



**Mark Gordon**  
Governor

# State of Wyoming

## Department of Workforce Services

Unemployment Tax Division  
100 W Midwest Ave  
Casper, WY 82601  
307.235.3217 ■ Fax: 307.235.3278  
[www.wyomingworkforce.org](http://www.wyomingworkforce.org)



**Robin Sessions Cooley, J.D.**  
Director

**Elizabeth Gagen, J.D.**  
Deputy Director

To Whom It May Concern:

On March 18, 2020, President Trump signed the Families First Coronavirus Response Act (Pub L. 116-127). This legislation includes the Emergency Unemployment Insurance Stabilization and Access Act of 2020 (EUISAA). This Act includes provisions requiring states to ensure that employers individually notify any employee of the availability of unemployment insurance if they separate from employment or have had a reduction in hours to less than 35 hours per week. This notice must be made at the time of the separation or reduction in hours.

Attached is the form of the notice prepared by the Wyoming Department of Workforce Services (DWS) which you are required to provide to employees at the time of separation. The Wyoming Unemployment Insurance Commission Rules require that employers keep a record that this notice was individually provided and at the time of separation to any employee who separates from employment for any reason. The record of notification must be maintained and made available to DWS upon request.

If you have any questions about these notice and recordkeeping requirements, please contact the Department of Workforce Services, Unemployment Tax Division at (307) 235-3217, or your assigned Field Tax Auditor.

Thank you.



**Mark Gordon**  
Governor

# State of Wyoming Department of Workforce Services

Unemployment Insurance Division  
PO Box 2760  
Casper, Wyoming 82602  
307-473-3789 ■ Fax: 307-473-3726  
[www.wyomingworkforce.org](http://www.wyomingworkforce.org)



**Robin Sessions Cooley, J.D.**  
Director

**Elizabeth Gagen, J.D.**  
Deputy Director

---

## Employer Notification to Employees of the Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the minimum requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or your work hours are reduced. Failure to timely open a claim and then file a continued claim for each week may result in the denial of benefits.

You will need to provide the Wyoming Department of Workforce Services, Unemployment Insurance Division with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US citizen or resident);
4. Information about where you worked in the past 18 months, including company names, addresses, and approximate dates you worked there;
5. Your most recent check stubs, W2s and 1099 forms from the last 18 months; and
6. The amounts of your separation pay, severance, vacation, holiday, sick, bonus pay, and any wages in lieu of notice you may have received or expect to receive.

**To file a UI claim online, visit: [www.wyui.wyo.gov](http://www.wyui.wyo.gov).**

**To file a UI claim by phone, call: (307) 473-3789**

For assistance or more information about filing a UI claim or if you have questions about the status of your Wyoming UI claim, please contact the Wyoming Department of Workforce Services, Unemployment Insurance Division at (307) 473-3789 or (866) 729-7799 (if calling from outside of Wyoming).