

The Unemployment insurance program is self-funded through the Diocese of Ogdensburg.

All employees working are covered by New York State Unemployment Insurance. DeGroot Management Services (DMS) is our Third Party Administrator. DMS assists the Diocese in all unemployment insurance related matters from processing unemployment insurance claims to providing expertise on employee terminations. They may be reached by calling (800) 295-6666. When an employee terminates employment an Employee Separation Form must be completed by the employer. A copy of the form should be sent to the Human Resources Office and the original should be sent to:

Jeanne Tangredi  
DeGroot Management Services  
PO Box 502  
Syracuse, NY 13214-0502

Quarterly Unemployment Report Forms should be downloaded from the Pastoral Documentation Website. The Unemployment Report Forms are listed under Human Resources. The premium owed to the Unemployment Insurance Fund is based on the employees' quarterly earnings. Effective January 1, 2012 the unemployment insurance rate to employers is 2.0% of the first \$8,500 of each employees' wages each calendar year. This means, for example, an employer will be charged \$170.00 per year for employees earning at least \$8,500 per year. If an employee earns less than \$8,500 in a calendar year, the employer pays a premiums on all of the employees' earnings. The quarterly forms with payment should be mailed to the diocesan lockbox in Buffalo no later than the 15th of the month after the quarter ends. Please send payment to:

Diocese of Ogdensburg - Unemployment Insurance  
PO Box 106  
Canajoharie, NY 13317

Additional information specific to NYS Unemployment Insurance can be obtained online at [www.labor.state.ny.us](http://www.labor.state.ny.us).