCHOOL AT BEND-LA PINE  
520 NW WALL STE 230  
BEND, OR 977010000

☒ BEAVERTON SCHOOL DISTRICT #48J  
16550 SW MERLO RD  
BEAVERTON, OR 970065152

☐ NORTHWEST SCHOOL OF SUCCESS INC  
204 S JOHN ADAMS ST  
OREGON CITY, OR 970450000

☐ Employer not shown

\* indicates a required field.

\* Most Recent Employer Name: BEAVERTON SCHOOL DISTRICT #4 This field is locked.

? Help

\* Starting Date of Employment: month day year

? Help

\* Last day of work: month day year

? Help

\* Total gross earnings for this period: \$ (or best estimate for the last 12 months)

\* Did you work for this employer in a state other than Oregon in the last two years? ☐ Yes ☒ No

\* Is this employer an agency of the Federal government? ☐ Yes ☒ No

Employer mailing address:

\* Street Address Line 1: 16550 SW MERLO RD This field is locked.

Street Address Line 2: This field is locked.

\* City: BEAVERTON This field is locked.

\* State: Oregon This field is locked.

\* Zipcode: 970065152 This field is locked.

Check here if mailing address is same as address where you worked: ☐

\* Address where you worked: Work Address

\* City: Work City

\* State: -Select-

\* Zipcode: Zip code

\* Employer Phone: ( ) -

\* Job title: Job Title

Job duties:

\* Last pay rate: \$ Pay rate per -Select-

? Help

\* Have you separated from your employer? ☐ Yes ☒ No

If you are temporarily unemployed, enter your expected return to work date here - see Help above for more information: month day year

Continue

**Starting date of employment:** You can find your hire date and gross salary in [Employee Online Services](#). If your employment with BSD started before November 1, an estimated date will be adequate. 2018, To look up your start date: Note: this information is available in Employee Online under Menu > Personal Information > Additional Dates > Date of Hire

**Last Day of Work** - enter today's date.

**Total gross earnings for this period:** (or best estimate for the last 12 months) - this may be an estimate. We recommend using your monthly or annual gross, which can be found on your paystub in Employee Online Services. BSD is providing this information under the Work Share program so an estimate is sufficient for the application.

**Employer Mailing Address:** Leave as is. Do not edit this information.

**Did you work for this employer in a state other than Oregon?** Select "No"

**Is this employer an agency of the Federal Government?:** Select "No"

**Address where you worked:** Enter the address for the site where you are primarily based out of. If you are not sure, click the box for mailing address is the same as address where you worked.

**Employer Phone:** Enter 503-356-4500

**Job Title:** Enter your job title.

**Job Duties:** Leave blank. Not required.

**Last pay rate:** You can use your monthly gross wages from your paystub. This may be an estimate. BSD is providing this information under the Work Share program.

**Have you separated from employer?:** Select "No"  
Remember - you have a reduction of hours, you were not laid off. Once you select "No" an additional question will appear.

**Why are you filing for Unemployment Insurance benefits at this time?:** Select "Still working/hours cut"

**If you are temporarily unemployed, enter your expected return to work date here:** Leave this question blank.



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

If you have had any additional employers since January 1, 2019, select “Yes”

By selecting “yes” you will be returned to the employer screen to enter another employer.

If you answer “no” you will be taken to the next screen.

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Completed Employer Information

You have completed entering information for the following employer(s):

Employer Name	Start Date	End Date
BEAVERTON SCHOOL DISTRICT #48J	Sep 01, 2017	May 21, 2020

You must enter information for all the employers you worked for since January 1, 2019. Include all full and part time work, regardless of how long you worked.

Did you work for another employer (not listed above) since January 1, 2019? ☐ Yes ☒ No

If you answer 'Yes', you will be returned to the employer screen to enter another employer.  
If you answer 'No', you will be taken to the next screen.

[Continue Application](#)




# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

The WorkShare and CARES Act funds are considered taxable income, if you are required to file a tax return. It is your personal decision to have federal and/or state taxes withheld from the funds you receive.

Complete all required fields and click “Continue”.

 OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Tax Withholding

**AUTHORIZATION FOR TAX WITHHOLDING**

Any unemployment insurance benefits you receive are fully taxable income if you are required to file a tax return. You may need to make estimated tax payments. For more information on estimated tax payments, contact the Internal Revenue Service. For state tax information, contact the Oregon Department of Revenue.

**\* indicates a required field.**

You may choose to have 10% of your benefits withheld for federal taxes and/or 6% for state taxes.

