

Claimant

**Guide for Applying for Pandemic
Unemployment Assistance (PUA)
After Exhausting Pandemic
Emergency Unemployment
Compensation (PEUC)**

Overview:

Pandemic Unemployment Assistance (PUA) provides benefits to those not ordinarily eligible for Reemployment Assistance. This includes individuals who are self-employed, independent contractors, those who are not eligible for state Reemployment Assistance benefits or extended benefits under state or Federal law, or Pandemic Emergency Unemployment Compensation (PEUC). Individuals who have exhausted their state Reemployment Assistance claim and PEUC claim may be eligible for PUA if they are unemployed, partially unemployed, or unable or unavailable to work due to one of the COVID-19 related reasons listed in section 2102(a)(3)(A)(ii)(I) of the CARES Act. These COVID-19 reasons include:

- The individual has been diagnosed with COVID-19 or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- A member of the individual's household has been diagnosed with COVID-19;
- The individual is providing care for a family member or a member of the individual's household who has been diagnosed with COVID-19;
- A child or other person in the household for which the individual has primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for the individual to work;
- The individual is unable to reach the place of employment because of a quarantine imposed as a direct result of the COVID-19 public health emergency;
- The individual is unable to reach the place of employment because the individual has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The individual was scheduled to commence employment and does not have a job or is unable to reach the job as a direct result of the COVID-19 public health emergency;
- The individual has become the breadwinner or major support for a household because the head of the household has died as a direct result of COVID-19;
- The individual has to quit his or her job as a direct result of COVID-19; or
- The individual's place of employment is closed as a direct result of the COVID-19 public health emergency.

What happens once you have exhausted your state Reemployment Assistance benefits and PEUC benefits?

Individuals who have exhausted their state Reemployment Assistance and their PEUC benefits and may be eligible for Extended Benefits will receive the opportunity to apply for PUA in their CONNECT account.

How do I know if I'm eligible for PUA?

To be eligible for PUA, the individual must self-certify that they are unemployed, partially unemployed, or unable or unavailable for work due to one of the COVID-19 related reasons listed above. If the individual's employment separation is not due to one of the reasons listed above, they will not be eligible for PUA.

How do I complete the PUA Application?

The PUA application is similar to the state Reemployment Assistance application, but there are some differences. The PUA application will contain some of the information you provided when you completed your state Reemployment Assistance Application. For example, the PUA application will have your contact information, your preferred payment method, and employment history. You may add or edit your information while you're filling out your PUA application.

- 1- Visit FloridaJobs.org and select "Claimants" in the top right hand corner or [click here](#) to access the CONNECT homepage.
- 2- Read the Claimant Warning Notice and select "**I acknowledge I have read the above.**" And then click "**Next.**"

The screenshot shows the CONNECT website interface. At the top, there are logos for CONNECT (Florida Department of Economic Opportunity) and DEO (Florida Department of Economic Opportunity). The date is Saturday May 23 2020. Below the logos is a 'Logon' section with a red asterisk indicating a required field. The main content area is titled 'Warning Notice' and contains a 'CLAIMANT WARNING NOTICE' dated 2-28-14. Below the title is a red asterisk and the text '****WARNING****'. The main body of the notice contains a disclaimer about the system's ownership and privacy policies. At the bottom of the notice, there is a checkbox labeled 'I acknowledge I have read the above' and a 'Next' button. A red box highlights these two elements, and a red circle with the number '2' is positioned to the left of the box.

- 3- Enter your Social Security Number or Claimant ID and PIN. Then select "**Log-in.**"

The screenshot shows the CONNECT website login page. At the top, there are logos for CONNECT and DEO. The date is Wednesday June 17 2020. Below the logos is a 'Logon' section with a red asterisk indicating a required field. The main content area is titled 'CONNECT' and contains a welcome message and a note about COVID-19. Below the note is a 'New Claimant' section with a link to 'File a New Claim'. Below that is a 'Returning Claimant Login' section with a note about the PIN expiration and a link to 'Log in to your account if you have previously filed for Florida Reemployment Assistance'. Below the note is a login form with fields for 'Social Security Number or Claimant ID' and 'PIN', and a 'Log In' button. A red box highlights the login form, and a red circle with the number '3' is positioned to the left of the box.

