

# Instructions for **Evangelical Community Hospital** Employees: Filing an Application for Unemployment Compensation Benefits

## When to file:

- If you have worked your full, regular hours for this work week, then file on Sunday following your last day of work.
- If your separation from your employer caused a change to your normal working hours for the week, then file right away.

## What you need before you get started:

- Social Security Number
- Home address and mailing address (if different)
- Telephone number
- Valid email address
- PIN - Personal Identification Number (optional) - if you have previously filed a UC claim using your previous PIN can prevent you from having to re-enter information.
- Direct Deposit bank information (optional) - bank name, address, account and routing number
- Employer's name: Evangelical Community Hospital  
Address: One Hospital Drive, Lewisburg, PA 17837 ATTN: HR  
Phone number: 570-522-2718
- Employer's PA UC account number: 60-01507R
- First and last day worked with employer
- Reason for leaving
- Pension or severance package information (if applicable)

## Different Ways to File:

- **Online:** Complete an online application using our secure website 7 days a week, 24 hours a day at [www.uc.pa.gov](http://www.uc.pa.gov). **This is the fastest and easiest way to get started.**
- **Phone:** Call the statewide toll-free number **888-313-7284**. Please note: At the present time, the UC Service Center is experiencing very large call volumes. Please email them at [uchelp@pa.gov](mailto:uchelp@pa.gov), or contact them via the online chat.
- **TTY:** Services for the Deaf and Hard of Hearing is available at **888-334-4046**.
- **Paper Form:** A paper application can be downloaded from the website [www.uc.pa.gov](http://www.uc.pa.gov) and mailed to the address indicated on the instructions. This method of filing can take longer to process.
- **Videophone Services:** Individuals who use American Sign Language (ASL) can call **717-704-8474** every Wednesday from noon to 4 p.m.

## **IMPORTANT INFORMATION for those impacted by COVID-19:**

- You can find information on unemployment compensation benefits specific to COVID-19 at: <https://www.uc.pa.gov/Pages/covid19.aspx>
- You may be eligible for unemployment compensation benefits if:
  - Your employer temporarily closes or goes out of business because of COVID-19.
  - Your employer reduces your hours because of COVID-19.
  - You have been told not to work because your employer feels you might get or spread COVID-19.
  - You have been told to quarantine or self-isolate, or live/work in a county under government-recommended mitigation efforts.
- **(NEW) The Waiting Week is suspended.** Previously, claimants were not eligible for benefits during their first week of unemployment (the “waiting week”). This has been suspended; eligible claimants may receive benefits for the first week that they are unemployed.
- **(NEW) Work Search and Work Registration requirements** are temporarily waived for all UC claimants. Claimants are not required to prove they have applied or searched for a new job to maintain their UC benefits. Claimants are also not required to register with [www.PACareerLink.gov](http://www.PACareerLink.gov).

**Due to the high volume of unemployment claims, you may experience a delay in processing and/or payment. Unfortunately, Human Resources is unable to provide daily updates on the status of your claim as the priority for processing is determined solely by the Bureau of Unemployment Compensation (UC). The Human Resources team is working diligently to respond with the necessary employment verification when requested by UC.**

Please visit <https://www.uc.pa.gov/Pages/AlertDetails.aspx> for important alerts on claims processing timeline.

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