

## **The application procedure for an unemployment benefit:**

You can apply online for an unemployment benefit (WW) at your personal page of the UWV:  
<https://www.uwv.nl/particulieren/mijnuwv/index.aspx>

To do this you need a DigiD, Digital Identity. With your DigiD you can log in to government websites. This way organizations know who you are. If you do not have a DigiD, you can request one at [www.digid.nl](http://www.digid.nl). Remember that if you apply for a DigiD it will take at least five (!) days, before you will receive it.

Remember to apply for the unemployment benefit on time! It is possible from one week before your contract will be terminated. Not before. Also keep in mind that it should be no later than one week after your contract has ended!

## **Settlement Agreement**

If you have an employment contract for an indefinite period or if you have a temporary contract that will be terminated prematurely, it is important that you and the company draw up a so-called settlement agreement!

In Dutch: a 'vaststellingsovereenkomst'. This is an arrangement between you and your employer about the way the contract will be terminated. You will need it to prove to the Unemployment Agency (UWV) that your unemployment is not your own fault. A settlement agreement is important, because it protects your right to benefits. If you resign yourself, you are normally not eligible for unemployment benefits!

A settlement agreement must in any case state that both parties agree that the employment contract cannot be continued, but (and that is important) that the initiative for the dismissal has been taken by the employer. It is important that the settlement agreement is drawn up on time, i.e. in such a way that the notice period is observed!

When you log in to [www.uwv.nl](http://www.uwv.nl) you have to look for the button: 'aanvraag WW uitkering'. This will lead you to the application form. When you open it, you will see that a part has already been filled in with the information that the UWV already has about you.

Sometimes information is missing, but you can add to it. This applies, for example, to periods that you have worked abroad. If you have worked within Europe earlier in your career, you should also report the years that you have worked abroad to the UWV so that these years can be counted towards determining the duration of the unemployment benefit. For this you need a so-called completed PD/U1 or A1 form that you can request from the benefits agency of the country concerned. Sometimes the PD/U1 form is also called an E – 301 statement, but that is (officially) an outdated name.

*Important: this document has been amended in July 2022. Always check with the office of the Omscholingsregeling whether the information is still up to date. The Omscholingsregeling does its utmost to provide the correct information, but accepts no liability if the content of this document has become obsolete due to current events..*

One of the requirements of the WW is that someone must be available for the labor market. In other words, you must show your willingness to work. One of the questions is: 'Are you available for work from the moment you become unemployed?' The answer to that question should therefore always be YES. The number of available hours is also requested. That is in all cases the amount of working hours per week stated in your dancing contract.

After submitting the form, it takes a few weeks before the UWV has made a decision about the granting of the benefit. You will receive a letter about this which is called '*beschikking*' (official decision/disposition). You can always appeal against this decision if it contains something you do not agree with. If you want to do this, please always contact the ODN office. We can think along with you about whether the objection makes sense and what possible alternatives are.

An objection must always be made within a period of six weeks after the date of the letter! If you fail to do so, the objection will be declared inadmissible.

During unemployment you have a number of obligations that you must meet. The UWV will check whether you meet these obligations. If you don't comply, you could be fined. For a detailed explanation of your duties, see <https://www.uwv.nl/particulieren/werkloos/uw-rechten-en-plichten/index.aspx>

There are at least three things important during the period that you receive unemployment benefits:

- a. Report all changes
- b. Report your income every month
- c. Comply with the application activities that have been agreed

On the website of the UWV you have two personal environments that you can access. These are: *Mijn UWV* and *Mijn Werkmap*: <http://www.uwv.nl/particulieren/mijnuwv/index.aspx>

At *Mijn UWV* you can mainly find general information about your unemployment benefit and here you can report changes and income. You can do this with the so-called *Wijzigingsformulier* and the *Inkomstenformulier*.

- a. Report changes

The *Wijzigingsformulier* (Change Form) is intended to report changes in your personal situation, such as a move or a change in your bank account number. However, it is also intended to request a holiday! Every year, every benefit recipient is allowed to go on holiday for 20 working days (= four weeks) while the benefit continues.

- b. Income and unemployment benefits

Report your income at the end of each month. You can do this via *Mijn UWV* using the Income Statement form. Even if you have no income, you are obliged to pass this on using the same form. Any income will be settled with your benefit and determine the amount of the benefit. After submitting the form, it takes approximately 3 to 10 working days before

Important: this document was written in July 2022. Always check with the office of the Omscholingsregeling whether the information is still up to date. The Omscholingsregeling does its utmost to provide the correct information, but accepts no liability if the content of this document has become obsolete due to changes.

the unemployment benefit is paid. NB! Payment is only made when the income statement form has been received. Please note that the first payment of the benefit may therefore take longer. The benefit can only be paid after the end of the month if the Income Statement form has been sent. Many details are already entered on the Income Statement form. Check that everything is correct, even if you are not working or are sick. It is important to check everything carefully because if you receive too much unemployment benefit, you have to pay it back afterwards.

The unemployment benefit is paid in arrears once a month. You will receive a salary slip from the UWV, which is called a specification.

The unemployment benefit supplements your income if you start working for a lower income than your monthly unemployment benefit. The amount of the unemployment benefit is determined by settling income. The unemployment benefit will be interrupted if the income from work per month exceeds 87.5% of the monthly salary (in Dutch: *maandloon*). Every month that you earn over 87,5%

#### c. Job search activities

You can be exempted from the obligation to apply for a job if you follow a full-time study through the retraining program, ODN. (you need to study fulltime or at least 24 hours a week). Always check this with the career adviser of the program. You will only receive this exemption from the obligation to do the job search activities through ODN.

If you are not exempted from job applications, you must register all your job application activities in 'Mijn Werkmap': <https://www.werk.nl/werkzoekenden/werkmap/>

It is your responsibility to find a job. If you have not made specific agreements with a work adviser from the UWV, you must ensure that you apply at least 4 times in 4 weeks. You are also obliged to apply for job vacancies offered by the UWV. You will receive the job application tasks in your 'Werkmap' that you need to complete.

Through this 'Werkmap' the employment adviser from the UWV regularly asks for proof of your application activities. Therefore, keep all the information regarding applications (letters, invitations for an interview), auditions or tests, etc. for at least 2 years.

After about 3 months, the UWV adviser may review how the reintegration is progressing. He may also check whether the support from UWV is useful. You make agreements together for the next period.

The UWV checks whether you are complying with your obligations. If your job search activities are not done in a proper way, this may have consequences for your unemployment benefit. You could then temporarily receive less or no benefit. If you receive too much benefit, you will have to pay it back afterwards.

In the unlikely event that you get stuck with something, please contact the office of the Omscholingsregeling or visit [www.uwv.nl](http://www.uwv.nl)

Important: this document was written in July 2022. Always check with the office of the Omscholingsregeling whether the information is still up to date. The Omscholingsregeling does its utmost to provide the correct information, but accepts no liability if the content of this document has become obsolete due to changes.

Important: this document was written in July 2022. Always check with the office of the Omscholingsregeling whether the information is still up to date. The Omscholingsregeling does its utmost to provide the correct information, but accepts no liability if the content of this document has become obsolete due to changes.