



INSTRUCTIONS FOR COMPLETING THE WEEKLY CLAIM FORM?

You may file your weekly claim for benefits over the internet at www.dcnetworks.org, or over the telephone at 202-724-7000. Filing your weekly claim form over the internet or over the phone is the fastest and most efficient way to certify for benefits. If you are unable to file over the internet or over the telephone, you may file your weekly claim by mail or at any American Job Center located throughout the District.

To file your claim you will need to use the password that you created or that DOES mailed to you when you filed your initial claim. If you do not know your password, you may contact the Office of Unemployment Compensation Call Center at 202-724-7000.

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. The earliest you can file your weekly claim is the Sunday following the week ending date on the form.

The latest you should file your claim is seven (7) calendar days after the week ending date on the form. If you fail to file your weekly claim within seven (7) calendar days after the week ending date on the form, you may be held ineligible for failure to follow reporting instructions. The system will not let you file a weekly claim certification for a benefit payment if the last week you claimed ended more than 14 days earlier. When this happens you must reapply to "reactivate" or "reopen" your claim.

Use the chart below as a reference when answering the continued claim questions that determine your weekly eligibility for benefits. You must certify each week in order to receive benefits.

QUESTION	ANSWER "YES" IF.....	ANSWER "NO" IF.....
1. Were you PHYSICALLY and/or MENTALLY ABLE to work during the week claimed?	You had no physical, medical and/or mental condition that would have prevented you from working or accepting and starting a new job if called by an employer during this week; therefore, you were capable of working at least 4 days during the week if you had a job.	You would have been unable to work during the week due to a medical condition, mental illness, sickness and/or have a physical injury. OR You had to delay starting a new job because of a medical or mental illness and/or a physical injury.
2. Other than a health issue, were you AVAILABLE for work during the week claimed?	You are ready and willing to accept and start work that matches your occupational skills and education level AND you could have worked the normal hours and days for your occupation. If offered a job, there are no restrictions that would prevent you from accepting and starting the job.	You are not ready and willing to accept and start work because of reasons that prevent you from working the normal hours for your occupation; reasons such as lack of child care, being on vacation, lack of transportation, or you were taking care of an ill family member.
3. Are you furloughed due to Federal shutdown?	You are currently unemployed because the Federal Government is shut down.	The Federal Government being shut down has nothing to do with you being separated from your employment.

<p>4. Did you look for work during the week claimed?</p> <p>You must make an active effort to seek work each week that you claim benefits. An active work search includes the common methods of securing work that you are suited for by experience, educations and/or training. An adequate search for work is a sincere, consistent effort, and is not just an attempt to remain eligible for benefits. You are REQUIRED to COMPLETE TWO JOB SEARCHES PER WEEK.</p>	<p>You looked for work this week and completed 2 job searches. Looking for work includes contacting employers about a job in-person, by mail, by telephone, by email or on the Internet. It also includes searching the Internet, newspapers, or other publications for jobs, and contacting prior employers about job openings, etc...</p> <p>You are required to provide details of your 2 job searches for this week, which includes</p> <ul style="list-style-type: none"> • Date of each job search • Name of the person contacted • Accurate company name, address, and phone number of the employer, if visited in-person or contacted via telephone • Accurate Company, address and email address or fax number of employer, if applying for a job via email or fax • Accurate web address, if applying online 	<p>You did not contact any employers, submit any applications, or search for job openings during the entire week.</p> <p>If you did not look for work, you will be asked to provide a reason as to why you did not look for work.</p>
<p>5. Did you perform work during the week claimed?</p>	<p>You worked full-time, part-time, or had temporary employment, self-employment, commission sales or any odd jobs and earned money.</p> <p>Each week you must report your total amount earned before taxes and deductions, which are your gross wages.</p> <p>Gross Wages (Weekly Earnings) must be reported during the week you perform the work, even if you have not been paid yet.</p> <p>If you performed work and earned money during this week you will have to provide your earnings to the Agency. You will need to calculate the number of hours you worked during this week and multiply that number by your hourly rate.</p> <p>For example, if during the week you worked 20 hours and are paid \$12 per hour, your weekly earnings should total \$240.00. You will report this amount for the week you are claiming.</p> <p>If you are overpaid benefits because you do not report or misreport your earnings, you will be required to repay the overpaid amount. You may also be subject to pay a monetary penalty of 15% if the overpayment is determined to be fraudulent.</p>	<p>You did not perform work this week and you did not earn any money.</p>
<p>6. Did you begin receiving a severance or did the amount previously reported change?</p> <p>Severance pay is the amount paid to an employee upon dismissal or discharge from employment. Not all companies pay severance. Most companies will require you to sign a severance document that outlines the</p>	<p>You began receiving a severance payment during this week or have a severance amount meant to cover this week or the amount of your severance changed from what you previously reported on your initial claim or when you certified for a previous week.</p>	<p>You did not begin receiving a severance payment during this week or have a severance amount meant to cover this week. Nor did the amount of your severance change from what you previously reported on your initial claim or when you certified for a previous week.</p>

