

REEMPLOYMENT ASSISTANCE

BULK CLAIM SERVICES INSTRUCTIONS FOR EMPLOYERS

If your business experiences a layoff/shutdown, the **South Dakota Reemployment Assistance (RA) Bulk Claim Services** will save you and your employees valuable time applying for unemployment benefits. If you follow the steps below, the RA Division will initiate the claims process for your employees. Using this service will eliminate the need for you to submit “Notice of Claim” (238) for each individual employee. To use this service for layoffs/shutdowns:

1. Review the information on dlr.sd.gov/ra/businesses/bulk_claims.aspx
2. Email the following information to DLRRADivision@state.sd.us
Subject Line: Bulk Claim Lay-off [insert company name]
Body of email should include:
 - *Name of company:*
 - *Number of layoffs:*
 - *Lay-off Date:*
 - *Company contact information (name, phone, email):*
3. Your employees should:
 - A. Complete [Bulk Claims Application](#) and submit the forms back to you (even those who may have already filed. There’s a box for them to check indicating they have an account already). Application also available in [Spanish](#).
 - B. Review the [RA Bulk Claims Employee Handout](#). Handout also available in [Spanish](#).
4. You should:
 - A. Instruct your employees not to start a claim or create an RA account.
 - B. Give your employees [RA Bulk Claims Employee Handout](#) (also available in [Spanish](#)). While they do not need to start a claim or create an account, they will be responsible for filing a weekly request for payment each week once the RA Division has processed the bulk claim. See handout for more information on how and when to file.
 - C. Download and complete the Bulk Claim Layoff List ([.xlsx spreadsheet](#)).
 - D. Gather the information about your employees affected by the shutdown/layoff and complete the spreadsheet.
 - E. Collect completed Bulk Claims Applications
5. Submit the completed Bulk Claim Layoff and Bulk Claims Applications to:
 - By email to DLRRAClaims@state.sd.us (this is preferred).

*(The applications can be mailed to: South Dakota Department of Labor and Regulation,
RA Division, Bulk Claims, P.O. Box 4730, Aberdeen, SD 57402-4730*