



Pandemic Unemployment Assistance (PUA) Guide Claiming Weeks

1. TABLE OF CONTENTS

1. Table of Contents1

2. Pandemic Unemployment Assistance (PUA) CLAIMING WEEKS2

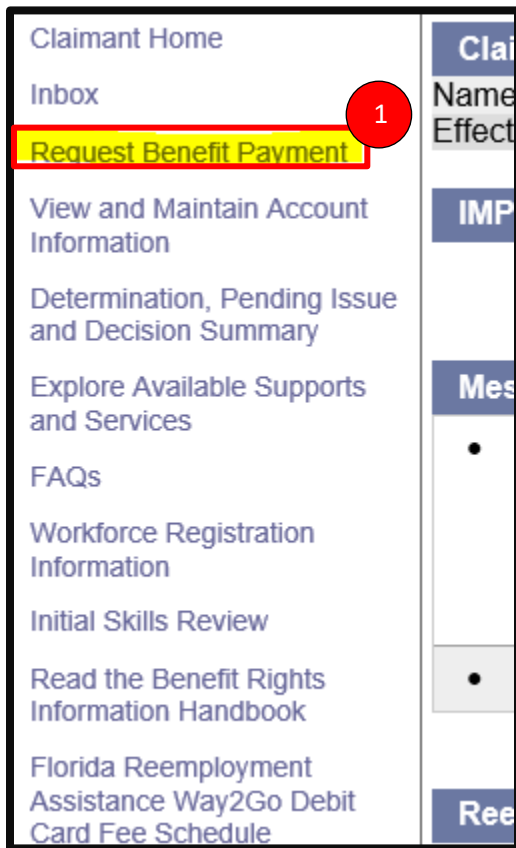
PUA Claiming Weeks3

2. PANDEMIC UNEMPLOYMENT ASSISTANCE (PUA) CLAIMING WEEK

On left side of CONNECT, the claimant can click the “Request Benefit Payment” link or in the claimant home page the claimant can click the “Click Here to Request Benefits.” The claimant will then be prompted to confirm their address, answer questions and complete the information for their work searches. Claimant will need to repeat this process for each week that is available to claim. After the claimant submits the first week, they will need to click the “Request Benefits” button to claim any unclaimed weeks.

The claimant will be able to request benefit payment for each week available. Claimant will be prompted to answer a series of questions for each applicable week.

1. View from any screen in CONNECT.



2. View from Claimant Home Page.

Messages - Notice of events, status changes, and other available actions	
<ul style="list-style-type: none">You have weeks that have not been requested. You may request benefit payments for the following weeks: 04/19/2020 - 04/25/2020 These available benefits expire after 05/14/2020. 04/26/2020 - 05/02/2020 These available benefits expire after 05/14/2020. Click Here to request benefits.	2
<ul style="list-style-type: none">A payment in the amount of \$250 was issued to you on 4/29/2020.	

This is where you will see the payments that have been issued to you.

3. Claimant will need to complete the fraud acknowledgment.

Reemployment Assistance Fraud Acknowledgement

WHAT IS REEMPLOYMENT ASSISTANCE FRAUD?
 Reemployment Assistance fraud is a 3rd degree felony

HOW IS FRAUD COMMITTED?

- Making false statements that may alter or increase benefits
- Withholding information on that may alter or increase benefits
- Failing to report work in order to obtain or increase benefits
- Failing to report earnings in order to obtain or increase benefits

What happens if I commit fraud?
 If you commit Reemployment Assistance fraud, you face:

- Up to five years in prison per offense
- Up to \$5,000 fine per offense
- A penalty equal to 15% of the amount overpaid
- Loss of future reemployment benefits
- Repayment of all benefits to which you were not entitled

How can I avoid committing fraud?

1. Report All Earnings

- Federal and state law requires that you report all earnings before taxes are deducted, including wages earned from self-employment, while claiming Reemployment Assistance benefits
- All earnings must be reported in the week between Sunday and Saturday that you earned them, even if you have not been paid

2. Report All Work

- Federal and state law require that you report all work, including self-employment, while claiming Reemployment Assistance
- All work must be reported in the week between Sunday and Saturday that you worked, even if you have not been paid

How do I report my earnings correctly?

