## **Instruction Guide for Claimants**

Filing A Weekly Claim





### **Questions & Answers**

#### What is a weekly claim? (formerly known as a "weekly certification.")

For any week that you want to receive unemployment benefits, you must file a weekly claim to verify that you were able and available to work during that week. You must also report any wages earned during that week and if you participated in an approved Work Search related activity. <u>Note:</u> You must have an active unemployment claim in order to file a weekly claim.

#### When should I file a weekly claim?

You have 13 days from the end of the week you were unemployed to file a weekly claim for that week. The end of the week falls on a Saturday. You can file your Weekly Claim for the week that just ended on that Sunday. We strongly advise you to file sooner rather than later.

## **Questions & Answers**

#### Why am I being asked to file a weekly claim?

A weekly claim protects the integrity of Unemployment Insurance by ensuring that claimants are eligible for each week that they receive benefits.

#### Am I required to complete this online?

No, you are not required to complete this online. However, it is the method we recommend you use to file your Weekly Claim.

#### What are my options if I cannot or do not want to file online?

You may call 1-800-593-7660, to file by phone through an automated process. You must have your PIN to access this system. Follow all of the prompts and wait for the system to confirm that your weekly claim has been accepted. Even if you file by phone, you must file your weekly Work Search online at www.maine.gov/reemployme.

You may also call 1-800-593-7660 to get assistance filing your weekly claim.

## **Questions & Answers**

#### How can I learn more about the new process for filing a weekly claim?

Go to <u>https://www.maine.gov/unemployment/claimants/</u> and select "File Weekly Claim."

#### How can I access the weekly claim online?

Go to the Maine.gov website, <u>www.maine.gov/reemployme</u> and select "File Weekly Claim."

### The next pages will provide you with step-by-step instructions of how to access and complete your Weekly Claim.

## **Step-by-Step Instructions**

File a Weekly Claim

## Step 1: Enter the link below in your web browser. Select File Weekly Claim or Claimant Login

• Enter <u>www.maine.gov/reemployme</u> into your web browser

New Tab	× +	- (	٥	Х
$\leftarrow \rightarrow$ C	S www.maine.gov/reemployme		θ	:

Maine.gov Agencies   Online Services   Help   Q Search Maine.gov	
<b>REEMPLOY</b> Unemployment System Alliance Partner	MAINE DEPARTMENTFOR LABOR Juna of Unemployment Compensation
weicome	LOGIN-001
Employer Services	Claimant Services
Create ReEmployME Portal Account – Employer or PEO	Create ReEmployME Account
<u>Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider</u>	File a Claim
Register a New Business	File Weekly Claim
Update BIA Information	Upload Documents for Identity Verification
Add Federal Identification Number (FEIN)	LWA Quick Access
Enroll in SIDES E-Response	Work Search Online Interview
Upload Documents for Remote Audit	<u>Claimant Login</u>
• Employer Login	

## Step 2: Enter User ID and Password. Select Submit.



## Step 3: If you land on the home page, select File Weekly Claim from tabs at top or side of screen.



## Step 4: A step-by-step summary explains the three steps you need to complete. Select Next.

ME-WC-011

#### Filing a weekly claim: step by step

You must complete these three steps to determine your eligibility each week and to receive a weekly benefit payment. You must complete work search before starting your weekly certification.

#### Report work search

1

2

3

You will be guided through a series of questions to report any work search related activity or new employment.

Unless waived, work search is a requirement to receive weekly benefits.

#### **Certify eligibility & report earnings**

The weekly certification confirms eligibility including, but not limited to, that you were able and available to work and is where you must report any earnings.

This can only be completed once the week you want to claim has ended.

#### Review & submit your weekly claim

Review your responses and payment information. After you submit your claim, MDOL will determine your eligibility based on your answers.

This can only be completed once the week you want to claim has ended.



### **Step 5: Select Start Claim**



## **Step 6: Select Report Work Search.**



# Step 7: Answer Question 1 and select Next. If "Yes" is selected, additional questions will appear on the following screen.



