

## Weekly Claim for Disaster Unemployment Assistance (DUA) Benefits

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### Instructions for Completing Weekly Claim for Disaster Unemployment Assistance (DUA) Benefits

To receive DUA Benefits, you must file a weekly claim each week. A determination on your eligibility will not be made until you file a weekly claim. All weekly claims are for a calendar week which starts at 12:01 a.m. Sunday and ends at 12:00 midnight on the following Saturday. Weekly claims cannot be filed until after the calendar week has ended. **Pages 1-4 are instructions. Complete, sign and return pages 5-7 only.**

Your Claimant ID number can be found at the top of any document the Department has sent to you.

You may file your weekly claim for DUA Benefits online. Filing online results in faster payment of benefits because mail delivery and processing time are eliminated.

Below is a brief explanation for each question you will be required to answer each week.

1. Were you physically and mentally able to work each workday during the week? *(If no, you must select the reason(s) why you are not able to work.)*

Able to work – You are able to work if you have no mental or physical condition that prevents you from working or accepting work. If you are unable to work, you will be required to complete an additional form(s) or the Department may contact you to provide more information for being unable to work.

Yes – I was physically and mentally able to look for and/or accept work each workday during the week.

No – I was not physically and/or mentally able to look for and/or accept work each workday during the week.

2. Other than for reasons that were the direct result of the disaster, were you available to go to work during the week?

Available for work – You are available for work if you do not have any restrictions that would prevent you from looking for or accepting full-time work when offered. If you are unavailable for work, you will be required to complete an additional form(s) or the Department may contact you to provide more information for being unavailable for work.

Yes – I was available to look for and/or accept work each workday during the week.

No – I was not available to look for and/or accept work each workday during the week.

3. Were you incarcerated in a correctional facility or detention center for more than 24 hours during the week?

Yes – I was incarcerated for more than 24 hours during the week.

No – I was not incarcerated, or I was incarcerated for less than 24 hours during the week.

4. Have you received or applied for Workers' Compensation by virtue of the death of the head of household as a result of the major disaster during the week?

Yes- I have received or applied for Workers' Compensation by virtue of the death of the head of household as a result of the major disaster during the week.

No- I have not received or applied for Workers' Compensation by virtue of the death of the head of household as a result of the major disaster during the week.

5. Did you apply or were you eligible for private income protection, or received private income protection insurance during the week?

Yes- I have applied for or was eligible for private income protection, and did receive private income protection insurance during the week.

No- I have not applied for or was not eligible for private income protection, and did not receive private income protection insurance during the week.

6. Did you receive a supplemental unemployment benefit payment during the week?

Yes- I have received a supplemental unemployment benefit payment during the week.

No- I have not received a supplemental unemployment benefit payment during the week.

7. Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (*excluding Social Security benefits*) during the week?

Yes- I received a veteran's administration allowance, an employer pension or any other pension (*excluding Social Security benefits*) during the week.

No- I did not receive a veteran's administration allowance, an employer pension or any other pension (*excluding Social Security benefits*) during the week.

8. Did you start school or training or did your class schedule change during the week?

Yes – I started school or training, or my class schedule changed during the week.

No – I did not start school or training and my current class schedule did not change during the week.

9. Were you still unemployed as a direct result of this disaster during the week?

Yes- I am still unemployed as a direct result of this disaster during the week.

No- I am not unemployed as a direct result of this disaster during the week.

10. Did you look for work during the week? (*You must report your work search efforts; 4 job contacts or reemployment activities on 4 different days are required.*)

*Actively seeking work* – You must make an active effort to find work that you are suited for by experience, education, or training. You must look for work on 4 different days of the week. Include the employer's name and address or website URL (www.example.com). General inquiries and phone calls should be accompanied by follow-ups, which may include submissions of applications and resumes. If you conduct your work search online, retain electronic copies of e-mail exchanges and/or other electronic evidence as part of your work search records.

*If you did not look for work or meet the required contacts, you will be disqualified until you are reemployed and earn 8 times your weekly benefit amount.*

Yes – I completed 4 job contacts and/or reemployment activities on 4 different days. (*You can attach supporting documentation with this weekly claim.*)

No – I did not complete 4 job contacts/reemployment activities on 4 different days.

10a. Do you choose to skip filing for the week because you did not meet the work search requirements?

If you did not look for work or meet the required contacts, you will be disqualified until you are reemployed and earn 8 times your weekly benefit amount. You have the option to skip filing for the week. If you skip filing for the week you will not receive benefits for the week. You will be able to file next week.

*Yes* – I did not look for work or meet the required contacts. I want to skip filing. *(If you choose to skip filing for the week, you do not need to answer the remaining questions. Go to the bottom of page 5 and sign and date.)*

*No* – I did look for work or meet the required contacts. I want to continue filing.

11. Did you refuse any job offers or referrals to work during the week? *(If yes, you must answer 11a. and 11a1.)*

*Yes* – I refused a job offer or a referral to work during the week.