- Keep track of the total hours you work each calendar week, Sunday through Saturday
- Your hourly rate of pay times the total hours worked equals your gross pay, which is the amount you must report
- You must report ALL earnings for the week you do the work, not the week you are paid

I acknowledge that I have read and understand the above statements regarding Reemployment Assistance Fraud and wish to continue filing my claim

I acknowledge that I have read and understand the above statements regarding Reemployment Assistance Fraud and wish to continue filing my claim

Previous Next 3

Click here

4. Next, the screen regarding payment method will appear. Claimant will click “Next” button.

Request Payment Home Page
 Claiming Week Sunday, 04/19/2020 through Saturday, 04/25/2020.
 Your current payment method is Direct Deposit.
IMPORTANT: If you want to change your method of payment, or update your direct deposit information, do it before you request payment by clicking on the "Previous" button, and then click the "View and Maintain Account Information" link on your home page.
 To progress through the Request Payment Screens, always use the "Previous" or "Next" buttons provided at the bottom of the page. Do not use the "Back" button at the top of your internet browser window.
 If you leave this process for any reason before you submit your request for payment, your data will be saved for your convenience until Thursday, 05/14/2020 at 11:59 p.m. for you to submit.
[For more information, please visit our FAQ](#)

Previous **Next** 4

5. Claimant will confirm their address and by clicking the “Confirm” button.

Address Verification
 The following information is what we currently have on file. If any of this information is incorrect or has changed, please click the Update button below to make the required changes. The required changes. Otherwise click on the Confirm button to confirm the information is correct.

Mailing Address:
 Address Line 1: [Redacted]
 Address Line 2: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip: [Redacted]
 Country: United States Of America

Residential Address:
 Address Line 1: [Redacted]
 Address Line 2: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip: [Redacted]
 Country: United States Of America

Update **Confirm** 5

6. Claimant will be prompted to answer the initial questions and once complete will click the “Next” button.

Initial Questions - Pandemic Unemployment Assistance

- During the week of Sunday, 04/19/2020 through Saturday, 04/25/2020.:
 - Did you look for work?
 - Did you make an in-person contact at a CareerSource Center?
 - Were you able and available to work if work had been offered?
- During COVID-19: Please answer "yes" if you are temporarily unemployed and keeping in contact with your employer. Please answer "yes" if you are permanently unemployed and looking for work, even if you are following state or federal guidelines about staying home.
 - Did you refuse any offer of work or referral of work?
- During the week of Sunday, 04/19/2020 through Saturday, 04/25/2020.
 - Did you work or earn any money?
- Did you receive, or apply for income from any other sources that you have not previously reported to us?
- Are you still unemployed as a direct result of COVID-19?

Previous **Next** 6

7. Claimant may be asked additional questions depending on the answers to the initial questions and may be prompted to fill out the work search log. Once complete, claimant will certify the information and submit by clicking the “Submit” button.

Upload Attachments

I certify the above information is true and correct.*

If you have an attachment to upload then choose the file by selecting the 'Browse' button. File cannot be larger than 10 MB. If your attachment is a xls or xlsx file, these types cannot be larger than 1 MB.

No attachments

Browse Add Remove

Skip Previous Save **Submit** 7

8. Claimant will complete the final acknowledgment by checking the box and submit by clicking the “Submit” button.

Acknowledgement

To the best of my knowledge, under penalty of perjury, the information I have provided is valid and accurate.*

Submit 8

9. After answering the questions for one week, if additional weeks are available to request benefit payment claimant will click the “Request Benefits” button to proceed to request benefits for other weeks.

Payment Request Confirmation Page

Payment Request Receipt

Your request for benefits for the week of Sunday, 4/19/2020 through Saturday, 4/25/2020 has been received on: 05/06/2020

Payment Request Status

Pending Issues: Have been identified on your Claim. Payment will be delayed until the pending issue(s) is resolved. You have submitted a Payment Request. To view this and other requests as well as payment history, select View and Maintain My Account, then Payment History. Print this confirmation for your records.

Weekly Request Status

This requested week has been identified as your Waiting Week, and will therefore not be paid. You have weeks that you have not requested. You may request Benefits for the following weeks:

- 4/26/2020 through 5/2/2020

Request Benefits 9

Claim Status

If you are still unemployed during the weeks of Sunday, 4/26/2020 through Saturday, 5/2/2020. The earliest date you may request benefits for these weeks is 05/06/20. Late requests for benefits may be denied.

Home Page

Remember, Claimant will need to request benefits for each week they are unemployed.