### Step 7a: If "Yes" was selected on the previous screen, Question 2 displays. Select all options that apply. Select Next

Are vo	u still unemployed due to the novel coronavirus outbreak (also known as ME COVID 19)2 (required)
() Y	
If pand	lemic is COVID 19 effective beginning January 27, 2020 check all that apply: (required)
	I have been diagnosed with COVID-19 or am experiencing symptoms of COVID-19 and am seeking a medical diagnosis;
	A member of my household has been diagnosed with COVID-19;
	I am providing care for a family member or a member of my household who has been diagnosed with COVID- 19;
	A child or other person in my household for which I have primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for me to work;
	I am unable to reach the place of my employment because of a quarantine imposed as a direct result of the COVID-19 public health emergency;
	I am unable to reach the place of my employment because I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
	I was scheduled to commence employment and do not have a job or am unable to reach the job as a direct result of the COVID-19 public health emergency;
	I have become the breadwinner or major support for a household because the head of the household has died as a direct result of COVID-19;
	I had to quit my job as a direct result of COVID-19; or
	My place of employment is closed as a direct result of COVID 19 public health emergency; or
	The second second second second states to COURD 10

## **Step 8: Answer Question 1. Select Next**



## **Step 9: Answer Question 1. Select Next.**

	WC-750
Filling for week of Sunday, December 27, 2020 To Saturday, January 02, 2021	
Report work search	
1. Were you self-employed before you applied for unemployment benefits? (required)	
Yes No What does this mean?	
<back next=""></back>	

### **Step 10: Answer Question 1. Select Next.**



## Step 11: Question 2 displays. Answer and select Next.

Filing for week of Sunday, January 31, 2021 To Saturday, February 06, 2021		
or 5 steps		1
Report work search	Depending on the options selected, you may need to provide additional	
(required)       Yes     No     What does this mean?	information.	
<ol><li>Do you have a confirmed start date to return to full employment? (required)</li></ol>		
Yes No What does this mean?		
<back next=""></back>		

## Step 12: Answer Questions then select Review My Response.

	ME-WC-750
Filing for week of Sunday, January 31, 2021 To Saturday, February 06, 2021	
1 of 3 steps	
Report work search	
<ol> <li>Did you work or perform any services for an employer during the week (this does not include odd jobs)? (required)</li> </ol>	
Yes     No     What does this mean?	
2. Do you have a confirmed start date to return to full employment? (required)	Question 3
Ves No What does this mean?	
. Did you look for work or participate in Work Search related activities? (required)	<ul> <li>If you select "Yes", on</li> </ul>
Yes No What does this mean?	the type of work search activities on the next
Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:	screen.
Checkout the Work Search FAQ.	
. Why did you not participate in work search related activities? (required - do not exceed 1000 characters)	If you selected "No" on question 3, question 4 appears and you will need to enter your response then
<back my="" response<="" review="" td=""><td>select Review my Response.</td></back>	select Review my Response.

## Step 13: Select all options that apply for Question 1. Select Review my Response.

#### 1 of 3 steps

#### Report work search

 During the week of 31 January to 06 February, did you participate in any of the following work search related activities? (required - select all that applied)

If you applied for a job, please report further details when prompted. You will have the opportunity to enter details for multiple applications if needed.

If you completed one of the other activities listed, you do not have to enter further details at this time. Please save any documentation so you can easily provide it if a record is requested.

I attended a job fair / virtual job fair hosted by a CareerCenter

I participated in CareerCenter virtual reemployment services

I participated in a CareerCenter virtual workshop

I applied for a job for which I am reasonably qualified

I interviewed for a job for which I am reasonably qualified

I contacted an employer to inquire as to whether the employer is hiring

I worked on work search materials or participated in professional job-related education or skills development

I participated in networking events related to a job or occupation for which I'm reasonably qualified

I volunteered for an organization or company for networking purposes that might reasonably lead to a paid opportunity

No, I did not participate in any work search related activities

 Why did you not participate in Work Search related activities? (required - do not exceed 1000 characters)

<Back

Review My Response

If you indicate that you did not complete any Work Search activity, Question 2 will display so you can provide an explanation. This may affect your eligibility to receive benefits for this week.