**\* Do you choose to have 10% of your unemployment benefits withheld for federal income taxes?** ☐ Yes ☐ No

**\* Do you choose to have 6% of your unemployment benefits withheld for state income taxes?** ☐ Yes ☐ No

This authorization will remain in effect for this claim until the Oregon Employment Department has received written notification from you of its termination.


Note: The first benefit payment is made by check. All subsequent payments are issued electronically by ReliaCard VISA or direct deposit. Once your first payment is approved, a ReliaCard VISA debit card will be sent to you. You have the option of applying for direct deposit, however payments will be issued by ReliaCard until a direct deposit application is received.

Continue

[\[Cancel this entire transaction\]](#)



# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

 OREGON.GOV

Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

## Alternate Base Year

**Alternate Base Year**

To qualify for an unemployment insurance claim, you must have enough wages/hours in the Base Year. The regular Base Year is first four of the last five calendar quarters that are complete on the date you file your claim.

If you do not qualify for a Regular Base Year claim in Oregon or against any other state where you worked during the base year, your claim will be redetermined using more recent wages and we will file an Oregon Alternate Base Year (ABY) claim.

The ABY claim uses the wages/hours in the last four calendar quarters that are complete as of the date you file your claim.

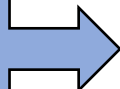
Information about ABY claims:

1. You are not eligible for an ABY claim if you qualify using the regular Base Year. We will search for any possible missing wages. If we later find more wages/hours in the regular Base Year, we will change your ABY claim to the regular Base Year. This may change the amount of your benefits.
2. For an ABY claim, we drop the oldest quarter of wages/hours from your claim and add the most recent completed quarter of wages/hours.
3. If you file an ABY claim now, you cannot reuse this newer quarter of wages on any future claim. A later claim may be based on only three calendar quarters of wages/hours.

Continue

[\[Cancel this entire transaction\]](#)

This does not apply  
to Work Share. Click  
“Continue”





# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions



Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

The first payments you receive will be by check from the Oregon Employment Department. Subsequent payments will be issued via a Visa ReliaCard. Please read the terms and fees associated with the ReliaCard.

You will have the option to set up direct deposit once your claim has been set up.

Scroll to the bottom of the page and check the box, "I have read the ReliaCard information", then click "Continue".

### ReliaCard Disclosure

Please read this ReliaCard information:

U.S. Bank ReliaCard® Pre-Acquisition Disclosure  
Program Name: Oregon Unemployment Insurance  
Reference Date: June 2017

You have options as to how you receive your payments including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.		
Monthly fee	Per purchase	ATM withdrawal
\$0	\$0	\$0 in-network
		\$2.00* out-of-network
ATM Balance Inquiry (in-network or out-of-network)		
\$0		
Customer Service (automated or live agent)		
\$0 per		
Inactivity (after 365 days with no transactions)		
\$2.00		
We charge 3 other types of fees.		
* This fee can be lower depending on how and where this card is used. See the accompanying Fee Schedule for free ways to access your funds and balance.		
No overdraft/credit feature. Your funds are eligible for FDIC insurance.		
For general information about prepaid accounts, visit <a href="http://cfdp.gov/prepaid">cfdp.gov/prepaid</a> . Find details and conditions for all fees and services inside the card package or call 1-855-279-1270 or visit <a href="http://usbankreliacard.com">usbankreliacard.com</a> .		

U.S. Bank ReliaCard® Fee Schedule  
Program Name: Oregon Unemployment Insurance

Find details and conditions for all fees and services inside the card package or call 1-855-279-1270 or visit [usbankreliacard.com](http://usbankreliacard.com).

U.S. Bank ReliaCard® Fee Schedule  
Program Name: Oregon Unemployment Insurance  
Effective Date: May 2018

All fees	Amount	Details
Get cash		
ATM Withdrawal (in-network)	\$0	This is our fee per withdrawal. "In-network" refers to the U.S. Bank or MoneyPass® ATM networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> .
ATM Withdrawal (out-of-network)	\$2.00	This is our fee per withdrawal. This fee is waived for your first 2 ATM withdrawals per month, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Teller Cash Withdrawal	\$0	This is our fee for when you withdraw cash off your card from a teller at a bank or credit union that accepts Visa®.
Information		
ATM Balance Inquiry (in-network)	\$0	This is our fee per inquiry. "In-network" refers to the U.S. Bank or MoneyPass networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> .
ATM Balance Inquiry (out-of-network)	\$0	This is our fee per inquiry. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator.
Using your card outside the U.S.		
International Transaction	3%	This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some merchant and ATM transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose.
International ATM Withdrawal	\$2.00	This is our fee per withdrawal. This fee is waived for your first 2 ATM withdrawals per month, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Other		
Card Replacement	\$0	This is our fee per card replacement mailed to you with standard delivery (up to 10 business days).
Card Replacement Expedited Delivery	\$15.00	This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.
Inactivity	\$2.00	This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days.