- 4- Once you have successfully logged-in to your CONNECT account, you will notice a link in the left margin of your CONNECT homepage directing you to apply for PUA Benefits. Select the link **“Apply for PUA Benefits.”**

Claimant Home	Claimant Information		
Inbox	Name:	Claimant ID:	Claim ID: 2020-01
Apply for PUA Benefits	Effective Date: 04/05/2020	Benefit Year End: 04/04/2021	Claim Status: Ineligible

- 5- Next, you will be asked if you are filing because your employment was impacted by COVID-19 and you must select which county you worked, were scheduled to work, or were prevented from traveling through to reach your place of employment. After completing, select **“Next.”**

National Emergency

Mitigating the spread of COVID-19 may have negatively impacted some businesses and Floridians throughout the state. If you are unemployed as a direct result of COVID-19, you may be eligible for Pandemic Unemployment Assistance(PUA). Once this claim has been filed your eligibility for Pandemic Unemployment Assistance(PUA) is determined. To check the status of your claim, please log back into your CONNECT account. Please indicate below if you are unemployed as a direct result of COVID-19.

Are you filing because your employment was impacted by COVID-19? Yes No*

Select 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. Select One: ▾

Previous
Next

- 6- You will also be asked what your primary occupation is. **Individuals who are W-2 workers may select the option that says, “I work for another person or employer as an employee.”** Select the option that best describes your employment.

Pandemic Unemployment Assistance (PUA) - Initial Questions

6
 You indicated you are unemployed as a direct result of a pandemic. Please answer the following questions:

*** 1. What is your primary occupation?**

- I work for another person or employer as an employee.
- I am self-employed as a sole proprietor, partner, corporate officer, or as an independent contractor.
- I am self-employed in the fishing industry.
- I am self-employed as a farmer.

- 7- You will then be asked to indicate whether you were working at the time of the pandemic or if you were not working but were scheduled to begin work. If either scenario applies to you, you will need to indicate what date you last worked or the date you were scheduled to begin work. **Select which scenario best applies to you.**

***2. Select the statement that best applies to you:**

I was working at the time of the pandemic. The first 7 I was unable to work as a direct result of the pandemic was: / / (mm/dd/yyyy)

I was not working at the time of the pandemic but was scheduled to begin work on: / / (mm/dd/yyyy)

None of the above applies to me. I made a mistake and do not want to file for Pandemic Unemployment Assistance.
If you choose this option, select 'Exit' to close the application.

8- Next, you will be asked to **select which one of the COVID-19 reasons best applies to your employment situation.** If none of the reasons apply to you, you will not be eligible for PUA.

8

* 3. a) Verify I am able to work and available to work but for (select the statement that best applies to you):

- I am unemployed because I was diagnosed with COVID-19.
- I am unemployed because I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- I am unemployed because I am providing care to a family member or member of my household who has been diagnosed COVID-19.
- I am unemployed because I am the primary caregiver to a child or other person in the household who can't attend school or another facility because the facility is closed as a direct result of COVID-19, and I am unable to work because of the facility closure.
- I am unemployed because I am unable to reach my place of employment due to a public health emergency imposed a quarantine.
- I am unemployed because I am unable to reach my place of employment because I was advised to self-quarantine by a health care provider.
- I was scheduled to start work but am unable to reach the job or no longer have the job as a direct result of COVID-19.
- I have become the breadwinner or major support of a household because the head of household died as a direct result of the COVID-19.
- I had to quit my job as a direct result of COVID-19.
- My place of employment closed as a direct result of COVID-19.

9- Next, you will be asked if you are currently able to telework and then you will be asked if your employer offered you the ability to telework. If you have the ability to telework, you may not be eligible for PUA. Select **“Yes”** or **“No.”**

9

c) Are you currently able to telework? Yes No

d) Did your employer offer you the ability to telework? Yes No

10-You will then be asked to describe how the pandemic caused you to be unemployed. Please type the reason into the space provided.

