Claimant

Guide for Requesting Your Reemployment Assistance Benefits for Pandemic Emergency Unemployment Compensation (PEUC)
Step by Step Guide to Requesting Your Benefit Payments for PEUC:

I. Overview

Once your application has been submitted and processed you are scheduled to return to the CONNECT system every two weeks to request benefits. You will be able to request your benefit payment for each week available. You will also be prompted to answer a series of questions and enter your work searches for each applicable week. Completing this process submits your request for payment during your weeks of unemployment, even if your claim is pending for review.
II. How to Request Your Benefit Payments for Pandemic Emergency Unemployment Compensation (PEUC)

On the left side of CONNECT, select the “Request Benefit Payment” link or visit the claimant home page and select “Click Here to Request Benefits.” You will then be prompted to answer questions and complete the information for your work searches. After you submit the first week, you will need to repeat this process for any additional weeks. Remember to return to CONNECT every two weeks to request your benefit payments.

To request your benefit payments for PEUC:

1. Log into CONNECT.
2. Select
   a. “Request Benefit Payment” on the left side of any screen in CONNECT, or
   b. “Click Here to request benefits” link provided on the claimant home page.
3. Complete the fraud acknowledgment by checking the box and select “Submit.”

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

Previous  Submit
4. Next, you will be prompted to answer the initial questions.

5. If you answered “Yes” to the question, “Did you look for work?”, select “Add” to begin entering your five (5) work searches for the week of unemployment. For more information about work searches and exemptions, click here.

Note: Claimants living in counties with a population less than 75,000 are required to complete a minimum 3 work searches per week. For more information about your county’s population, click here.
6. Next, you will be asked to provide information regarding the work search you completed. Once the information is entered, select “Save.”

7. You will then see a summary of the job contact you entered under “Job Contact Details.”

8. If you have more job contacts to enter, select “Add” to enter more. Continue with this process until you have entered all your required work searches for the week you are requesting benefit payments for.

9. If you need to edit a job search record, select the dot next to the line containing the details of the job contact. Select “Edit,” make the changes and select “Save.”
10. Once you have completed your work search requirements and are ready to continue, review and acknowledge the certifications by checking the boxes.

11. Select “Submit” to complete your request for benefits.
12. If you answered “No” to the question, “Did you look for work?”, you will be presented with additional questions on the “Failure to Meet Work Search Requirements - Claimant Questionnaire”. Please read the instructions carefully and answer all relevant questions under Sections 1 through 3, once completed click “Submit”.

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<th>Section 1 Work Search Efforts</th>
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<td>Did you attempt to submit the required contacts for the period in question?</td>
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If yes, please provide information in reference to your work search below:

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<tr>
<th>BUSINESS NAME, WEBSITE NAME AND E-MAIL ADDRESS</th>
<th>METHOD OF CONTACT</th>
<th>TYPE OF WORK Sought</th>
<th>RESULTS OF YOUR SEARCH</th>
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2. Did you contact your local CareerSource Florida center to discuss reemployment services? (i.e., resume writing workshop, interviewing skills training, job search and placement assistance, training to obtain licensing, etc.)

- Yes | No |

If yes, please enter the contact information below:

<table>
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<tr>
<th>Date of contact</th>
<th>Name of CareerSource Florida center</th>
<th>Address of CareerSource Florida center</th>
<th>Name of Person Contacted</th>
<th>Services offered</th>
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Section 2 Availability to Work

If you did not contact the required number of prospective employers or contact your local CareerSource Florida center representative, please give the reason below.

Check all that apply to you:

- I did not make my recommended work search.
- I did not look for work from [ ] to [ ] [mm/dd/yyyy].
- I did not have transportation. (Explain below: Give usual methods of transportation, alternatives, ability to get a job).
- I was out of the area from [ ] to [ ] [mm/dd/yyyy].
- I was incarcerated from [ ] to [ ] [mm/dd/yyyy].
- Other (Explain):

Explain the efforts you made to remove the restriction affecting your availability for work. (If failure to remove this restriction may affect your eligibility for benefits.)

TEST

Section 3

If there is any additional information you would like to add below:

TEST

Name of the person completing this request:

TEST

Telephone number of the person completing this request:

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13. You have completed your request for benefit payment and will be returned to your CONNECT home page. If additional weeks are available, select “Click Here to request benefits” or “Request Benefit Payment” to request additional weeks of Reemployment Assistance benefits.