

# Important information for certifying for weekly benefits due to the coronavirus emergency

Before you certify for benefits, you must read our [step-by-step guide to certifying a COVID-19-related Unemployment Insurance claim](#).

## Question 1 - Were you able and available for work?

The answer to this question should be **YES** if:

You were physically able to do your work before you lost your job (and you lost your job/hours due to your own coronavirus illness, your need to care for a family/household member with coronavirus, or your employment situation changed because of coronavirus public health emergency); OR

You are out of work temporarily due to an employer-closure related to the coronavirus and expect to return to your job; OR

You are able and available for work.

## Question 2 - Were you actively seeking work?

If you are waiting to be recalled to your present job, or delaying your job search until this natural emergency ends or subsides, you should answer **YES**.

## Question 3 - Did you refuse any work?

If you refused an offer of work due to concerns related to the travel/stay-at-home restrictions of the coronavirus pandemic, or because you were ill with coronavirus, or because you wouldn't be able to care for a coronavirus-affected family member, or care for a dependent whose place of care or school is closed because of coronavirus, you should answer **NO**.

## Question 4 - Were you attending school or job training?

If you are a student and just filed this unemployment claim as a result of the coronavirus emergency, and the Division of Unemployment Insurance has not reviewed your school status, please answer **NO** to this question (even if you are attending school online) at this time.

If you are a student who filed an Unemployment Insurance claim prior to this emergency, and have already provided the department with your school information, and your school is currently closed due to the coronavirus, please answer this question in the same manner (Yes or No) you would have prior to the school closing.

## Question 5 - Did you receive holiday or vacation pay for the week beginning mm-dd-2020 and ending mm-dd-2020?

If your separation is temporary and was caused by the coronavirus emergency, please answer **NO** to this question. However, if you receive *any* type of wage while you are not working, answer **YES TO QUESTION #7** (see below) **AND REPORT THE AMOUNT THERE**.

## Question 6 - Are you receiving or have you applied for a pension or other retirement pay from any of the employers listed below?

You should answer "YES" only if you are **currently receiving pension or other retirement benefit payments** from one of the employers listed below. If you are currently paying into a pension or other retirement plan but you are not receiving payments, you should answer "NO." If you are receiving pension payments from an employer who is not listed you should also answer "NO."

## Question 7 - Did you work between mm-dd-2020 and mm-dd-2020?

If you did any work between the designated dates, answer **YES** and report what you earned. If you know you will not have work the following week, immediately (no later than Saturday of the week in which you are claiming) follow steps to **REOPEN/REASSERT THE CLAIM**. If you received holiday/vacation/sick pay from your employer during this week, report that information here.