### Step 14: Review Summary and either select Edit My Responses to change answers or select Save & Continue to proceed.

F	Filing for week of Sunday, January 31, 2021 To Saturday, February 06, 2021
1 0	of 3 steps
Su Her pro dire	Immary of work search responses re are your work search responses for the week. Please review your answer and remember that oviding false information is punishable by law. If you do not actively look for work as rected by MDOL, you may not be eligible for benefits that week.
1	<ol> <li>No, I was not in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure.</li> </ol>
2	2. No, I was not self-employed before I applied for unemployment benefits.
3	<ol> <li>No, I did not work or perform any services for an employer during the week (this does not include odd jobs).</li> </ol>
4	4. No, I do not have a confirmed start date to return to employment.
5	<ol> <li>Yes, I did look for work or participate in Work Search related activities.</li> <li>I participated in networking events related to a job or occupation for which I'm reasonably qualified</li> </ol>
	Edit My Responses Save & Continue

### **Step 15: Report Work Search section is completed. Select Start Weekly Certification to certify eligibility.**



## Step 16: Answer questions 1-4 about weekly certification details. (Questions continue on next slide)

if 3 steps	
ekly certification details	
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?	Depending on the answers selected for questions 1 - 11, you may need to provide additional information
If work had been offered to you, would you have been available to work each day during the week? (required)	additional information.
Ves No What does this mean?	
Did you refuse any work during the week? (required)	
Ves No What does this mean?	

## Step 16 (cont'd): Answer questions 5-11. Select Next

6. Did you hav	e any earnings fro	m an odd job or self-employment during the week? (required)	
O Yes	O No	What does this mean?	
7. Do you have	e a confirmed start	t date to return to full employment? (required)	
O Yes	O No	What does this mean?	
8. Did you atte	end jury selection of	or serve as a member of a jury during the week? (required)	Depending on the options
O Yes	O No	What does this mean?	provide additional
9. Did you rece (required)	eive bonus pay, wa	ages in lieu of notice, or severance pay from any employer for the week?	information.
O Yes	O No	What does this mean?	
10. Did you beg change? (re	in receiving a pens quired)	sion other than social security or did a previously reported pension <u>What does this mean?</u>	
11. Do you wish	to change the nu	mber of dependent children from the prior claim week? (required)	
O Yes	O No	What does this mean?	
0			

### Step 17: Change payment info if desired; otherwise, check the verification box then select Review My Claim.

		ME-WC-015
Filing for week of Sunday, January	/ 31 To Saturday, February 06	
Review & submit weekly c	laim	
Please review your answers carefully a Remember, providing false information of the second s	nd make sure they are correct to the best of your knowledge. ation is punishable by law.	
Review payment metho	od	
During the COVID-19 pandemic, th accounts. Please make sure the rig	ere has been an increase in identity theft and fraudulent ht payment information is associated with your account.	
Present payment mode	Debit Card	
Change My Payment Info		
□ I have read and verified my page	yment information.	
<back m<="" review="" th=""><th>ly Claim</th><th></th></back>	ly Claim	

### Step 17a: If you selected Change My Payment Information, you may make changes here (continues on next screens).

ME-CFM-004

Update Payment Information	tion		
1. Date of Birth			
2. First Name			
3. Middle Initial			
4. Last Name			
5. Federal Tax Withheld (required)			
6. State Tax Withheld (required)			

### Step 17a (cont'd): If you selected Change My Payment Information on the previous screen, complete the information shown here

You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.				
Monthly fee \$0	Per Purchase \$0	AT \$ \$	M withdrawal 0 in-network 1.75* out-of-network	Cash reload N/A
ATM Balance Inquiry	(in-network or out-of-network)	s	50	
Customer Service (au	tomated or live agent)	5	\$0 per call	
Inactivity (after 365 d	days with no transactions)		\$2.00 per month	
We charge 2 other	types of fees.			
No overdraft/credit Your funds are eligible For general informatic package or call 1-85 U.S. Bank ReliaCar Program Name: Main Effective Date: June 2	g Fee Schedule for free ways to t feature. e for FDIC insurance. on about prepaid accounts, visit 5-282-2030 or visit usbankre d@ Fee Schedule e Unemployment Insurance 2018	cfpb.gov/prepa	nds and balance information. aid. Find details and conditions	for all fees and services inside the card
All fees		Amount	Details	
ATM Withdrawal (in-n	etwork)	<b>\$</b> 0	This is our fee per withdraw MoneyPass® or Allpoint® A usbank.com/locations or m	al. "In-network" refers to the U.S. Bank on the U.S. Bank on the the term of term of the term of term

