

## Employment Department - *Unemployment Insurance Center* Requests

1) **What should CDDPs or Brokerages do if they receive an employer notice from the Employment Department - Unemployment Insurance (UI) Center?**

Send the notice to Public Partnerships via fax or secure email. Note: If you do not have secure email server at your agency, please send an email to us and request we reply with a secure email.

Email: [PPLORFMAS@pcgus.com](mailto:PPLORFMAS@pcgus.com)

Fax: 1-844-399-6593

2) **What happens next?**

PPL will complete the form included with the notice (as applicable) and return the form to the UI Center along with a wage report and a standard response letter explaining that PPL is not the employer.

3) **Does the employer need to complete any part of the form?**

Once the UI Center receives the form and wage information from PPL, they will reach out to the employer only if they need additional information.