



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:

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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.

The screenshot displays the CONNECT claimant home page. On the left sidebar, the 'Request Benefit Payment' link is highlighted with a red box and labeled 'a'. The main content area shows 'Claimant Information' with fields for 'File Date: 05/03/2020', 'Benefit Year End: 05/02/2021', 'Claim ID: 2020-01', and 'Claim Status: Exhausted_Active'. Below this is 'Monetary Information' showing a 'Weekly Benefit Amount' of \$102 and a 'Maximum Benefit Amount' of \$4,080. The 'Requested Benefit Payment Information' section lists 'Last Week Signed' (5/23/2021 - 5/29/2021), 'Waiting Week' (5/3/2020 - 5/9/2020), and 'Current Program Type' (Pandemic EUC). A message section at the bottom states: 'You have weeks that have not been requested. You may request benefit payments for the following weeks: 05/30/2021 - 06/05/2021. These available benefits expire after 06/24/2021.' A red box highlights the 'Click Here to request benefits.' link, labeled 'b'.

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 3

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](#).

The screenshot shows a web portal interface for PEUC claimants. On the left is a navigation menu with items like 'Claimant Home', 'Inbox', 'Request Benefit Payment', etc. The main content area is divided into sections:

- Claimant Information:** Shows Name, Claimant ID, Claim ID (2020-01), Effective Date (05/03/2020), Benefit Year End (05/02/2021), and Claim Status (Exhausted_Active).
- Initial Questions - Pandemic Emergency Unemployment Compensation (PEUC):** A section with a red circle '4' around it. It asks for answers for the week of Sunday, 5/30/2021, through Saturday, 6/5/2021. Questions include:
 - Did you look for work? (Radio buttons Yes/No*)
 - Did you make an in-person contact at a CareerSource Center? (Radio buttons Yes/No*)
 - Were you able and available to work if work had been offered? (Radio buttons Yes/No*)
 - Did you refuse any offer of work or referral of work? (Radio buttons Yes/No*)
 - Did you work or earn any money? (Radio buttons Yes/No*)
 - If yes to question 5, how much did you earn? (Text input field)
 - Did you receive income from any other sources that you have not previously reported to us? (Radio buttons Yes/No*)
 - Are you unemployed as a result of COVID-19? (Radio buttons Yes/No*)
- Job Contact Details:** Shows 'No records found' and an 'Add' button with a red circle '5' around it. Below this is a warning about Reemployment Assistance fraud.
- Certifications:** Contains three sections where the user must agree to terms regarding fraud, accuracy of information, and self-employment activities.

A 'Submit' button is located at the bottom right of the form area.

- Next, you will be asked to provide information regarding the work search you completed. Once the information is entered, select **“Save.”**

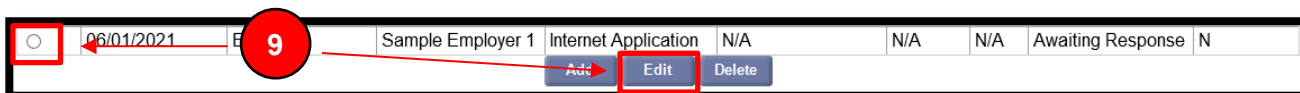
- You will then see a summary of the job contact you entered under **“Job Contact Details.”**

Date of Contact	Type of Contact	Employer Name	Method of Contact	Person Contacted	Phone #	Email	Result of Contact	Comments
06/01/2021	Employer	Sample Employer 1	Internet Application	N/A	N/A	N/A	Awaiting Response	N

- 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.



- 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.

Job Contact Details									
	Date of Contact	Type of Contact	Employer Name	Method of Contact	Person Contacted	Phone #	Email	Result of Contact	Comments
<input type="radio"/>	06/01/2021	Employer	Sample Employer 1	Internet Application	N/A	N/A	N/A	Awaiting Response	N
<input type="radio"/>	06/02/2021	Employer	Sample Employer 2	In Person	N/A	800-204-2418	N/A	Interview Scheduled	N
<input type="radio"/>	06/03/2021	Employer	Sample Employer 3	Online	N/A	N/A	N/A	No Response	N
<input type="radio"/>	06/04/2021	Employer	Sample Employer 4	Telephone	Manager Jon P.	866-352-7759	N/A	Interview Scheduled	N
<input type="radio"/>	06/04/2021	Employer	Sample Employer 5	Internet Application	N/A	N/A	N/A	Awaiting Response	N

Reemployment Assistance fraud is a third-degree felony. Fraud is committed when making a false statement that may alter or increase benefits, withholding information that may alter or increase benefits, failing to report work and/or earnings to obtain or increase benefits.