## Step 17a (cont'd): Enter the last 4 digits of your SSN and select Submit.

Card Replacement Expedited Delivery charged	\$15.00	This is our fee for expedited delivery (up to 3 business days) in addition to any Card Replacement fee.	
Inactivity	\$2.00	This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days.	
Your funds are eligible for FDIC insurance. Your fund insured up to \$250,000 by the FDIC in the event U.S	s will be held at U. 5. Bank fails. See <u>f</u>	S. Bank National Association, an FDIC-insured institution, and are dic.gov/deposit/deposits/prepaid.html for details.	
No overdraft/credit feature. Contact Cardholder Services by calling 1-855-282-2	2030, by mail at P	O. Box 551617, Jacksonville, FL 32255 or visit usbankreliacard.com.	
For general information about prepaid accounts, visit Financial Protection Bureau at 1-855-411-2372 or vi	cfpb.gov/prepaid sit cfpb.gov/compl	. If you have a complaint about a prepaid account, call the Consumer aint.	
Long Disclosure Form			
Enter the last four digits of your Social Security Nu acknowledge that you have read the short and long	mber as your elect disclosure inform	tronic signature to nation. (required)	
<back submit<="" td=""><td></td><td></td><td></td></back>			
	`		

## Step 18: Review responses (Responses continue on following slide.)

ME-WC-006

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

3 of 3 steps

#### **Review & submit weekly claim**

Please review your answers carefully and make sure they are correct to the best of your knowledge. Remember, providing false information is punishable by law. If you do not actively look for work as directed by MDOL, you may not be eligible for benefits that week.

#### Summary of work search responses

Here are your work search responses for the claim period of Sunday, January 31, 2021 to Saturday, February 06, 2021.

- No, I was not in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure.
- 2. No, I was not self-employed before I applied for unemployment benefits.
- No, I did not work or perform any services for an employer during the week (this does not include odd jobs).
- 4. No, I do not have a confirmed start date to return to employment.
- 5. Yes, I did look for work or participate in Work Search related activities.

I participated in networking events related to a job or occupation for which I'm reasonably qualified

## Step 18 (cont'd): Review responses. Select Edit My Weekly Claim to revise; otherwise, select Next.

#### Summary of weekly certification responses

Here are your weekly certification responses for the claim period of Sunday, January 31, 2021 to Saturday, February 06, 2021.

- Yes, if work had been available to me, I would have been physically able to work each day during the week.
- Yes, If work had been offered to me,I would have been available to work each day during the week.
- 3. No, I did not refuse any work during the week.
- 4. No, I did not refuse a job referral from the JobLink during the week.
- 5. No, I did not work or perform any services during the week for an employer.
- 6. No, I did not have any earnings through an odd job or self-employment for the week.
- 7. No, I do not have a confirmed start date to return to full employment.
- 8. No, I did not attend jury selection or serve as a member of a jury during the week.
- No, I did not receive bonus pay, wages in lieu of notice, or severance pay from any employer for the week.
- No, I did not begin receiving a pension other than social security or No, a previously reported pension did not change.
- 11. No, I do not wish to change the number of dependent children from the prior claim week.

Edit My Weekly Claim	Next>	

Step 19: Review the acknowledgement statement. Enter the last 4 numbers of your SSN as your signature and acceptance that you have read and understand the acknowledgement statement. Select Submit.

