

# Appeal the Decision Denying Your UC Benefits!

If you receive a Notice of Determination finding you ineligible for UC benefits and you disagree with the decision, **you must file an appeal within 15 days of the decision's mailing date.\***

## Filing an Appeal by Email

Right now, the best way to submit your appeal is by email.

You can email your appeal to [UCAPPEALS@PA.GOV](mailto:UCAPPEALS@PA.GOV)

In order for your appeal to be accepted as valid, your email must include the following information:

- Your full name and mailing address
- The last four digits of your social security number (xxx-xx-1234)
- The mailing date of the determination that you are appealing (this is provided in a box on the decision)
- A brief statement explaining why you disagree with the determination and believe you should be eligible

You may also want to include the following information:

- Your phone number
- The name, address and phone number of your employer (if applicable)

**You only need to send one email.** After you send the email to the address above, you will receive a confirmation email (check your spam folder as well). If you do not receive this confirmation within an hour you should make sure that the email address was entered properly and try again.

## Filing an Appeal By Mail

The information necessary for sending your appeal by mail will be located on the back of most Notices of Determination issued by unemployment, including the **name and address of the Unemployment Compensation Service Center** that issued your decision.

When filing your appeal by mail, if possible, we recommend placing the envelope in a postal box outside a U.S. Post Office. Your appeal will be considered filed on the date it is postmarked -- if you are not sure how often mail is collected from your local box, it will be safer to use the one outside the Post Office. If there is no readable postmark, the appeal will be considered filed on the date the Service Center receives it, so send your appeal in **as soon as possible**.

**Within a few weeks of filing your appeal, you will receive a copy of it back in the mail with some notations from the Service Center. This means your appeal is being processed.**

\* Even if you are outside the 15 days, still appeal. Given the public health crisis, there may be more leeway with late appeals. But try your very best to appeal on time.