*No* – I did not refuse a job offer or a referral to work during the week.

11a. Check the refusal reason appropriate for your situation. *(You must answer 11a1. as well).*

*Refused a Job Offer* – You turned down work that was offered to you.

*Refused a Referral to Work* – You did not report to an employer that you were referred to.

11a1. Name and phone number of the company.

12. During this week, did you work or earn any money, including part-time work?

The department regularly matches hiring information with employer records. If you fail to report earnings or otherwise make false statements about your eligibility, you could be disqualified from receiving future benefit payments, have to pay back your previous payments plus penalties, and may face criminal prosecution. *(If yes, you must answer 12a. and 12b.)*

*Yes* – I worked or earned money during the week.

*No* – I did not work or earn any money during the week.

12a. Enter your gross earnings *(before taxes and/or deductions)* and employer information.

Earnings include regular pay, tips, meals, lodging, merchandise, or any other kind of payment you receive for services. This does not include vacation, holiday, severance, or sick pay. You must report any payment for showing up to work or for processing time even if you did not work. You must report partial or temporary employment, commission sales, odd jobs, or self-employment. The sale of personal items does not count as wages or payment for services. Important: Any work you performed and all wages you earned before deductions, must be reported when you file your weekly claim, even if you have not been paid at the time you file. Comprehensive Arizona Claims Tracking and Unemployment Insurance System (CACTUS) cross checks the answers you provide against several State and Federal databases. Failure to accurately report all wages may result in an overpayment of benefits and potential penalties.

12b. Are you still working?

*Yes* – You are still working with any employer. *(If Yes, move on to question 13.)*

*No* – Your employment ended for one of the reasons below. *(You will also need to answer 12b1. and 12b2.)*

*Laid Off/Lack of Work* – Means no more work was available, there was a lack of work, or a reduction in force. *Quit/Resigned* – Means you chose to end your employment.

*Fired/Discharged* – Means you were let go by your employer, or your services were no longer needed.

*Union Strike/Labor Dispute* – Means a group of union workers has refused to work until an agreement is reached between the employer and the union.

*Leave of Absence* – Means an agreement between you and your employer in which you may return to work on a particular date.

*Suspended from Work* – Means you are still employed but you cannot attend work due to a paid or unpaid disciplinary suspension.

12b1. Name of employer you separated from.

Provide the name and address of the employer as it is shown on your paystub.

12b2. What was your last day of work?

Provide the last day you physically performed work for this employer.

13. Have you returned to full-time work which will not require you to file any further weekly claims at this time?

*If you fail to report earnings or otherwise make false statements about your eligibility, you could be disqualified from receiving future benefit payments, have to pay back your previous payments plus penalties, and may face criminal prosecution.*

*Yes* – You have returned to full time work and will no longer need to continue filing weekly claims.

*No* – You are still unemployed and wish to continue filing weekly claims.

### **Know the Rules - Avoid Overpayments and Don't Commit Fraud**

You are required to answer all questions truthfully. Your answers become part of your claim record. You must report all gross earnings for the weeks in which you work, even if you have not been paid at the time you file your weekly claim. Any information you provide may be verified through computer cross-matching programs. If you fail to report earnings or otherwise make false statements about your eligibility, you could be disqualified from receiving future benefit payments, have to pay back your previous payments plus penalties, and may face criminal prosecution. The Arizona Department of Economic Security conducts random audits of claims to detect fraud.

Any person who knowingly makes a false statement or knowingly withholds information to get DUA benefits commits a criminal offense and may be subject to a fine, imprisonment, restitution, and loss of future benefits. It is a felony to misrepresent or fail to disclose facts or to make false statements in order to obtain or increase benefits. Each false statement or representation or failure to disclose a material fact will be a separate offense.

By filing this weekly claim, you acknowledge that you have read and understand the contents of the Disaster Unemployment Assistance Program Handbook, or have had the contents explained to you. This Handbook includes information about your rights and responsibilities under federal and state law when filing for DUA Benefits. You are responsible for following the information and instructions in this Handbook.

## Weekly Claim for Disaster Unemployment Assistance (DUA) Benefits

Name: \_\_\_\_\_ Claimant ID Number: \_\_\_\_\_

Week Beginning Date (*Must be a Sunday*): \_\_\_\_\_ Week Ending Date (*Must be a Saturday*): \_\_\_\_\_

Complete, Sign & Return Pages 5-7 of this Form for Weekly Claim Processing. Your weekly certification cannot be processed unless both pages are returned.

Answer these questions for the week that ended on the date shown above. Instructions for answering the following questions are located on page 1-4 of this form.

