



Pandemic Unemployment Assistance (PUA) Guide

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2. PANDEMIC UNEMPLOYMENT ASSISTANCE (PUA)

PUA is a federal program that pays benefits to individuals not eligible for state Reemployment Assistance (RA) benefits, who have become unemployed as the direct result of a pandemic.

If you have not filed at all and you believe you are eligible for state or federal benefits, please visit <http://www.FloridaJobs.org> to complete an application.

Pursuant to Section 443.036(10) F.S., if you filed a claim prior to April 5, 2020, and received a monetary determination of 'Ineligible', you will need to re-apply for state Reemployment Assistance to determine if you are monetarily eligible for state benefits; if not you will receive a message in CONNECT to apply for PUA.

Claimant Information		
Name:	Claimant ID:	Claim ID: 2020-01
Effective Date: 03/22/2020	Benefit Year End: 03/21/2021	Claim Status: Ineligible

NOTICE OF MONETARY DETERMINATION

Social Security Number	Claim Type	Benefit Year Begin Date	Benefit Year End Date
-**-*	Regular-UC	4/1/2020	3/31/2021

There are no wages on file to establish a Florida reemployment assistance claim.

Date Determined	Base Period		Reason Ineligible through	Eligible	
	From	Thru		Weekly Benefit Amount	Maximum Benefit Amount
4/9/2020	1/1/2019	12/31/2019	No Florida Wages Pending Wage Requests None	\$0	\$0

You recently submitted an application for reemployment assistance. Listed below are your base period wages and employer(s) according to our records. These wages were used to calculate your Weekly and Maximum Benefit Amounts. The amounts listed are based on wages paid during the base periods indicated below.

EMPLOYER LEGAL / TRADE NAME Unemployment Tax Account # / Federal ID (FEIN / FEID) #	Quarterly Base Period Wages				Total Gross Wages Paid
	Jan/Feb/Mar 2019	Apr/May/June 2019	Jul/Aug/Sep 2019	Oct/Nov/Dec 2019	
ROYAL TRUCKING L.L.C. / 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

There is an eligibility issue related to your claim that could potentially prevent you from receiving benefits shown on this document. Please log into your online account <http://www.floridajobs.org/> to receive additional information on the status of this issue.

If the wages listed above are inaccurate according to your records, please log into your on-line account <http://www.floridajobs.org/> and fill out a request for monetary reconsideration. You will need to submit proof of any discrepancies. If you have any questions regarding your federal or military wages, employers or wages listed for another state, or the combining of your Florida wages to file a claim in another state; please call 1-800-204-2418. Further instructions and explanations are included in the Additional Information page attached to this notice.

If you filed a claim on or after April 5, 2020, and CONNECT has given you a monetary determination of 'Ineligible', then you should check CONNECT for a message to apply for PUA.

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

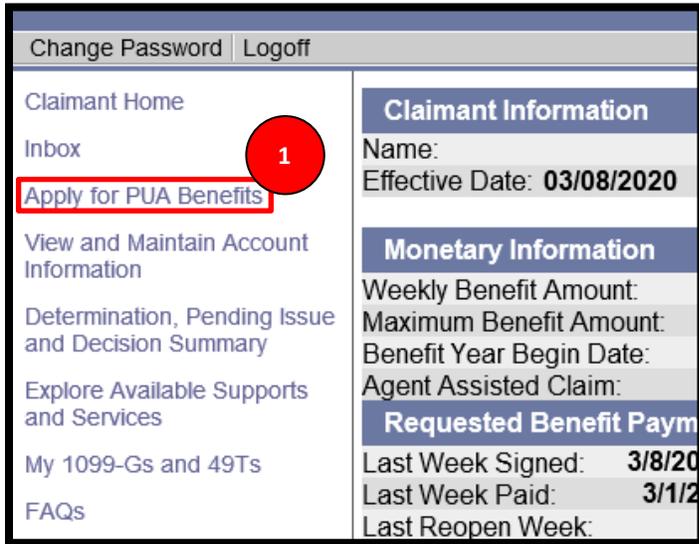
Once processed, you will receive a message in your CONNECT portal to apply for PUA **only** if you received a monetary determination of 'Ineligible.'

If you have not filed at all and you believe you are eligible for state or federal benefits, please visit www.FloridaJobs.org and select “File a Claim” to complete an application.

