



## ***Pandemic Unemployment Assistance (PUA) Proof of Employment Frequently Asked Questions***

### **What do I need to know?**

The federal Continued Assistance for Unemployed Workers Act of 2020 now requires the Maine Department of Labor verify self-employment or employment; or plans of restarting self-employment or employment, of all new and ongoing Pandemic Unemployment Assistance (PUA) applicants.

For applicants who filed for PUA **on or after January 31, 2021**, the documentation is required within 21 days of application for PUA **or** from the mail date of the correspondence requesting the verification, whichever is later.

For applicants who filed for PUA **prior to January 31, 2021, and received a PUA payment on or after December 27, 2020**, the documentation is required within 90 days from the mail date of the correspondence requesting the verification.

### **How will I be notified if I need to provide Proof of Employment?**

You will receive correspondence from the Maine Department of Labor by postal mail and will be notified by email that you have correspondence to review in your ReEmployME account.

### **What do I need to provide?**

You will need to provide some form of employment documentation.

#### *Employment Documentation:*

- Paycheck Stub
- W-2 Form
- Earnings and leave statement with employer's name and address

#### *Self-Employment Documentation:*

- State or Federal Employment Identification Number
- Business License
- Tax Returns
- Business Receipts
- Signed affidavits from persons verifying your self-employment

#### *Planned Commencement of Employment Documentation:*

- Letters offering employment
- Statements or affidavits verifying an offer of employment by individuals with name and contact information included

*Planned Commencement of Self-Employment Documentation:*

- Business License
- State or Federal Employment Identification Number
- Written Business Plan
- Lease Agreement

*Proof of employment with organizations such as the Peace Corps, AmeriCorps, and educational or religious organizations:*

- Documentation provided by these organizations and signed affidavits from persons verifying your attachment to such organizations (could be a contract, etc.).

**How do I upload the documents?**

Log into your ReEmployME account at, [Reemploy.me.maine.gov](https://www.maine.gov/unemployment/puaemployment/), and select “Provide PUA Proof of Employment.”

Instructions on how to upload the documents can be found here:

<https://www.maine.gov/unemployment/puaemployment/>

**How long will the verification take after I submit my documents?**

Once received, review of documentation may take up to 7-10 days.

**How will I know when my documentation has been approved?**

You will receive correspondence from the Department by regular postal mail indicating if your documentation has been approved or not. If the documentation provided by you is found insufficient, you will receive a decision in the mail denying the submission. If you disagree with this determination, you have the right to appeal to the Division of Administrative Hearings.

**What if I do not respond by the deadline provided (21 days or 90 days respectively)?**

If you do not respond to the request to upload the information needed to determine your eligibility for PUA benefits by the deadline provided, a decision will be mailed to you denying benefits starting with the week ending January 2, 2021. If you received PUA benefits for that week, or any week thereafter, these benefits would be considered overpaid. The overpayment will also include any Federal Pandemic Unemployment Compensation (FPUC) benefits paid to you for weeks claimed.

For more information on overpayments, please visit:

<https://www.maine.gov/unemployment/overpayment/index.shtml>