Your funds are eligible for FDIC insurance. Your funds will be held at U.S. Bank National Association, an FDIC-insured institution, and are insured up to \$250,000 by the FDIC in the event U.S. Bank fails. See [fdic.gov/deposit/deposits/prepaid.html](http://fdic.gov/deposit/deposits/prepaid.html) for details.

No overdraft/credit feature. Contact Cardholder Services by calling 1-855-279-1270, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit [usbankreliacard.com](http://usbankreliacard.com).

For general information about prepaid accounts, visit [cfdp.gov/prepaid](http://cfdp.gov/prepaid). If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-3272 or visit [cfdp.gov/complaint](http://cfdp.gov/complaint).

[ View, Save, or Print PDF ]

☒ I have read the ReliaCard information

Continue

[Cancel this entire transaction]



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Certification

Please read the following certification prior to submitting your application for benefits.

1. I certify under penalty of perjury that I am a citizen of the United States or legally authorized to work in the United States.
2. I understand the questions I have been asked. My answers are true to the best of my knowledge.
3. I understand the law provides penalties for making false statements in order to obtain unemployment insurance benefits.
4. When claiming unemployment insurance benefits online, or by touch-tone telephone, I accept the responsibility for the security of my personal identification number (PIN). I will notify the Employment Department to have my PIN changed if I forget my PIN or if it becomes known to someone else.
5. By submitting this application, I hereby register for work and request an initial determination of benefits potentially payable to me. I authorize the Employment Department to obtain and use information from any source I provide for administering unemployment insurance and employment service activities.

#### 6. Eligibility Notice: Your Work Search Requirements

Failure to seek work as required will result in a denial of benefits.

For each week you claim benefits, you must be:

- physically and mentally able to work;
- available for full-time, part-time, and temporary work during all of the days and hours normal for your type of work; and
- actively seeking work for jobs you may be hired to do.

To be considered actively seeking work, you must make two (2) direct employer contacts AND do three (3) additional work seeking activities, each week you claim.

You should make your direct contact with employers, to ask about or apply for jobs, in the way the employer prefers. You must record:

- the date of contact;
- the company name;
- the company location or online job posting ID number;
- how you contacted the company;
- the type of work or position you applied for; and
- the results (examples: applied for job, interviewing, or not hiring).

Your additional work seeking activities may include more employer contacts, updating your resume, or searching job listings. Keep track of the date and what you did.

The following situations are not common:

If you are a member in good standing with a union that does not allow you to seek non-union work, you are actively seeking work if you remain on your union's out-of-work list, stay in contact with your union, and are capable of accepting and reporting for work when dispatched by the union.

You may be temporarily unemployed if you have been laid off or had your hours reduced and expect to return to your employer. You must be returning to full-time work or work that pays more than your weekly benefit amount. There must not be more than four (4) weeks between the week you became temporarily unemployed and the week you are returning to work. You are actively seeking work by staying in contact with your employer. If your return to work date changes and is beyond four (4) weeks, you must begin actively seeking work at once.

This page outlines “Your Work Search Requirements”. These requirements are not applicable to you as BSD is participating in the Work Share Program.

(3) additional work seeking activities, each week you claim.

You should make your direct contact with employers, to ask about or apply for jobs, in the way the employer prefers. You must record:

- the date of contact;
- the company name;
- the company location or online job posting ID number;
- how you contacted the company;
- the type of work or position you applied for; and
- the results (examples: applied for job, interviewing, or not hiring).

Your additional work seeking activities may include more employer contacts, updating your resume, or searching job listings. Keep track of the date and what you did.

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You may be temporarily unemployed if you have been laid off or had your hours reduced and expect to return to your employer. You must be returning to full-time work or work that pays more than your weekly benefit amount. There must not be more than four (4) weeks between the week you became temporarily unemployed and the week you are returning to work. You are actively seeking work by staying in contact with your employer. If your return to work date changes and is beyond four (4) weeks, you must begin actively seeking work at once.

Contact the UI Center if you do not know whether the situations above apply to you.

Scroll to the bottom of the page and select the checkbox to agree and click continue.

☐ I agree

Continue

[\[Cancel this entire transaction\]](#)





# BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

Under the Work Share program  
you will not be completing  
weekly claims.

