

# Instruction Guide for Claimants

Weekly Claim Filing:  
Able & Available Screens



2/24/2021



# Weekly Claims – Able & Available Screens

If you answer **No** to being able and/or available for work each day during the week -

Filing for week of Sunday, January 31, 2021 To Saturday, February 06, 2021

2 of 3 steps

### Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? (required)

Yes  No [What does this mean?](#)

2. If work had been offered to you, would you have been available to work each day during the week? (required)

Yes  No [What does this mean?](#)

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Able & Available** portion of your weekly claim.

## Weekly Claims Able & Available Screens

- If you answer No to question 1 and/or question 2, Able and Available questionnaires will display for you to complete.
- The What does this mean? Information is provided at the end of this tutorial.

Filing for week of **Sunday, January 31, 2021** To **Saturday, February 06, 2021**

2 of 3 steps

### Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? **(required)**

Yes  No [What does this mean?](#)

2. If work had been offered to you, would you have been available to work each day during the week? **(required)**

Yes  No [What does this mean?](#)

# Weekly Claims Able & Available Screens

- You will need to fill out the Able and Available Details.
- After you have completed this questionnaire the remainder of your weekly claim process will follow the regular process.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

### Able and Available Details

1. Were you unable to work due to illness? **(required)**

Yes  No

If Yes, provide the following detail:-

a. Number of days you were not able to work.

b. Days of the week you were not able to work.

Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

c. Nature of illness, disability or injury.  
(Max 1000 Characters)

2. Were you unable to work due to COVID-19 related issue that directly affected you, a member of your household, family member, child care issue or any other COVID-19 related issue? **(required)**

Yes  No

3. Were you attending school or training during the week claimed? **(required)**

Yes  No

4. Could you have accepted full-time work during the week claimed? **(required)**

Yes  No

a. If No, select all the reasons that apply.

Child Care  
 Out of Area  
 Transportation  
 Other

# Weekly Claims Able & Available Screens

## Weekly certification details

1. If work had been available to you, would you have been physically able to work each day during the week?

### You are considered physically able to work if:

- You are under a temporary medical quarantine or isolation restriction to ensure that the individual has not been affected by COVID-19 and is expected to return to work (you have an employer and are on temporary leave)
- You would have been physically able to go to work **and** physically able to perform the tasks every day of the week if work had been available to you
- An illness or injury **does not prevent** you from being physically able to get to work and/ or perform the tasks

### You are considered **not** physically able to work if:

- An illness or injury **prevents** you from being physically able to get to work and/or perform the tasks that are a part of your normal work

## Weekly certification details

2. If work had been offered to you, would you have been available to work each day during the week?

### You are generally considered available for work if:

- You were ready and willing to accept work that you are qualified to perform and under conditions normally expected for the work offered
- You were not prevented from working or accepting work if it was offered during the week
- You are on jury duty

### During the emergency situation around the pandemic, you are considered available for work if:

- You are currently instructed by a medical professional or contact tracer to quarantine for a set amount of time because of a potential or confirmed COVID-19 exposure, **but not ill and would be available for work if not for the mandatory quarantine.**
- You are in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure

### You are **not** considered available for work if:

- You are on vacation
- You are in jail due to a felony or misdemeanor conviction

Exceptions may be allowed under certain situations or for 'good cause' on an individual basis. Facts considered in determining if benefits may be allowed if you were not available to work during the week, include but are not limited to: the hours or shifts of the work offered, illness or caring for someone who is ill, emergency situations involving lack of childcare or transportation, required civil or military duty, attendance at a relative's funeral, observance of a religious holiday, among others. In some instances, you may receive a partial benefit for the period of time you were available to work or accept work during the week.

**You must be legally able to work in the State of Maine (e.g., US citizens, permanent resident aliens, non-US citizens on a work visa or permit)**

This concludes the Weekly Claims Able & Available Screens tutorial