10 Explain in detail how the pandemic caused you to be unemployed:

* 5. Select the county in which you worked, were scheduled to work, or the county you were prevented from traveling through to reach your place of employment at the time of the pandemic.

11-Next, you will be asked to select which county you worked, were scheduled to work, or were prevented from traveling through to reach your place of employment. Please note that this is the same question that was asked at the beginning of the PUA application.

11

* 5. Select the county in which you worked, were scheduled to work, or the county you were prevented from traveling through to reach your place of employment at the time of the pandemic.

Select One

12- You will then be asked a series of questions regarding your employment. **You must identify all work that ended due to the pandemic and all work you were scheduled to start but was delayed or cancelled due to the pandemic. You should only list the employers in which your employment was impacted by the pandemic.**

Then confirm that all employers listed are affected by the pandemic are displayed and selected above. Select **“Next.”**

***Note:** If there is an employer or scheduled employment with an employer not listed above but was affected by the pandemic, select **“Add the employer.”**

Pandemic Unemployment Assistance – Identify Affected Employment

In order for us to verify your Full-Time or Part-Time, you must identify all work that ended due to the pandemic and all work you were scheduled to start but was delayed or cancelled due to the pandemic.

The list below contains all employers identified in the Employment Information section of the claim but may not reflect all recent employment, or all employment affected by the pandemic. Select **only** the employer(s) that meet the following criteria:

- You became unemployed from this employer due to the pandemic, OR
- You were scheduled to begin work for the employer but were unable to because of the pandemic.

Employer Legal Name	Employment Type	Employment Begin Date	Employment End Date	Update
[Redacted]	FL Employment	03/25/2004	11/08/2019	

12 Add Employer(s)

*** Select One:**

All employment affected by the pandemic is displayed and selected above. (Select Next)

Employment or scheduled employment with an employer not listed above was affected by the pandemic. (Select Add to add the employer.)

It is important to note that the base period for PUA is different than the base period for state Reemployment Assistance and PEUC. The base period for PUA is the most recent tax year, which is the 2019 calendar year. This means your employment from January 1, 2019 to December 31, 2019, will be used to determine your PUA weekly benefit amount. Your income information for the most recently completed tax year is needed to determine your PUA weekly benefit amount. **If you are a W-2 worker with covered employment, your wages reported by your employer to the Department of Revenue during the PUA base period should populate if you have wages reported during that timeframe.**

Pandemic Unemployment Assistance (PUA) - Base Period Employers

A complete list of employment from 01/01/2019 to 12/31/2019 is needed to determine your benefit amount. Please note that our records show the below employers for whom it appears you worked during the PUA base period. The employment is based on Wage Detail information reported to the Florida Department of Revenue (DOR) by the employers or on employment you reported in a prior claim.

You will need to provide proof for any added employment listed below. If available you can upload proof below. Also, the PUA Verification of Income correspondence will be provided with further instructions.

- To edit any added employment information, select 'Update'
- To delete an employer you added in error, select 'Delete'
- To add missing employers during the period above, please select the appropriate Employment Type, then select 'Add'
- If the list of employers is complete and accurate, select 'Next'

Employer Name	Employment Type	Jan/Feb/Mar 2019	Apr/May/June 2019	Jul/Aug/Sep 2019	Oct/Nov/Dec 2019	Total Wages	Update	Delete
[Redacted]	FL Employment	\$9,807.24	\$9,807.24	\$10,101.42	\$12,035.49	\$41,751.39		
Total Wages		\$9,807.24	\$9,807.24	\$10,101.42	\$12,035.49	\$41,751.39		

Employment Type:

13- You will be asked to select which tax form you used to file your Federal income tax return for the most recent tax year. If you do not have your tax documents or have not filed your Federal income tax return, you may select the option stating that you do not have the records at this time or that you have not filed your tax returns. You will also be asked if you filed your income tax return jointly.

Note: If you are a W-2 employee and have wages for covered employment that have been reported to the Department of Revenue, you may not need to provide proof of income documentation. If you have reported wages, these wages will show in the screen titled “Base Period Employers” which is shown directly above.

Pandemic Unemployment Assistance (PUA) – Annual Income

Your income information for the most recently completed tax year is needed to determine your Pandemic Unemployment Assistance benefits amounts.

