APPLYING FOR PANADEMIC UNEMPLOYMENT ASSISTANCE (PUA)

The federal government passed the CARES Act, which included expanded eligibility for individuals who have traditionally been ineligible for Pennsylvania Unemployment Compensation (UC) benefits.

You should file for PUA if you are INELIGIBLE for regular UC because you have LOST INCOME DUE TO COVID-19 and:

- Are self-employed, or
- Are seeking part-time work, or
- Lack sufficient work history, or
- Have exhausted all rights to regular UC or extended benefits.

To file for PUA you will need to go to **www.uc.pa.gov/unemployment-benefits/file/Pages/Filing-for-PUA.aspx**, and click the link that says "**File for PUA**."

THINGS TO KNOW BEFORE YOU FILE

1. You will want to have proof of earnings documents ready in advance, if possible. Acceptable documentation of wages can include but is not limited to:
   a. 2019 tax returns;
   b. Your 2019 1099 form(s);
   c. Paycheck stubs;
   d. Bank receipts;
   e. Ledgers;
   f. Contracts;
   g. Invoices; and/or
   h. Billing statements.
2. You do not need a Personal Identification Number (PIN) with the PUA system, **you will have the USERNAME AND PASSWORD that you create.**
   a. **NOTE**: You will need an email address to complete the application for PUA.
3. You will not receive a confirmation email after submitting your initial PUA claim, **you can go into the PUA DASHBOARD to see the claim**.
   a. You can manage everything through your PUA dashboard – check on your claim status, upload documents, see payment information, etc.

REGISTERING AND FILING YOUR INITIAL PUA CLAIM

According to the "PUA System Guide," a guided wizard will walk you through the steps to register an account in the system and file an initial PUA claim. The basic steps are to:

1. Enter your Social Security Number to determine your eligibility to file a PUA claim.
2. Complete a multi-page registration form to create your system account.
   a. To complete this, you will need to have **all your personal contact information available, as well as education, earnings, and work history information.**
3. Enter your work history.
4. Receive certification information.
5. Complete the claim filing process by acknowledging your rights and responsibilities.

For more detailed, step-by-step instructions visit **www.uc.pa.gov/unemployment-benefits/file/Documents/PUA%20System%20Guide%205.2020.pdf**.

REQUIRED DOCUMENTATION

If you do not upload the required documentation listed in Section 1 of "Things to Know Before You File" during the initial application process, you will need to login to the PUA Portal and upload it as soon as possible. **This documentation establishes your income that will be listed on the monetary determination**. You have **TWENTY-ONE (21) DAYS** to upload income documentation.

The PUA system accepts documents in PDF or Word document for, or as photos.

If you do not have documentation that supports the income or fail to upload documentation within twenty-one (21) days, the Department of Labor and Industry will adjust your **Weekly Benefit Amount (WBA) down to the minimum amount of $195**.

MONETARY DETERMINATIONS

When a Monetary Determination is issued by the Department of Labor & Industry for your claim, it will be available to view and download on your PUA Portal (https://pua.benefits.uc.pa.gov/vosnet/Default.aspx). **If you are eligible for PUA, you are automatically eligible for at least $195 a week. You may be eligible for a higher WBA based on your income, so it is important you submit any and all documentation to support that income**.

If you disagree with the Monetary Determination, you have until **JULY 6, 2020 TO APPEAL THE DETERMINATION**.

Please note that the $600 in additional benefits from the Pandemic Unemployment Compensation (FPUC) will not be included in the WBA, and is included automatically starting with the week ending April 4, 2020.

FILING WEEKLY CLAIMS

To file weekly certifications, you will need to go to **www.uc.pa.gov/unemployment-benefits/file/Pages/Filing-for-PUA.aspx**, and click the link that says "**File PUA Weekly Certification**."

You need to your PUA certifications **<u>WEEKLY IN ORDER TO BE PAID</u>**. After the first payment, you will receive weekly PUA payments within three business days after filing your weekly certification.

For more detailed, step-by-step instructions visit **www.uc.pa.gov/unemployment-benefits/file/Pages/Filing-for-PUA.aspx**. Follow the links under "Filing your Weekly Certification for PUA Benefits." Links are available for general certification filing and for filings with part-time earnings.

If you have questions, apply for services with Northwestern Legal Services by calling 1-800-665-6957 or apply at www.nwls.org

Dated May 2020