BSD will be submitting this  
information on your behalf  
each week.

Click, "What happens next".

The screenshot shows the Oregon Employment Department website. At the top, there is a dark blue header with the Oregon state logo and the text "OREGON.GOV" and "Employment Department". Below the header is a yellow banner with the text: "If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing." Below the banner is a white section with the heading "Important information for you to know." followed by two paragraphs of text. The first paragraph states that once a claim is processed, the online claims system is the fastest way to perform many claim functions, including filing weekly claims, restarting a claim after a reporting break, viewing claim status, changing address, and signing up for electronic deposit. The second paragraph states that unemployment claim records are confidential and that the department will not give information about a claim to anyone who calls unless they have already given a signed release authorizing that person to make inquiries on their behalf. At the bottom of this section is a button labeled "What happens next?". Below this section is a dark blue footer bar.

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

**Important information for you to know.**  
Once your claim has been processed, the online claims system is the fastest way to perform many claim functions including filing weekly claims, restarting a claim after a reporting break, viewing your claim status, changing your address, and signing up for electronic deposit.

Unemployment claim records are confidential. We will not give information about your claim to anyone who calls unless you have already given us a signed release authorizing that person to make inquiries on your behalf.

[What happens next?](#)



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

This page outlines what happens next for regular unemployment claims.

This information is **not applicable** to you as BSD is participating in the Work Share program.

You **will not** be required to submit weekly claims. BSD will be submitting these on your behalf.

You **will not** be required to register for iMatchSkills. Please disregard this information.

Click "Continue".

The screenshot shows the Oregon Employment Department website. At the top is a dark blue header with the Oregon state logo and the text "OREGON.GOV" and "Employment Department". Below the header is a yellow banner with the text: "If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing." The main content area is white and titled "What happens next?". Below the title, it says "This is what you need to do." followed by three paragraphs of text explaining the claim process, including the "Waiting Week" and the requirement to register in iMatchSkills. At the bottom of the text area is a "Continue" button. The page ends with a dark blue footer bar.

OREGON.GOV Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### What happens next?

**This is what you need to do.**

Claim benefits for every week you are unemployed. The week starts on a Sunday and ends on Saturday. The first week you file is called the "Waiting Week". You will not receive benefits for this week but you must claim it in order to receive future payments. Filing an initial claim alone does not establish waiting week credit. The waiting week must be claimed like any other week.

You can make your weekly claim online by going to our Online Claims System. It's the fastest way to file. The system can handle many claims functions and questions about your claim. You can also claim by using the telephone. The claimant handbook will explain how to do this.

You are required to register in iMatchSkills and have an individual review with WorkSource Center staff. iMatchSkills is the Employment Department's tool that connects you with hiring employers. You will receive a letter in a few days telling you how to register and complete your review. Failure to complete your registration and individual review will result in a denial of benefits.


[Continue](#)





# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

OREGON.GOV

Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### What happens next?

**This is what we are going to do.**

Our claims staff will review the information you submitted prior to establishing your unemployment claim. This process may take a few days. We will contact you if we need additional information.

We will mail a statement indicating your weekly benefit amount. It will list the wages used in determining your benefits. We will request any out of state and Federal agency wages you may have. We will add them to your claim when received by our agency.

Your first benefit payment will be by check or direct deposit, with subsequent payments issued electronically by ReliaCard VISA if you have not registered for direct deposit. Additional details about payments will be available after your claim is processed.

Complete Application

Click “Complete Application” in order to submit your initial claim form.



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions



Employment Department

If you have completed this application during the last SEVERAL weeks, please go to Claim a Week of Benefits. Do not attempt to complete another Initial Claim application to avoid delays in processing.

### Confirmation

**[For your protection, this page will be displayed for only 15 minutes.]**

#### Weekly Claim filing:

Now that you have filed your claim application, you must file a **weekly** claim to receive benefits. To request waiting week credit, wait until the Sunday after you submit your claim application. Use the Oregon Employment Department's website or phone system to file your weekly claim for benefits between 12:15 am on Sunday and 11:55 pm on Saturday. Continue to file for weekly benefits every week that you are unemployed to request payment.

#### In order to be eligible for benefits:

- You must be able to work, be available for work, and be actively seeking work each week you claim. It is your responsibility to keep a record of your work search efforts.
- You must look for work in your labor market and normal occupation. You must stay in the area of your permanent residence for the major portion of the week unless you are seeking work elsewhere.
- You must be willing to work all days and shifts normal for your occupation.
- You must be available for full-time, part-time, and temporary work. (If you are limited to part time work because of a permanent or long-term disability, you may still be eligible for benefits.)