*** 1.** Select the form you used to file your Federal income tax return for the most recently completed tax year:

*** 2.** Did you file jointly on this income tax return?

- You are required to submit proof of income within 21 days from the date you file your application.
- If you have not yet filed your Federal income tax return, or if you do not have access to your tax records for the most recent tax year, you will not receive the minimum weekly assistance allowance until income documentation is submitted.
- We also need documentation that proves your work stopped because of the pandemic, or that you were scheduled to start work but did not. We will send a form requesting Verification of Employment/Prospective Employment to all employer(s) with whom your employment was affected. We suggest that you login to your claim in one (1) week to confirm your employer's response to our request for Verification of Employment/Prospective Employment.
- If no documentation of income is received, you may be paid the minimum PUA weekly assistance amount.

Select One

- Form 1040
- Form 1040A
- Form 1040EZ
- Form 1040NR
- Form 1040NR-EZ
- I do not have access to my records at this time.
- I have not filed my prior year Federal Income tax return yet

14- If you indicated that you filed your Federal income tax return, you will be asked to enter your income and loss as it's reported on your Federal tax form.

NOTE: You will not get the screen directly below if you indicated that you did not file your tax return or that you do not have your tax records. If you are an employee for employment that is not covered by Reemployment Assistance laws and you do not provide the Department with your income documentation, you will only receive the PUA minimum weekly benefit amount, which is \$125. If you are an employee, you may submit your tax return or W-2 from 2019.

Pandemic Unemployment Assistance (PUA) – Annual Income Information

Notices

- Until proof of income is received, you may be entitled to collect only the minimum amount of PUA.

Enter the following amounts from your Federal Income tax form for the most recently completed tax year and indicate whether each amount entered is income or loss:

- Do not include a spouse's income or loss.
- Select "Not Applicable" from the drop-down menu if no income or loss was reported on your tax form for each line specified.

Enter the amount from line 7 (Wages, salaries, tips, etc.) of your Federal income tax form 1040 for tax year :

Line 31 of Schedule C (Business Income or Loss):

Line 32 of Schedule E (Supplemental Income and Loss)

\$0.00
Income Type: Income

\$0.00
Income Type: Income

\$0.00
Income Type: Income

15- Next, you will be prompted with a set of questions that are also asked on the state Reemployment Assistance application. You should answer the questions by selecting yes or no as it pertains to you.

15

Eligibility Information

Please answer the following questions to the best of your knowledge to determine your eligibility:

- Are you enrolled in or attending school? Yes No*
- Have you refused or turned down any specific job offer since you became unemployed? Yes No*
- Since you became unemployed, were you referred to a job by a CareerSource Center and refused/failed to accept the referral? Yes No*
- Did you perform services as a professional athlete for any employer since Tuesday, January 1, 2019? Yes No*
- Have you applied for or are you receiving payments from a pension fund, annuity fund, or retirement account other than Social Security? Yes No*
- Have you applied for or are you receiving [Worker's Compensation](#)* that is classified as:
 - Temporary Total? Yes No*
 - Permanent Total? Yes No*
- Have you received or expect to receive severance or other payments due to separation from employment. From the list below, select the employer(s) issuing payment(s): [severance](#)* pay, [wages in lieu of notice](#)*, or any other separation payments in connection with a separation from employment that occurred after Tuesday, January 1, 2019? Yes No*
- Are you seeking only part-time work? Yes No*
- Are you a member in good standing of a [Labor Union](#)* which requires that you seek work through their [hiring hall](#)?* If Yes, enter your:
 - Union Name:
 - Hiring Hall Number:
 - Phone Number: () - -
- Have you accepted a job offer with a new employer? Yes No*
 - If Yes, enter the date that you will begin working: / / (mm/dd/yyyy)

16- You will then be asked to acknowledge a series of certification statements.

Fraud Acknowledgement

I certify that the information I have provided is correct and that I have supplied the information voluntarily, in order to obtain Pandemic Unemployment Assistance (PUA). PUA benefits are federal funds that have penalties prescribed by federal law for willful misrepresentation or concealment of material facts to obtain assistance payments to which you are not entitled to receive.