10 **Certifications**

I acknowledge that I have read and understand statements regarding Reemployment Assistance fraud and wish to continue to file my claim.
 * I agree

I certify that the information I have provided is true and correct. I know that State and Federal Law provides penalties and/or imprisonment for false statements to obtain benefits and that DEO actively pursues fraudulently collected benefits. I hereby acknowledge that DEO will verify my information to assure its accuracy.
 * I agree

I have read and understood that when I am engaged in a self-employment activity, my obligations and the potential effects of my self-employment on my reemployment assistance eligibility are as follows:

- I must be available for suitable full-time work in addition to my self-employment. I must be able and willing to rearrange or discontinue my self-employment activities to accept an employer's offer of suitable employment.
- Self-employment earnings are deductible from my Reemployment Assistance. Report the earnings during the week in which I sell a product, or a transaction is closed or becomes final, or services are provided, regardless of when I will receive the payment.
- Report gross earnings. Earnings must be reported before taxes or expenses are deducted.

* I agree

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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”.

This screen will time out after 30 minutes of inactivity. Please select "Save" if unable to complete within this time frame.

Actively Seeking - Failure to Meet Work Search Requirements - Claimant Questionnaire

The following information is needed to determine your eligibility to receive reemployment benefits. You must respond to this information by 6/25/2021. 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.

Period beginning (mm/dd/yyyy) to (mm/dd/yyyy)

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:

BUSINESS NAME, WEBSITE NAME/URL OR E-MAIL ADDRESS	METHOD OF CONTACT	TYPE OF WORK SOUGHT	RESULTS OF YOUR SEARCH
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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, training opportunities, etc.) Yes No*

- If yes, please enter the contact information below:

2a. Date of contact: / / (mm/dd/yyyy)

2b. Name of CareerSource Florida center:

2c. Address of CareerSource Florida center:

2d. Name of Person Contacted:

2e. Services offered:

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 / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

I did not have transportation. (Explain below. Give usual methods of transportation, alternatives, ability to get a job.)

I did not have child care from / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

I was out of the area from / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

I was incarcerated from / / (mm/dd/yyyy) to / / (mm/dd/yyyy)

Other (Explain)

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

TEST

Section 3

Please provide any information about this issue that you would like to add below:

Is there any additional documentation that you would like to send? Yes No*

If yes, a cover sheet will be provided to you either by mail or online based upon your previously selected correspondence preference.

Please describe the documents:

Name of the person completing this request:

TEST

Telephone number of the person completing this request: --

I certify the above information is true and correct.*

Upload Attachments

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



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.

The screenshot shows a web portal interface with a left-hand navigation menu and a main content area. The navigation menu includes links such as 'Change PIN | Logoff', 'Claimant Home', 'Inbox', 'Request Benefit Payment', 'View and Maintain Account Information', 'Determination, Pending Issue and Decision Summary', 'Explore Available Supports and Services', 'My 1099-Gs and 497Ts', 'FAQs', 'Workforce Registration Information', 'Initial Skills Review', 'Read the Benefit Rights Information Handbook', and 'Florida Reemployment Assistance Way2Go Debit Card Fee Schedule'. The 'Request Benefit Payment' link is highlighted with a red box. The main content area is divided into several sections: 'Claimant Information' (Name, Claimant ID, Effective Date, Benefit Year End, Claim ID, Claim Status), 'Monetary Information' (Weekly Benefit Amount, Balance, Maximum Benefit Amount, Earnings Disregard, Monetary Status, File Date), 'Requested Benefit Payment Information' (Last Week Signed, Last Week Paid, Waiting Week, Service Language, Current Program Type), 'IMPORTANT ITEMS THAT NEED YOUR IMMEDIATE ATTENTION - CLICK ON LINK TO VIEW ITEMS', and 'Messages - Notice of events, status changes, and other available actions'. A message states: 'You have weeks that have not been requested. You may request benefit payments for the following weeks: 06/20/2021 - 06/26/2021 These available benefits expire after 07/15/2021.' A red circle with the number 13 highlights a 'Click Here to request benefits' link below the message.