

DEW Appeals FAQs

Q1. – I paused an application but I think the status of the document may have change?

Click the Refresh button below the Current Appeals box.

Q2 -- Who can electronically sign an Appeal?

You will be asked to electronically sign this application as being complete and truthful using the name from the SCBOS profile. You must be associated with the business and cannot sign for another person. For example, a third party cannot use his or her name to sign for a client.

Q3 -- How do I find case documents that I just uploaded?

The Hearing Officer must change the status of the document before it can become visible.

Q4 -- How do I find my Appeal that I just entered?

DEW needs to assign a case number before the Appeal is displayed.

Q5 -- What are the limitations of uploading case documents?

A file on your computer with the following formats: PDF, DOC (Word), DOCX (Word), JPEG, XLS (Excel), XLSX (Excel), GIF can be uploaded. Be advised that when you upload any document and the document is approved by DEW, the document may be viewed by the claimant. The maximum size of the file to be uploaded is 10 MB. The total size of all files to be uploaded cannot exceed 25 MB. Documents are not uploaded until checkout.

Q6 -- What is the purpose of the Appeals application?

When a claimant files for unemployment benefits, the department investigates the claim by contacting both the claimant and the claimant's former employer. The department then issues a written determination detailing its initial ruling on the claimant's eligibility for benefits and any points of law considered.

The employer has the right to file an appeal if you disagree with the initial determination. Each determination letter contains detailed appeal rights and information; make sure to read this information thoroughly along with the information listed on the Appeals Information for Claimants and Employers page on the DEW website. This application will enable you to view Appeals and associated case documents as well as:

- Initiate and file two types of Appeals – (1) Notice of Appeal to Appeal Tribunal (APP-100) and (2) Application for Leave to Appeal to the Appellate Panel (APP-111). The first type of appeal may be filed after the determination has been made by Claims Adjudicator. The second type of appeal may be filed after the Appeal Tribunal has communicated their decision. By law, you must file your appeal within 10 calendar days of the mailing date listed on the Determination or the Appeal Tribunal decision. If the 10th day falls on a weekend or recognized holiday, the appeal period extends to the next business day.
- Upload additional case documents including the APP-107 – Application for Issuance of Witness Subpoena.

Q7 -- What does it cost to file an Appeal?

\$0 but you must take time to attend the Appeal Tribunal or Appellate Panel.

Q8 -- Will I get a receipt when submitting an Appeal through SCBOS?

Yes. You will also get a Recap of the information you entered. Do not mail in the receipt to DEW.

Q9 -- Can DEW issue a subpoena in order for someone to testify under oath?

Yes. When submitting the APP-100, you can state that a subpoena is required. More specifically, the request can be submitted using APP-107 – Application for Issuance of Witness Subpoena. This paper form can be obtained from DEW at <http://dew.sc.gov/>.

As a Board of Review, the Appellate Panel is confined solely to the record submitted by the Appeal Tribunal and does not accept additional evidence or testimony in its consideration of the appeal. For this reason, subpoenas for appeals to the Appellate Panel will not be issued.

Q10 -- I missed the 10 day window; can I still submit an Appeal?

If you missed the 10 day window to submit an Appeal, you can submit an APP100 or APP111 as appropriate and as part of the application, explain your reason(s) for being untimely.

Q11 -- How long do I have to submit an Appeal?

By law, you must file your appeal within 10 calendar days of the mailing date listed on the Determination or the Appeal Tribunal decision. If the 10th day falls on a weekend or recognized holiday, the appeal period extends to the next business day.

Q12 -- I received an Appeal Tribunal Decision letter; what can I do now?

If you wish to appeal the decision, you can file online, on behalf of the business, an APP111 – Application for Leave to Appeal to the Appellant Panel.

Q13 -- I received a Letter of Determination from DEW, what can I do now?

If you wish to appeal the decision, you can file online, on behalf of the business, an APP100 – Notice of Appeal to Appeal Tribunal.

Q14 -- What do I do when I forgot my DEW PIN?

If you have forgotten your DEW PIN, contact DEW at uitax@dew.sc.gov or you may call at (803) 737-3080.

Q15 -- What do I need to access the Appeal application online?

Just like other DEW applications, you need to first get an SCBOS User Name and Password and know your DEW account number, Federal Employer Identification Number (FEIN), and DEW PIN.

Q16 -- Who can electronically sign an Appeal?

You will be asked to electronically sign this application as being complete and truthful using the name from the SCBOS profile. You must be associated with the business and cannot sign for another person. For example, a third party cannot use his or her name to sign for a client.

Q17 -- What are the two types of Appeals?

There are two types of Appeals – (1) Notice of Appeal to Appeal Tribunal and (2) Application for Leave to Appeal to the Appellate Panel. The first type of appeal may be filed after the determination has been made by Claims Adjudicator. The second type of appeal may be filed after the Appeal Tribunal has communicated their decision. By law, you must file your appeal within 10 calendar days of the mailing date listed on the Determination or the Appeal Tribunal decision. If the 10th day falls on a weekend or recognized holiday, the appeal period extends to the next business day.