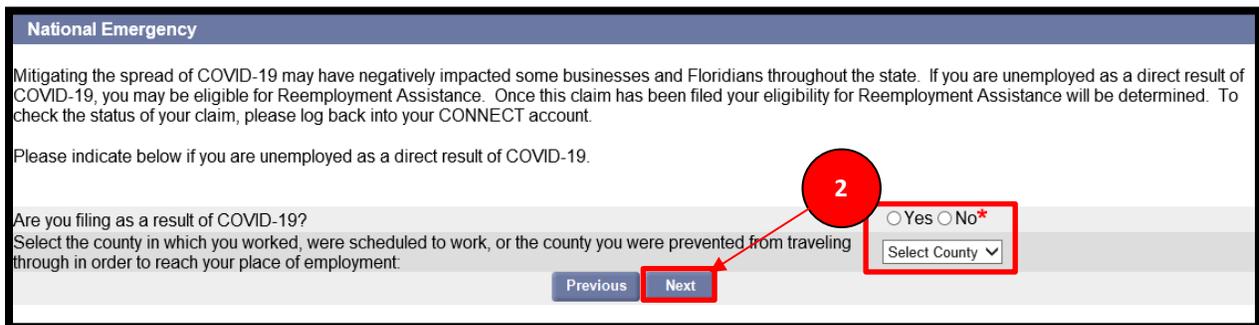
Applying for PUA Benefits

This section provides instructions on how to apply for PUA benefits in CONNECT.

1. To begin an application for PUA, click the Apply for PUA Benefits hyperlink on the top left of your CONNECT home page.



2. Answer whether you're filing as result of COVID-19, select your County from the dropdown menu and then click Next.



3. Verify that your contact information is correct and click Next.

View and Maintain Contact Information

Residential Address

Attention:

Address Line 1:

Address Line 2:

City: **Jacksonville**

State: **Florida**

Zip Code:

County: **Duval**

Country: **United States Of America**

Mailing Address

Attention:

Address Line 1:

Address Line 2:

City: **Jacksonville**

State: **Florida**

Zip Code:

Country: **United States Of America**

[View Address History](#)

Telephone Numbers

Home: **(904)**

Mobile: ()--

Other: ()--

International:

[Manage Notification Settings](#)

Correspondence Preference

Correspondence Preference* **Electronic**

Email Address: COMCAST.NET Proactive Email Notification

*All correspondence will be available in your CONNECT Inbox.

- o US Mail: In addition, the correspondence will be mailed to you. You may respond by mail or electronically by accessing the correspondence through your Connect Inbox. You will have at least seven days from the postmark date to respond to requests for information.
- o Electronic: You will receive an email advising you that correspondence has been posted in your CONNECT Inbox. The correspondence will not be attached to the email. You will have at least two business days to respond to requests for information through your CONNECT portal.

Failure to respond to requests for information in a timely manner will affect your eligibility for Reemployment Assistance (RA) benefits. The action due date will be noted on your Connect Inbox and on correspondence mailed to you.

You will have 60 days to request changes to a Pandemic Unemployment Assistance (PUA) monetary determination or to appeal a PUA non-monetary determination. You will have 15 days to request a review of an appeal decision related to a PUA determination.

You will also receive notices on your CONNECT Home Page when a response is needed to a request for information and when correspondence has been posted that will have a negative effect on your RA benefits.

Preferred Language

Preferred language: **En**

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4. Confirm your payment method and tax withholding option and click Next.

View and Edit Payment and Tax Withholding Options

Select the Edit button in the appropriate section to update the information that is currently on file.

Your Current Method of Payment

For Direct Deposit Users: If a payment is issued to your bank and your bank is unable to properly deposit the funds, those rejected funds will be deposited to a Florida Reemployment Assistance Way2Go Debit Card. If you do not already have an active card one will be issued to you within 7-10 business days and you will be required to review the debit card fee schedule.

Payment Option: **Way2Go Debit card**

Account Type:

Bank Name:

Routing Number:

Bank Account Number:

Debit Card ID:

Payment Method Status [®]: Active

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

Your Current Tax Withholding Option

Tax withholding selection: **No, do not withhold federal income tax from my benefits.**



5. Answer all the required questions and complete all the required fields and click Next.

Pandemic Unemployment Assistance (PUA) - Initial Questions

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.

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

I was working at the time of the pandemic. The first date 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.

* 3. a) I certify 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.

b) Before the pandemic, I was working:

Full-time.

Part-time.

If part-time, how many hours per week did you normally work prior to the pandemic?

c) Are you currently able to telework? Yes No

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

e) Are you receiving paid leave such as paid sick leave or other paid income? Yes No

* 4. 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 in order to reach your place of employment at the time of the pandemic. Select One ▾

* 6. Do you have a definite recall or return-to-work date? Yes No

If yes, enter the recall or return-to-work date: / / (mm/dd/yyyy)

* 7. Indicate where you have been employed since 1/1/2019

Employed in Florida (including military and federal civilian employment)

Employed in a state other than Florida (including military and federal civilian employment)

* 8. Since 4/16/2019 have you applied for Unemployment Insurance in a state other than Florida? Yes No

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- Click the checkbox next to all employment that was affected by the pandemic then add any employment, if needed, or click the button stating that all affected employment is listed. Click Next.

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
<input type="checkbox"/>		FL Employment	01/14/2019	06/21/2019	
<input type="checkbox"/>		FL Employment	12/03/2018	12/19/2018	
<input type="checkbox"/>		FL Employment	11/12/2018	11/14/2018	
<input type="checkbox"/>		FL Employment	07/09/2018	08/07/2018	

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.)

