



# INSTRUCTIONS FOR COMPLETING THE CONTINUED CLAIM FORM

In order to receive unemployment benefits, you must certify each week beginning on the Sunday after you file your initial claim for unemployment benefits. To certify for benefits, you must file a weekly continued claim form online at [www.dcnetworks.org](http://www.dcnetworks.org), or via telephone at 202-724-7000. Filing your continued claim form online or via telephone is the fastest and most efficient way to certify for benefits. If you are unable to file online or via telephone, you may file your form by mail or at any American Job Center located throughout the District.

To file continued claims online or via telephone, you will need to use the password that you created or the password that DOES mailed to you when you filed your initial claim. If you forgot your password, please visit <https://does.dcnetworks.org/claimantservices/Logon.aspx> and click "Forgot Password."

All weekly continued claims represent a calendar week, which starts at 12:00 a.m. Sunday and ends at 11:59 p.m. on the following Saturday. The earliest you can file your weekly claim is the Sunday following the week ending date on the continued claim form.

The latest you should file your claim is seven (7) calendar days after the week ending date on the continued claim 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 allow you to file a weekly claim certification for a benefit payment if the last week you claimed ended more than fourteen (14) days earlier. When this happens, you must reapply to "reactivate" or "reopen" your claim.

The continued claim form determines your weekly eligibility for unemployment benefits. Use the chart below as a reference when answering the questions on the continued claim form. You must certify each week in order to receive unemployment benefits.

QUESTION	ANSWER "YES" IF.....	ANSWER "NO" IF.....
<b>1. Were you PHYSICALLY and/or MENTALLY ABLE to work during the week claimed?</b>	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 the week you are certifying for unemployment benefits.	You would have been unable to work during the week you are certifying for unemployment benefits due to a medical condition, mental illness, sickness and/or have a physical injury.  <b>OR</b> You had to delay starting a new job because of a medical or mental illness and/or a physical injury.
<b>2. Other than a health issue, were you AVAILABLE for work during the week claimed?</b>	You are ready and willing to accept and start work that matches your occupational skills and education level <b>AND</b> 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 <b>NOT</b> 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.
<b>3. Are you furloughed due to a Federal government shutdown?</b>	You are currently not working (unemployed) because the Federal Government is shut down.	You are <b>NOT</b> currently unemployed because the Federal Government is shut down.

<p><b>4. Did you look for work during the week claimed?</b></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, education 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 NEW JOB SEARCHES PER WEEK.</p> <p><b>NOTE: Visit <a href="http://www.dcnetworks.org">www.dcnetworks.org</a> to search for two new jobs.</b></p>	<p>You looked for work this week and completed two new 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 two job searches for this week, which includes:</p> <ul style="list-style-type: none"> <li>• Date of each job search</li> <li>• Name of the person contacted</li> <li>• Accurate company name, address, and phone number of the employer, if visited in-person or contacted via telephone</li> <li>• Accurate company address and email address or fax number of employer, if applying for a job via email or fax</li> <li>• Accurate web address, if applying online</li> </ul>	<p>You did <b>NOT</b> contact any employers, submit any applications, or search for job openings during the entire week.</p> <p>If you did not look for work during the week you are certifying for unemployment benefits, you will be asked to provide a reason as to why you did not look for work.</p>
<p><b>5. Did you perform work during the week claimed?</b></p>	<p>You worked full-time, part-time, or had temporary employment, self-employment, commission sales or any odd jobs during the week you are certifying for unemployment benefits.</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 Gross Earnings</p> <p>Gross Wages must be reported during the week you perform the work, <b>even if you have not been paid yet.</b></p> <p>If you performed work during this week you are required to provide your gross 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 of weekly gross earnings 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 <b>NOT</b> perform work during the week you are certifying for unemployment benefits.</p>
<p><b>6. Did you begin receiving a severance or did the amount previously reported change?</b></p> <p>Severance pay is the amount paid to an employee upon dismissal or</p>	<p>You began receiving a severance payment during the week you are certifying for unemployment benefits <b>OR</b> have a severance amount meant to cover the week certifying <b>OR</b> the amount of your severance changed from what you previously reported on your</p>	<p>You did <b>NOT</b> begin receiving a severance payment during the week you are certifying for unemployment benefits.</p> <p style="text-align: center;"><b>OR</b></p>

<p>discharge from employment. Not all companies pay severance. Most companies will require you to sign a severance document that outlines the conditions of severance and if it is a lump sum payment or intended to cover a period of time.</p>	<p>initial claim <b>OR</b> changed from what you reported when you certified for a previous week.</p>	<p>You do <b>NOT</b> 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 changed from what you reported when you certified for a previous week.</p>
<p><b>7. Did you begin receiving a pension or did the amount previously reported change?</b></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 the week you are certifying for unemployment benefits.</p> <p style="text-align: center;"><b>OR</b></p> <p>Your pension amount changed from what you previously reported on your initial claim or changed from what you reported when you certified for a previous week.</p>	<p>You did <b>NOT</b> begin receiving a pension payment during the week you are certifying for unemployment benefits.</p> <p style="text-align: center;"><b>AND</b></p> <p>Your pension amount did <b>NOT</b> change from what you previously reported on your initial claim or changed from what you reported when you certified for a previous week.</p>
<p><b>8. Did you begin school/training or has there been a change in your class schedule this week?</b></p>	<p>You began attending school or training this week. Only answer "YES" if:</p> <ul style="list-style-type: none"> <li>• Your class or training schedule has changed</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• You started a new term, new class, or new training during this week</li> </ul>	<p>You did <b>NOT</b> begin attending school or training during this week and if you are in school or training, your schedule did <b>NOT</b> change.</p>
<p><b>9. Did you refuse work, quit a job, or were you discharged from a job during the week claimed?</b></p> <p><b>Note: This question is NOT referring to the employer you were separated from when you filed your initial claim for unemployment benefits.</b></p> <ul style="list-style-type: none"> <li>• 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 by the Department of Employment Services.</li> <li>• Quit a Job? (Voluntarily left employment)</li> <li>• Fired from a Job? (Discharged or let go for misconduct )</li> </ul>	<p>If you answer <b>YES</b> to one or both of the below options, then you must answer "<b>YES</b>" to this question.</p> <p>During the week you are certifying for unemployment benefits:</p> <ul style="list-style-type: none"> <li>• You turned down work and/or a job position that was offered to you</li> </ul> <p style="text-align: center;"><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>• You did not report to an employer you were referred to by a Workforce Specialist from the Department of Employment Services.</li> </ul>	<p>If you answer <b>NO</b> to ALL of the below options, then you must answer "<b>NO</b>" to this question.</p> <p>During the week you are certifying for unemployment benefits:</p> <ul style="list-style-type: none"> <li>• You did <b>NOT</b> turn down work that was offered to you</li> <li>• You did <b>NOT</b> quit a job</li> <li>• You were <b>NOT</b> discharged from a job</li> </ul>
<p><b>10. Did you return to Full-Time work?</b></p>	<p>You returned to full-time employment and/or started a long-term temporary assignment of more than four (4) weeks.</p>	<p>You did <b>NOT</b> return to full-time employment and/or started a long-term temporary assignment of more than 4 weeks. If you are working a short-term, temporary assignment, less than four (4) weeks, then answer "<b>NO</b>".</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 after your claim expires.**

**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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