



## How to reopen your Inactive Reemployment Assistance Account.

**Overview:** After applying for Reemployment Assistance benefits, you will be scheduled to request benefit payment in Reconnect every two weeks. You must request both weeks within 7 days or the benefits will expire, and your claim status will change to "Inactive".

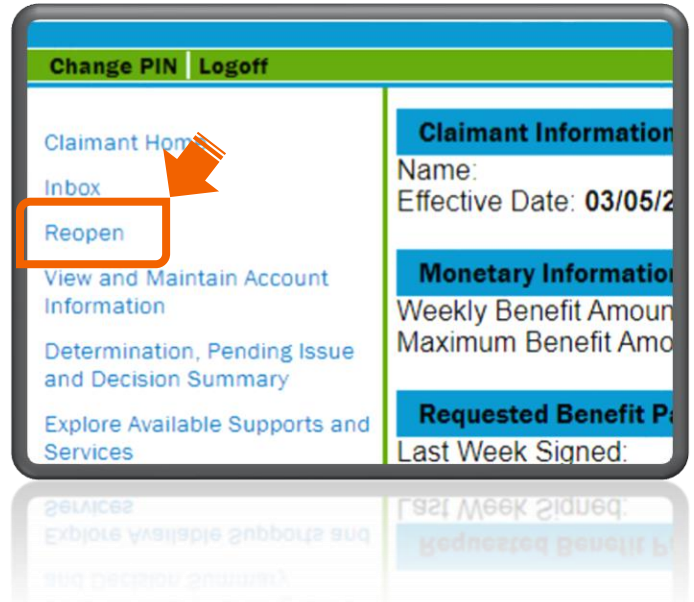
### Claim Status shows as Inactive in Reconnect:



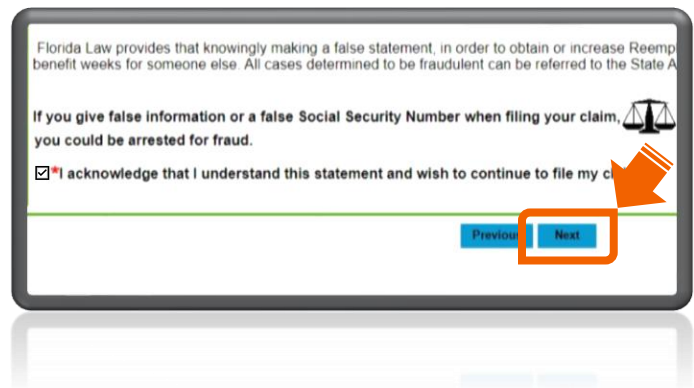
If your claim status changes to Inactive, you can complete a "reopen" request in Reconnect to reactivate your claim. You can begin requesting benefit payments starting on Sunday of the week that you complete the reopen request. You will not be able to request benefit payment for the weeks you missed before reopening your claim, but the missed weeks will not take any money away from your existing benefit amount.

Note: Continue reading to see the steps to reopen a claim.

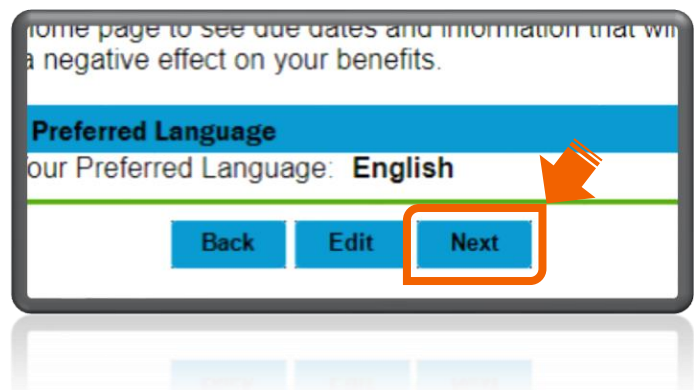
1. Click **"Reopen"** to request to reactivate your claim so you can request benefit payments.



2. Acknowledge the Reemployment Assistance Fraud Statement by checking the box and click **"Next."**



3. Review your contact information and preferences. Click **"Next."**



Note: Click **"Edit"** to make changes.

