

**SHEET METAL WORKERS LOCAL NO. 292 SUB FUND**  
**Application for SUB Benefits based on Lay-Off**

BEFORE YOU CAN BE CONSIDERED FOR SUB BENEFITS BASED ON LAY-OFF, YOU MUST BE ON THE OUT OF WORK LIST AND REGISTERED FOR JOB REFERRAL WITH LOCAL 292, AND YOU MUST FILL OUT A SUB APPLICATION EACH TIME YOU ARE LAID OFF.

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Best Phone Number to Reach You

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name of Last Employer in Detroit Area

\_\_\_\_\_  
Date of Termination

**Classification: (please check one)**

Journeyman

Apprentice

Production (A, B, or C) (**circle one**)

**FREQUENTLY ASKED QUESTIONS - PLEASE REFER TO YOUR SUMMARY PLAN DESCRIPTION FOR AND THE PLAN FOR COMPLETE INFORMATION**

**Q: How do I apply for SUB if I am laid off?**

A: You must first report to Local 292's office after your layoff and register for job assignment. When you do, you can obtain your SUB application, which you must complete and file with all required documentation no later than 90 days following your receipt of State unemployment benefits upon which your claim for SUB benefits is based. If you register within two days of your layoff, you will be entitled to receive benefits beginning with your first unemployment compensation payment. If you register later than two days after your layoff, you will be entitled to receive benefits in respect to any unemployment compensation payments you receive after your registration.

Registration with the Local is the only acceptable proof of availability to work. If you refuse one job referral, you will continue to be considered available for work. If, however, you refuse two consecutive jobs (or referrals to jobs) which you are qualified to perform, you will no longer be considered available for work. You will not again be considered available for work until you have returned to work for a contributing employer, become unemployed once more and register for job assignment with Local 292.

Each time you receive an Unemployment Compensation benefit, you must submit proof (either a check stub, a print-out from UIA's website or, *if neither is available*, proof of direct deposit from your bank or credit union) to the Fund Office within 90 days of the date the Unemployment Compensation benefit was issued in order for you to be entitled to receive a SUB for that period. Submit your proof of receipt of Unemployment Compensation benefits to Sheet **Metal Workers**

**Local 292, SUB Fund, P.O. Box 189, Troy, Michigan 48099-0189.** You may instead fax or email your proof of receipt of Unemployment Compensation benefits to fax **number (248) 556-2594** or [smw292@subfund.org](mailto:smw292@subfund.org). If you have any questions about the SUB Benefit Plan or your rights, you should contact the Fund Office at (248) 641-4992.

**Q: If my claim is denied, may I appeal?**

A: If your claim is denied by the Fund Office, you or your authorized representative may appeal to the Board of Trustees in writing for a review of that denial. Your appeal must be in writing and must be received in the Benefit Office within **60** days of the day you receive the letter denying your claim.

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I hereby certify that all of the foregoing information is accurate and complete, and that I am, and have been, available for work in the Jurisdiction of Local Union 292 since the date of termination of employment shown above, that I have not refused a job referral since said date, and that I have registered for employment on the Registration List maintained by Sheet Metal Workers Local 292. I have received a copy of this application for my own record. I agree to repay to the Fund any and all amounts I may receive from the Fund if it is subsequently determined that I did not meet the requirements for receipt of those benefits.

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Applicant's Signature

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[FOR OFFICE USE ONLY]

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Received By

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Date

**OUT OF WORK SKILLS CHECK OFF  
(PLEASE CHECK ALL THAT APPLY)**

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**JOURNEYMEN/APPRENTICE**

- \_\_\_\_\_ LAYOUT
- \_\_\_\_\_ BRAKE OPERATOR
- \_\_\_\_\_ TURRET PUNCH OPERATOR
- \_\_\_\_\_ LASER OPERATOR
- \_\_\_\_\_ CERTIFIED WELDER (CURRENT)
- \_\_\_\_\_ SUPERVISION
- \_\_\_\_\_ CYBERMATION
- \_\_\_\_\_ WELD INSPECTOR (CWI)
- \_\_\_\_\_ CRANE SIGNALING

**PRODUCTION A/B**

- \_\_\_\_\_ CERTIFIED WELDER
- \_\_\_\_\_ SHEAR OPERATOR
- \_\_\_\_\_ TRUCK DRIVER (CDL)
- \_\_\_\_\_ ELECTRICAL