I agree*

Potential Eligibility in Another State

I understand that if I am eligible for benefits in another state that I will not be able to receive Pandemic Unemployment Assistance (PUA) benefits in Florida, unless it has been determined that I do not qualify for Unemployment Insurance benefits in any other state(s).

I agree*

Requesting Benefit Payments

I understand the following:

- I am required to request benefit payments for each week I wish to receive benefits.
- Pandemic Unemployment Assistance (PUA) benefits are payable only if all eligibility criteria are met including filing continued claims as instructed for the weeks I am unemployed or partially unemployed due to the pandemic.
- If there is a pending issue or appeal on my claim, I must continue requesting benefit payments in order to be paid for those weeks if I am later determined to be eligible.

I agree*

Reporting Income

I understand that if I do any work, including military reserve drill pay or self-employment, I must report the total gross wages earned (before taxes), whether or not I have been paid when I request benefit payment for that week.

I agree*

Work Search Requirements

Regular

I understand that I will be required to self-certify each week regarding my eligibility including, but not limited to, my ability and availability to work. I understand that intentional false statement, non-disclosure, or misrepresentation in my self-certification is fraud, which may be subject to criminal prosecution and may result in disqualification of benefits

I understand I will be required to submit a minimum of five (5) work search contacts or the details of a Careersource Center visit when I request benefit payments. Each week I will be required to submit the:

- Date of contact
- Method of contact
- Business name, telephone number, website name (URL), or email address
- Result of each contact
- Type of work sought

I agree*

Verification of Earnings

I understand that I must provide documentation for earnings within 21 calendar days from the date I file my claim.

- Your PUA weekly assistance amount may increase by providing proof of earnings. Documentation submitted with a request for monetary reconsideration will be accepted anytime during the pandemic assistance period. Preferred documentation is your tax return or W-2 for the previous tax year from which the pandemic was declared. For self-employment income, you will need to provide your tax return including a copy of the appropriate schedule forms to verify the profit and loss statement.

I agree*

Benefit Rights Information

I understand it is my responsibility to read the Benefit Rights Information which explains my rights and responsibilities while collecting Pandemic Unemployment Assistance (PUA). A link to the Benefit Rights Information is included at the end of this application and on my account homepage.

I agree*

17- Lastly, you will be presented with a summary screen to review your answers, and you may modify any of your previous answers. After you have reviewed your answers, you will need to click the submit button to complete your PUA application.

Pandemic Unemployment Assistance (PUA) - Review and Confirm Application

To complete your application you must do the following:

- Review your entries.
- To make changes, select the Modify button within a section.
- Re-enter your Social Security Number to verify your identity.
- Select the Submit button, and wait for the confirmation screen.

Identity Verification

Please verify your identity by re-entering your Social Security Number:
 *I have answered all questions fully and truthfully. I know there are penalties for giving false information. I know that to receive benefits I must meet the eligibility requirements.
 Social Security Number: --*

National Emergency

You are filing as a result of COVID-19 : Yes
 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: Flagler
 " "

[Modify](#)

Florida Reemployment Assistance Way2Go Debit Card Fee Schedule

I have reviewed the Florida Reemployment Assistance Way2Go Debit Card Fee Schedule and understand that if I choose Florida Reemployment Assistance Way2Go Debit Card as my payment method and use the above services that I will be responsible for any fees charged for those services.

[Review](#)

PLEASE CHECK YOUR ANSWERS ON THIS PAGE CAREFULLY AND CORRECT ANY MISTAKES BEFORE SUBMITTING.

[Submit](#)

What happens after I submit my PUA application?

After you submit your PUA application, you will receive a PUA monetary determination. This will indicate what your weekly benefit amount is. You will need to request your benefit payments every two weeks, and this process is the same as when you requested your benefits for your state Reemployment Assistance claim and your PEUC claim.

If you have any questions, please visit [FloridaJobs.org](https://www.floridajobs.org) to watch a video on how to understand your Reemployment Assistance claim status or call our Reemployment Assistance Customer Service Center at **1-833-FL-APPLY (1-833-352-7759)** to learn more.