

Instructions for Filing Weekly Claims Related to COVID-19

If you were laid off or had your hours reduced as a result of the COVID-19 pandemic and were approved to receive unemployment benefits, please take the following steps when filing your weekly claim for benefits.
(Note: The screens below may look different if you are on a mobile device.)

1. Select "Yes" to indicate that you were able to work.

2. Select "Yes" to indicate that you were physically and mentally able to work.

3. Select "Yes" to indicate that you completed two work-search activities.

3a. For the first "Work search activity completed," answer "COVID-19." For "Location of work search activity," answer "Executive Order-Home." For City, State and Zip Code, use your home address.

3b. Select "Internet" as the method of completing the work search activity.

3c. For "If you applied for a position, please list it here," answer "COVID-19 Executive Order."

3d. Select any date listed.

3e. Select "Unknown" for the outcome of the work-search activity.

For entries 3f through 3j, duplicate your answers from 3a through 3e.

For the remainder of the form (Questions 4 – 7), answer the questions appropriately and honestly, remembering to report any earnings.

Click the **Next** button to submit.

4. During the week claimed,

a did you refuse work or a referral to work? Yes No

b did you quit employment? Yes No

c were you discharged (fired) from employment? Yes No

5. During the week claimed, did you apply for (or was there a change in the amount of) pension, or any other type of retirement payment? Yes No

6. Did you receive, or will you receive, holiday pay for a holiday that occurred during the week claimed? Yes No