#### Claimant Handbook:

To protect your rights, it is your responsibility to read and understand the information in the Claimant Handbook. The handbook explains what you need to know while claiming Unemployment Insurance (UI) benefits. The claimant handbook is available on our web site; you can view it by clicking the link below. If you do not understand the information, please contact the UI Contact Center at 1-877-FILE-4-UI (1-877-345-3484). To receive a copy of the Claimant Handbook, please visit your local WorkSource Center or call 800-237-3710 and select option 0.

[Claimant Handbook](#)

### Congratulations

**You have completed your UI application.**

**Your application for UI has been submitted and will be effective May, 17, 2020.**

**Confirmation number: 123442226**

**You may need the information on this page in the future.**

[Print This Page](#)

**You also view or print a detailed summary of all of your answers.**

[View Summary](#)

**The confirmation number listed above verifies the filing of your application. Our claims staff will review your application prior to establishing your UI claim. This process may take a few days. We will contact you if we need additional information.**

[Need Help Finding Work?](#)

**We would appreciate your comments about your experience applying for UI Benefits.**

[View Summary](#)

**The confirmation number listed above verifies the filing of your application. Our claims staff will review your application prior to establishing your UI claim. This process may take a few days. We will contact you if we need additional information.**

[Need Help Finding Work?](#)

**We would appreciate your comments about your experience applying for UI Benefits.**

#### Helpful Links:

You can learn more about the ReliaCard VISA and Electronic Deposit. Using the Online Claim System to set up Direct Deposit is the quickest way to receive payments.

[Payment Options](#)

You can Register for iMatchSkills.

[iMatchSkills](#)

Questions about your Unemployment Insurance claim.

[Frequently Asked Questions](#)

**You will not be able to set up Direct Deposit until after your claim has been approved. See additional information on next slide.**

**Do not create a profile with iMatchSkills, this is not a requirement for the Work Share program.**

**Important!**

Click "Print This Page" and save it as a PDF or jot down your confirmation number.



## BSD & Oregon Employment Department Work Share Program Initial Claim Form - Process & Instructions

**PLEASE NOTE: AFTER COMPLETING THIS PROCESS YOU MAY RECEIVE AN EMAIL OR PAPER MAIL INDICATING APPROVAL OR DENIAL. YOU DO NOT NEED TO DO ANYTHING WITH THIS INFORMATION EVEN IF YOU RECEIVE A DENIAL NOTICE. THE LETTER IS AUTOMATICALLY GENERATED. OED WILL STILL PROCESS YOUR CLAIM VIA THE WORK SHARE PROGRAM AS SUBMITTED BY BSD.**

**Reminder:** You only need to complete this online claim one time. BSD is participating in the Work Share program so you will **not** need to submit a weekly claim form through OED. Some eligible employees who earn additional income, receive retirement pay, or submit short leave will have to submit information on a weekly basis to BSD to report through the Work Share program.

**Note regarding Payments:** The first payments will be issued by check from the Oregon Employment Department, the following payments will be via a Visa ReliaCard.

**Direct Deposit:** You will not be able to set up Direct Deposit until after your claim has been approved. If you would like to set up Direct Deposit, you can do this by completing this authorization form ([English](#) | [Spanish](#)) and submit directly to the Oregon Employment Department by fax or US Mail. You can view additional information on Direct Deposit and ReliaCard on the OED website [here](#).



# BSD & Oregon Employment Department Work Share Program

## Initial Claim Form - Process & Instructions

### Online, Email, & Phone Support

The Initial Claim Form **must be completed by all eligible employees** and submitted online, and can be completed on a smartphone.

If you need assistance completing the form, please email [HR-Classified-Jobs@beaverton.k12.or.us](mailto:HR-Classified-Jobs@beaverton.k12.or.us) or call 503-356-4590. If we are unable to answer, please leave a voicemail and someone will return your call as soon as possible. **The quickest way to get a response is via email.**

### Language Access Support Lines

**Insert info here**

### In-Person Support

If you do not have access to a device or the internet, in-person support will be available:

Insert Support Times here.

### Location for In-person Support:

**Insert address here**

- In order to maintain social distancing, we ask that you follow these guidelines if you need to come to BESC for support:
- If possible come alone, or limit the number of individuals that must come with you
- Wear cloth face coverings
- Wear gloves
- Enter through the front door and exit out the back door
- Follow all directions of the volunteers
- Maintain proper social distancing at all times