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- Review all of your base period employment and add any missing employment by using the dropdown menu at the bottom of the screen. Click Next.

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
	FL Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	FL Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	FL Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	FL Employment	\$752.24	\$15,411.82	\$679.54	\$0.00	\$26,843.60		
Total Wages		\$752.24	\$15,411.82	\$679.54		\$26,843.60		

Employment Type Add

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8. Report your income by selecting the appropriate form from the dropdown menu, answer the question and joint filing and then click Next.

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? Yes No*

- You are required to submit proof of income within 21 days from the date of 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 may be determined eligible to 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 begin work that was prevented by the pandemic. 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 proof of employment is received within 21 days, you will be ineligible and overpaid for any benefits received.**
- If no documentation of income is received, you may be paid the minimum PUA weekly assistance amount.

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9. Enter your annual income information and click Next.

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.
- If no proof of employment or self-employment is received, you are not entitled to benefits, and any benefits dispensed will be considered overpayments.

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 12 of Schedule C (Business Income or Loss):

Line 32 of Schedule E (Supplemental Income and Loss)

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10. Answer the eligibility information questions and click Next.

Eligibility Information

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

1. Are you enrolled in or attending school? Yes No*

2. Have you refused or turned down any specific job offer since you became unemployed? Yes No*

3. Since you became unemployed, were you referred to a job by a CareerSource Center and refused/failed to accept the referral? Yes No*

4. Did you perform services as a professional athlete for any employer since Tuesday, January 1, 2019? Yes No*

5. Have you applied for or are you receiving payments from a pension fund, annuity fund, or retirement account other than Social Security? Yes No*

6. Have you applied for or are you receiving [Worker's Compensation](#) that is classified as:

6a. Temporary Total? Yes No*

6b. Permanent Total? Yes No*

7. 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*

8. Are you seeking only part-time work? Yes No*

9. 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:

9a. Union Name:

9b. Hiring Hall Number:

9c. Phone Number: ()--

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

10a. If Yes, enter the date that you will begin working: / / (dd/yyyy)



11. Click the checkboxes next to each statement and click Next.

<p>Fraud Acknowledgement</p> <p>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.</p> <p><input type="checkbox"/> I agree*</p>
<p>Potential Eligibility in Another State</p> <p>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).</p> <p><input type="checkbox"/> I agree*</p>
<p>Requesting Benefit Payments</p> <p>I understand the following:</p> <ul style="list-style-type: none"> • 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. <p><input type="checkbox"/> I agree*</p>
<p>Reporting Income</p> <p>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.</p> <p><input type="checkbox"/> I agree*</p>
<p>Work Search Requirements</p> <p>Regular:</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none"> • Date of contact • Method of contact • Business name, telephone number, website name (URL), or email address • Result of each contact • Type of work sought <p><input type="checkbox"/> I agree*</p>
<p>Verification of Employment and Earnings</p> <p>I understand that I must provide documentation for proof of employment and earnings within 21 calendar days from the date I file my claim.</p> <ul style="list-style-type: none"> • 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. • For proof of employment you must at least submit documentation that you were working and/or self-employed at the time of the pandemic, or scheduled to begin work that was prevented by the pandemic. Preferred documentation may include, but is not limited to active occupational business license, bank statements or paystub for services provided within 30 days PRIOR TO the pandemic and employer statement for work scheduled to begin during the pandemic but was prevented due to the pandemic. Failure to provide the required documentation will result in a disqualifying determination and/or overpayment being made based on the available information. <p><input type="checkbox"/> I agree*</p>
<p>Benefit Rights Information</p> <p>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.</p> <p><input type="checkbox"/> I agree*</p>
<p style="text-align: center;">11</p> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p>

12. Review the application and modify any answers if necessary then click the checkbox and enter your Social Security Number.

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

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.

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13. Once the application has been reviewed, scroll to the bottom of the screen and click Submit.

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

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14. The confirmation screen has the time and date stamp of the submission and a Preliminary Benefits Estimate. Click Next.

Pandemic Unemployment Claim Confirmation

Your Pandemic Unemployment Assistance Claim has been submitted.

- Time and date submitted: 4/16/2020 12:06:07 PM

To assist us in processing your claim information and determining your eligibility for benefits, you must follow the instructions below.

Preliminary Benefits Estimate

There is insufficient information on file to provide an estimate of your benefits. An official monetary determination will be provided to you. That determination may be changed and re-issued upon receipt of additional wage information.

Request Benefit Payment

To receive reemployment assistance, you must make timely requests for payment **every two weeks**. You are scheduled to submit your first Request For Payment beginning on

- Thursday, April 16, 2020

Benefit Rights Information Handbook

The link to the Benefit Rights Information handbook is below and will also be provided on your home page. It is important that you read and understand this information to ensure that you receive all of the benefits to which you are entitled.

[Click here to access the BRI handbook.](#)



