



Employees of School Boards and School Related Occupations

Applying for Employment Insurance

Complete your application for Employment Insurance benefits on-line at: www.servicecanada.gc.ca

A Reference Code has been assigned for **Ontario residents only**. During the application process you will be asked for this Reference Code.

The Reference Code can be used for filing Regular Claims for EI Benefits if your last employment was with a School Related Employer only. Please keep for your records.

3511012010SCHOOL - for service in English
3511012010ECOLES - for service in French

Enter the Reference Code exactly as shown in CAPITAL LETTERS as it is case sensitive.

The Reference Code should only be used if you are applying for **REGULAR BENEFITS**.

Do not use the REFERENCE CODE if:

- you are applying for special benefits (Sickness, Maternity, Parental or Compassionate Care Benefits; or
- You are pregnant and would like to automatically switch to maternity benefits immediately after collecting regular benefits.

Security Information

You will be asked to provide personal information (Social Insurance Number, first and last name, date of birth, and **your mother's maiden name** (*her last name when she was born*)). **If this information is not correctly entered, there may be a delay in processing your claim.**

When should you file?

File your application no more than four weeks after your last day of work or you may lose benefits.

Establishing a New Claim - Even though you can file immediately, you are encouraged to wait until you receive your **paper** Record of Employment (ROE) or until your employer has transmitted your **electronic** ROE through the internet. Do not wait more than 4 weeks from your last day worked to file your application.

Note: Your employer may have made arrangements to send the paper ROEs directly to Service Canada. Please check with your employer. If your employer is sending the ROE through the internet they should be able to provide an estimated date that they will be transmitted.

Reactivating an Existing Claim - You can file immediately as an ROE is not required to reactivate an existing claim. However, you are advised to submit all ROEs to Service Canada when you receive them.

Submitting Record of Employments (ROEs)

Internet ROEs -Record of Employments with Serial Numbers starting with **“W” or “S”** do **NOT** need to be submitted to your Service Canada Centre.

Paper ROEs -You are required to submit all Records of Employment not previously submitted to your local Service Canada Centre with Serial Numbers starting with **“A”, “E” or “L”** for all employment within the last 52 weeks (this includes any full-time, part-time or casual employment with another employer or school board).

Please check with your employer to see if they have made arrangements to send the ROEs direct to Service Canada.

Reactivating Existing Claim – New Process

If you started a new EI claim within the last 52 weeks and there are still weeks payable on that claim, **we will automatically reactivate (renew) your existing claim.** If your claim cannot be reactivated for any reason, this application will be considered for a new claim.

If there are **4 weeks or less payable** on your claim and you do not work after your claim is reactivated, you will **not** need to complete another application. **In all other cases**, you will have to file a new application once you receive your final payment notice for your existing claim.

If you prefer to start a new claim instead, please contact us at **1-800-206-7218** prior to beginning your application. **Your decision to start a new claim is final and cannot be reversed.**

Some considerations to be aware of before making this decision are:

- If your claim is reactivated and you work after the start of the claim, you may be able to establish a new claim when your existing claim runs out.
- In order to establish a new claim you must have enough insurable hours and meet the qualifying conditions for a new claim.
- If a new claim is established instead of reactivating your existing claim, the remaining weeks payable on the existing claim will be lost.
- A two-week unpaid waiting period must be served on a new claim before you are entitled to receive payment.

If you have questions please call the Employment Insurance Call Centre (**Monday to Friday from 8:30 am to 4:30 pm**) at **1-800-206-7218**.

Note: If your usual place of residence is located outside the province of Ontario, do not use the above Reference Codes when completing your application on-line.