Pandemic Unemployment Assistance (PUA) Guide
Claiming Weeks
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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.

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

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

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

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

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.

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