4. Review your current payment method and tax withholding options. Click "Next."

Note: Click "Edit" to make changes.

your payment method status - HOW TO

Edit

[Click here to view a history of the claimant's payment method option changes](#)

**Your Current Tax Withholding Option**

Tax withholding selection: **Yes, withhold Federal income tax at the rate of 10%.**

Edit

Back Next

5. Answer the question about your work on the Claimant Question screen. Click "Next."

**Claimant Question**

Please answer the following question:

Have you worked since 3/5/2023 ? (This includes: [Full-time](#), Part-time, Temporary Work, Self Employment, or On Call)  Yes  No \*

Previous Next

6. Have you worked?

A. If "Yes," you will see the Employer List screen. You will be asked to provide employment dates, earnings, and the reason for separation. When you have completed the questions click "Next."

B. If "No," see step 7.

**Add Employment**

- If your employer is not listed, select an employment type in the Employment Type field and then select 'Add'.
- If you have been self-employed since **3/5/2023**

Employment Type:  Add

Previous Next

7. Answer the eligibility questions and click "Next."

through their [hiring hall](#)? If yes, enter your:

9a. Union Name:

9b. Hiring Hall:

9c. Telephone Number: --

10. Have you already accepted a new job offer with a new employer?  Yes  No\*

10a. If yes, when will you start this new job? / /  (mm/dd/yyyy)

8. Read and check the box to acknowledge each agreement. Click "Next."

page. Benefits rights information explains my rights and w  
am responsible for while I am getting Reemployment Assi  
benefits. I understand I must read the benefits rights  
information.

I agree\*

9. On the Summary submit screen, read, and acknowledge by checking the box and entering your Social Security Number. Click "Submit the Reemployment Assistance Benefit Application" to complete your request to reopen your claim.

**Identity Verification**

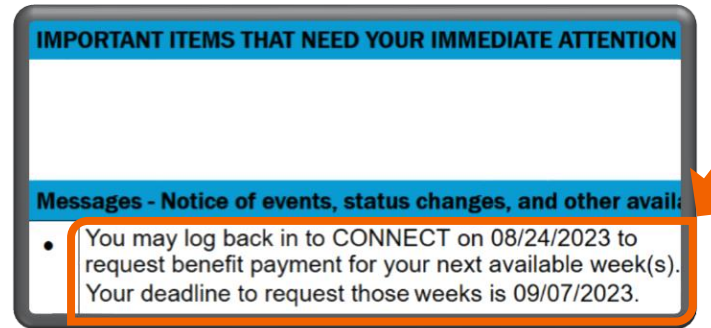
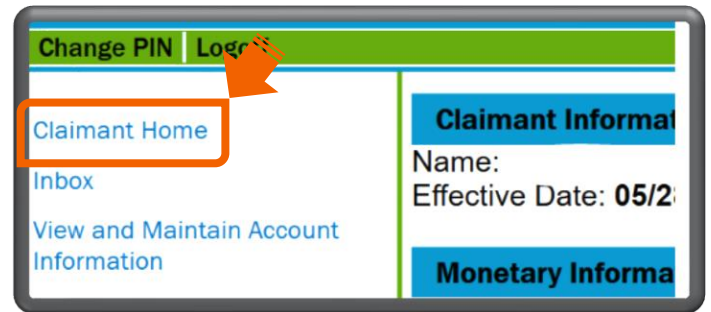
I have answered all questions fully and truthfully. I know there are pe  
eligibility requirements.

When I submit this application, I am agreeing that I am filling out t  
information I provided is complete and accurate to the best of my ab  
information or if I knowingly do not provide an important fact, I can be  
443.071, Florida Statutes.\*

Enter Your Social Security Number: ### - ## - ##### \*

10. Once you have submitted your request:

- A. On the confirmation screen, click "Claimant Home."
- B. Your messages will show your next scheduled date to request benefit payment and the date you must complete the request, so your account does not go inactive again.



Note: For additional information, go to the [Reemployment Assistance Help Center](#).