Guide for Claiming Your Reemployment Assistance Weeks
Step by Step Guide to Claiming Your Weeks:

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I. Overview

Claimants are scheduled to return to the CONNECT system every two weeks to request benefits. Completing this process submits your request for payment during your weeks of unemployment, even if your claim is pending for review. Beginning May 9, 2020, you will not receive a payment on your claim unless you have requested 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 for each applicable week.

For additional questions and assistance claiming your weeks, please contact a call center agent at 833-FL-APPLY.
II. How to Claim Your Weeks

1. On left side of CONNECT, you can click the “Request Benefit Payment” link or visit the claimant home page and select “Click Here to Request Benefits.” You will then be prompted to confirm your address, answer questions and complete the information for your work searches. You will need to repeat this process for each week that is available to claim. After you submit the first week, you will need to click the “Request Benefits” button to claim any additional weeks.

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

1. View from any screen in CONNECT and view from claimant home page.
2. You will need to complete the fraud acknowledgment.

<table>
<thead>
<tr>
<th>Reemployment Assistance Fraud Acknowledgement</th>
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<tbody>
<tr>
<td>WHAT IS REEMPLOYMENT ASSISTANCE FRAUD?</td>
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<tr>
<td>Reemployment Assistance fraud is a 3rd degree felony</td>
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**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?**
- Up to five years in prison per offense
- Up to $25,000 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.
3. The screen regarding the payment method will appear, and you will click the “Next” button.

4. You will confirm your address by clicking the “Confirm” button.

5. You will be prompted to answer the initial questions and once complete, you will click the “Next” button. You may be asked additional questions depending on your response to the initial questions and may be prompted to fill out the work search log.

“Did you look for work?” is related to the work search requirement. The work search requirement has been waived for weeks beginning March 15, 2020, to weeks ending August 1, 2020. This means that for the weeks between this timeframe, you are not required to report five work search contacts. However, you will still be asked if you looked for work when you request your benefits. You may respond by clicking “yes” or “no.” You may click “no,” and this response will not delay or prevent you from receiving your benefit payment.
6. If you click “yes” and indicated you did look for work, a screen will appear and will explain the work search requirements. You will be asked if you have read and agree to the information provided on the screen. After you click the acknowledgment box, click the “Next” button.

7. You will be asked to provide information regarding work search. Once the information is provided, you will click the “Next” button.
8. The work search log will appear on the next screen, and you will have the ability to edit or remove the work search information. You will either click the “add” or “submit” button. If you click the “add” button, you will receive an additional work search screen where you can add additional work search information if you contacted an additional employer. You can add up to five work search entries. If you click the “submit” button after only providing one work search entry, you will be sent to a new screen that will prompt you to respond to additional questions.

9. When you click the “submit” button, you will be taken to a summary screen. You will have the ability to modify your answers to the previous questions. After you review the summary, click the “Submit” button.
10. If you select “No” to “Did you look for work?” or submitted less than five work search contacts, a screen will appear asking additional questions. You will add information in the required fields to proceed to the next screen. If you provided information for the weeks beginning March 15, 2020, through the week ending August 1, 2020, the information will not affect your search requirements.
11. You will complete the final acknowledgment by checking the box and clicking the “submit” button.

12. You will then receive a confirmation. After answering the questions for one week, if additional weeks are available, you will click the “Request Benefits” button to request benefits for additional weeks.
III. Addendum – Notifications about Work Search Requirements

When you claim your weeks, you may receive a notification similar to the ones below. These notifications may state that you have failed to meet work search requirements. In order to better to serve you, Governor DeSantis has waived the Work Search requirement until August 1, 2020. Please disregard the starred (*) notifications. These notifications will not prevent you from collecting monetary determinations.

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Initial Questions

You answered the following questions for the week of Sunday, 04/05/2020 through Saturday, 04/11/2020.

- During the week of Sunday, 04/05/2020 through Saturday, 04/11/2020: Did you look for work? N
- During the week of Sunday, 04/05/2020 through Saturday, 04/11/2020: Did you make an in-person contact at a CareerSource Center? N
- During the week of Sunday, 04/05/2020 through Saturday, 04/11/2020: Were you able and available to work if work had been offered? Y
- During the week of Sunday, 04/05/2020 through Saturday, 04/11/2020: Did you refuse any offer of work or referral to work? N
- During the week of Sunday, 04/05/2020 through Saturday, 04/11/2020: Did you work or earn any money? N
- Did you receive, or apply for income from any other sources that you have not previously reported to us? N

* Issue Summary

The following issues have been created during your continued claims process.

Actively Seeking - Failure to Meet Work Search Requirements

* Fact-Finding Questionnaires

Completed fact-finding can be accessed through your inbox. To go to your inbox, login to your account after submitting the claim and select the Inbox link.

Actively Seeking - Failure to Meet Work Search Requirements

National Emergency

Are you filing as a result of COVID-19? Y

The county in which you worked, were scheduled to work, or the county you were prevented from traveling through in order to reach your place of employment:

Orange
The following information is needed to determine your eligibility to receive reemployment benefits. You must respond to this information by 4/1/2020. You may also log into your account at http://www.floridajobs.org/ to respond to this fact finding online. Failure to respond by the specified deadline will result in a determination being issued with the available information.

Your availability for work is in question because you failed to provide information to show that you contacted the required number of prospective employers for your work search area or contacted your Career Source Florida center to receive reemployment services for the period shown below. Failure to respond by the specified deadline will result in a determination being issued with the available information.


### Section 1 Work Search Efforts

1. Did you attempt to submit the required contacts for the period in question?  
   - Yes ☑️  No

1a. If yes, please provide information in reference to your work search below:

<table>
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<tr>
<th>BUSINESS NAME, WEBSITE NAME/URL OR 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 representative to discuss reemployment services? (i.e., resume writing workshop, interviewing skills training, job search and placement assistance, Ready to Work testing,)

   - Yes ☑️  No