	ME-WC-010
3 of 3 steps	
MDOL audits the information you provide to verify its accuracy. Failure to properly report any earnings may result in overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.	
Acknowledgement	
<ul> <li>The information that I have provided is true to the best of my knowledge.</li> <li>I have neither applied for and/or received Unemployment Insurance benefits for the week beginning Sunday, January 31, 2021 and ending Saturday, February 06, 2021 from any other State, the United States, or Canada, except as claimed.</li> <li>This claim is made with my full knowledge that the law provides penalties for making false statements or concealing material facts to obtain or increase benefits.</li> </ul>	
Enter the last four (4) digits of your Social Security Number as your electronic signature verifying that you have read and understand the Acknowledgement statement above. (required)	
<back submit<="" th=""><th></th></back>	

## Step 20: Confirmation screen appears. (Continued on next slide.)



## Step 20 (cont'd): Select Home to return to the ReEmployME home page.

#### Submit your next weekly claim

Between Sunday, February 14, 2021 and Saturday, February 27, 2021, return to submit your next weekly claim. The day on which you file does not impact your benefit, so filing later in the week is fine.

#### Helpful reminders

Report earnings in the week you work and earn them not in the week they are paid to you.

Report total (gross) earnings (including taxes and deductions), not the amount that goes into your bank account.

If you choose to file your weekly certification (step 2 in a weekly claim) through the automated phone filing system, you still need to log into ReEmployME to report your work search (click "Weekly Claim" after you log in) in order to receive a benefit payment.

#### Keep your information up to date

Keep your mailing address up to date, open mail from MDOL immediately, and routinely check the "Correspondence" tab in your ReEmployME account. This is important as you will receive your determination and confirmed benefit amount as letters in the mail.

#### Update My Address



## Step 21: To check the status of your claims, select Inquiry on the home page.



## **Step 22: Select Benefits.**

Provide PUA Proof of Earnings       Provide PUA Proof of Employment       PUA Identity Documents         Online Interview
<ul> <li>News &amp; Announcements</li> <li>Attention: Claimants receiving Extended Benefits (EB) - The week ending 11/14/2020 is the last payable week for EB because Maine is no longer eligible for the program based on current unemployment</li> <li>Claim Info Weekly Claim Status</li> <li>Your Claim Period: 12/06/2020 to 03/13/2021</li> <li>Yeur Claim Period: 12/06/2020 to 03</li></ul>
rates. Please check the email you have on file with ReEmployME for an Home

## **Step 23: Select Pay Status.**

Unemployment Claim 🔻	Weekly Claim 🔻	Update Address	Benefit Maintenance 🔻	Inquiry 🔻	Correspondences 🔻	File Appeal 🔻	View & Print	1099 -
Provide PUA Proof of Ea	rnings Provide P	UA Proof of Emplo	yment PUA Identity Do	cuments 🔻	Online Interview 🔻			
<ul> <li>News &amp; Annou</li> <li>Attention: Clair ending 11/14/ no longer eligii rates. Please c email from MD affect you.</li> <li>ATTENTION: W unemployment accounts. To er Maintenance &gt; is correct. Also email address.</li> </ul>	mants receiving 2020 is the last ble for the progr heck the email y OL, which contai de have been mat accounts across nsure this doesn Payment Optior , click on the lini After verifying.y	Extended Benefit payable week for am based on curr ou have on file w ns important det de aware, bad act ; the country and 't happen to you, is and verify your k in Benefits Mair your email we reai	s (EB) – The week • EB because Maine is • ent unemployment ith ReEmployME for an ails on how this may tors are logging into changing payment go to Benefits • payment information itenance to verify your	Claim > Your > Max > Tota > Rem	<b>1 Info Weekly Claim</b> r Claim Period: <b>12/06</b> imum Weekly Benefits al Amount of Benefits f naining Balance of Ben	Status 5/2020 to 03/1 5: \$172.00 for Your Claim P efits: \$6708.00	13/2021 eriod: \$0.00 D	Quick Links Claimant / Olaim Inquiry Weekly Pay Status Katus

## Step 24: The Weekly Claims Summary screen displays. Select Back to return to home screen.



## For a complete list of Weekly Claim Statuses and what they mean please check the FAQs section of our website.

https://www.maine.gov/unemployment/weeklyclaims/

## Thank you.

If you have any questions, please contact our call center to speak with an Eligibility Agent. Our phone number is 1-800-593-7660.