1. Were you physically and mentally able to work each workday during the week?    Yes    No  
(*If No, check all the reasons that apply.*)

Illness or Injury      Disability      Physical Limitations      Pregnancy      Mental Limitations

2. Other than for reasons that were the direct result of the disaster, were you available to go to work during the week?    Yes    No  
(*If No, check all the reasons that apply.*)

Lack of Transportation      Lack of Childcare      Domestic Responsibility  
Illness of Family Member      Leave of Absence      Jury Duty/Other Public Service  
Caring for Family Member      Military Obligations      Out of Area  
Other Reasons Explain: \_\_\_\_\_

3. Were you incarcerated in a correctional facility or detention center for more than 24 hours during the week?    Yes    No
4. Have you received or applied for Workers' Compensation by virtue of the death of the head of household as a result of the major disaster during the week?    Yes    No
5. Did you apply or were you eligible for private income protection, and did you receive private income protection insurance during the week?    Yes    No
6. Did you receive a supplemental unemployment benefit payment during the week?    Yes    No
7. Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (*excluding Social Security benefits*) during the week?    Yes    No
8. Did you start school or training or did your class schedule change during the week?    Yes    No
9. Were you still unemployed as a direct result of this disaster during the week?    Yes    No
10. Did you look for work during the week? (*If No, you must answer 10a.*)    Yes    No

To be considered as actively seeking work you must make at least 4 job contacts or reemployment activities on 4 different days of the week. Not meeting the work search requirements will result in a disqualification from receiving unemployment benefits and you may have to pay back any benefits you have received.

- 10a. If No, do you choose to skip filing for the week because you did not meet the work search requirements?    Yes    No

If you choose to skip filing for the week, you do not need to answer the remaining questions. Go to the bottom of page 7 and sign and date. If you do not choose to skip filing for the week, you *must* report your work search efforts below.

Name: \_\_\_\_\_ Claimant ID Number: \_\_\_\_\_

Week Beginning Date (Must be a Sunday): \_\_\_\_\_ Week Ending Date (Must be a Saturday): \_\_\_\_\_

Date	Name of Employer/ Company/Union and Address (City, State and ZIP Code)	Method (Email, Website, Phone, In Person, Fax)	Contact Details (Email, Phone Number, Contact Person, etc.)	Job Title or Type of Work	Action Taken on the Date of Contact

This information may be cross-checked with employer records. DES may audit your work search submissions for up to two years from the effective date of your claim to confirm the truthfulness of your answers and to confirm that you met all eligibility requirements for each week you claimed benefits.

11. Did you refuse any job offers or referrals to work during the week? (If Yes, you must answer 11a. and 11a1.)      Yes      No

11a. Check the refusal reason appropriate for your situation. (You must answer 11a1. as well)  
                  Refused a Job Offer      Refused a Referral to Work

11a1. Name and phone number of the company: \_\_\_\_\_

12. During this week, did you work or earn any money, including part-time work? (If yes, you must answer 12a. and 12b.)      Yes      No

Any work you performed and all wages you earned before deductions must be reported when you file your weekly claim, even if you have not been paid at the time you file. The department regularly matches hiring information with employer records. If you fail to report earnings or otherwise make false statements about your eligibility, you could be disqualified from receiving future benefit payments, have to pay back your previous payments plus penalties, and may face criminal prosecution.

12a. Enter your gross earnings (before taxes and/or deductions) and employer information below.

Amount Earned (Before Deductions)	Name and Address of Employer (City, State and ZIP Code)	Method (Email, Website, Phone, In Person, Fax)	Contact Details (Email, Phone Number, Contact Person, etc.)	Job Title or Type of Work
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12b. Are you still working? (Answer Yes if you are still working with any of the employers above. If No, check the reason for separation, and answer 12b1. and 12b2. below.)      Yes      No

                 Laid Off/Lack of Work      Quit/Resigned      Fired/Discharged      Union Strike/Labor Dispute  
                  Leave of Absence      Suspended from Work

Name: \_\_\_\_\_ Claimant ID Number: \_\_\_\_\_

Week Beginning Date (Must be a Sunday): \_\_\_\_\_ Week Ending Date (Must be a Saturday): \_\_\_\_\_

12b1. Name of employer you separated from: \_\_\_\_\_

12b2. What was your last day of work? \_\_\_\_\_

13. Have you returned to full-time work which will not require you to file any further weekly claims at this time? If you fail to report earnings or otherwise make false statements about your eligibility, you could be disqualified from receiving future benefit payments, have to pay back your previous payments plus penalties, and may face criminal prosecution. Yes No

I am claiming DUA benefits for the calendar week that ended on Saturday midnight, as shown above. I certify to the following: I was registered for work and unemployed as a direct result of the major disaster. The above statements are true and correct to the best of my knowledge. I have reported all changes in writing. I understand that the law provides penalties for false statements made in connection with this claim and if any issues arise from my answers above, the department will contact me.

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, fax to:  
602-364-1210 or 602-364-1211 (Phoenix)  
520-770-3357 or 520-770-3358 (Tucson)

You may also mail to:  
Arizona Department of Economic Security  
Unemployment Insurance Benefits  
Attn: DUA  
P.O. Box 29225 Mail Drop 5895  
Phoenix, AZ 85038-9225