<p>conditions of severance and if it is a lump sum payment or intend to cover a period of time.</p>		
<p>7. Did you being receiving a pension or did the amount previously reported change?</p> <p>A pension is a type of retirement plan, wherein an employer makes contributions toward a pool of funds set aside for an employee’s future benefit. Claimants may receive monetary payments from their separated employment pension or from a previous employment.</p>	<p>You began receiving a pension payment during this week or your pension amount changed from what you previously reported on your initial claim or when you certified for a previous week.</p>	<p>You did not begin receiving a pension payment during this week or your pension amount changed from what you previously reported on your initial claim or when you certified for a previous week.</p>
<p>8. Did you begin school/training or has there been a change in your class schedule this week?</p>	<p>You began attending school or training this week. Only answer “YES” if you started a new term, new class, or new training.</p>	<p>You did not begin attending school or training during this week.</p>
<p>9. Did you refuse work, quit a job, or were you discharged from a job during the week claimed?</p> <ul style="list-style-type: none"> • Refuse Work or Referral? (Refusing a job offer or referral to work – you turned down work that was offered to you or you did not report to an employer that you were referred to from the Employment Service office. • Quit a Job? (Voluntarily left employment) • Fired from a Job? (Discharged or let go for misconduct) 	<p>You turned down a work/a job position that was offered to you or you did not report to an employer that you were referred to from the Employment Service office.</p>	<p>You did not turn down work that was offered to you, or quit a job, or was discharged from a job.</p> <p>This question also means you did not receive any offers of work OR you reported to an employer that you were referred to from the Employment Service office.</p>
<p>10. Did you return to Full-Time work?</p>	<p>You returned to full-time employment and/or started a long-term temporary assignment of more than 4 weeks.</p>	<p>You did not return to full-time employment and/or started a long-term temporary assignment of more than 4 weeks.</p> <p>If you are working a short-term, temporary assignment, less than 4 weeks, then answer “NO”.</p>

SAMPLE WORK SEARCH

Week Ending 6/11/16

Date	Name of Employer/Company Name and Address (City, State and Zip Code) or (Web URL, Email Address)	Name of the person	Method: (In-Person, Email, Mail, Telephone, Internet)	Type of Work Sought	Results (Application Filed, Interview, etc..)
6/7/2016	www.walmart.com	Amy James (Corporate HR)	Internet	Cashier	Application File
6/8/2016	Red Lobster : 555 Wisconsin Ave, Washington DC, 20001	Mr. Michael Smith (Manager)	In-Person	Cook	Interviewed

IMPORTANT: DO NOT COMMIT FRAUD

If you knowingly make false statements or withhold important facts and/or earnings in order to obtain or increase benefits, you may be disqualified for as long as one year beyond your benefits year ending date.

As federally mandated by the U.S. Department of Labor, effective October 1, 2014 all unemployment compensation payments made on or after October 21, 2013 that were determined by the Agency to be fraudulent will be assessed a monetary penalty of 15%. This 15% penalty is to be paid in addition to the actual amount of the fraudulent overpayment.

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