

Information needed for unemployment:

1. Basic contact information – name, address, phone, email, social security number, date of birth
2. Wisconsin Driver's License number

<https://dwd.wisconsin.gov/uiiben/pua/apply/>

The screenshot shows the DWD website's 'How to Apply for Pandemic Unemployment Assistance (PUA)' page. The page is titled 'How to Apply for Pandemic Unemployment Assistance (PUA)' and includes a '1 APPLY ONLINE' step indicator. The page content includes a 'NOTE: Effective April 21, 2020 you can apply for PUA online' and a list of requirements for PUA. The requirements are: Independent contractors, Self-employed workers, Non-profit employees, and Part-time workers who do not have enough work history to be eligible for a claim. The page also includes a '1 APPLY ONLINE' step indicator and a list of requirements for PUA.

1

APPLY ONLINE

- o File an application for PUA by creating an account or logging in at <https://my.unemployment.wisconsin.gov>.

Apply for PUA Here

- o Go to your UI summary page.
- o Select link "Click here to file for Pandemic Unemployment Assistance".
- o **Have the following information available:**
 - Social Security Number
 - Wisconsin Driver's License, if you have one
 - A list of all employers you worked for in the past 18 months, their complete addresses (including zip codes), telephone numbers and the dates you began and last worked for them.
 - Those who don't monetarily qualify for a UI claim will need proof of wages/self-employment from the most recent tax year.
 - Farmers should also have: # of acres, # of acres in CRP, # of livestock, # of livestock sold due to COVID-19 pandemic, # of cows being milked
- o **Hours of Operation:** Apply for PUA online during the following times:

Sunday	9:00 AM - Midnight
Monday – Friday	Available 24 Hours
Saturday	1:00 AM - 3:00 PM

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SUBMIT PROOF OF INCOME

- After you have submitted the PUA application, submit proof of your income **within 21 days**.
- Acceptable proof of income includes:
 - Form 1040 tax return
 - Financial statement
 - W-2, paychecks and paystubs.
- Submit proof of your income by mail or fax:
 - **Mail:**
Pandemic Unemployment Assistance (PUA) Program
PO Box 7905
Madison WI 53707
 - **Fax:**
(608) 327-6193
Include a cover sheet; Write **ATTN: PUA** on the cover sheet, and include: 1) the number of pages you are faxing (excluding cover sheet), 2) your complete name and 3) social security number.

3

PLEASE BE PATIENT WHILE WE PROCESS YOUR APPLICATION

- Due to the new program and unprecedented volume of applications, it may take additional time to process your application.
- Unless you have been directed to call, **you do not need to call the department**. If there is a question or problem with your application, we will contact you by phone or by mail. If you have not heard from us, it means your application is still being processed.
- **No additional action is needed by you unless we contact you directly.**

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ELIGIBILITY DETERMINED

- Once your PUA Application is processed, we will send you a determination.
- If you qualify for PUA, your determination will provide instructions on how to file your weekly claims.

5

FILE A WEEKLY CLAIM

- **You cannot file weekly claims for PUA until your eligibility has been determined.** If you qualify for PUA, your determination will provide instructions on how to file your weekly claims.
- After you are told you can start filing your weekly claims, you must file a weekly claim for each week you want to receive benefits.
- If you are eligible for weeks that have already passed, you will be able to file for those at that time as well. ****You will be retroactively paid weeks due.**

Wisconsin Unemployment Insurance Benefit Services

Logon to file for unemployment benefits. If you do not have a username and password click on the Sign up link below.

IMPORTANT: If you used our online services in the past and created a username but forgot what the username is, DO NOT create a new username, Click on the forgot username/password link below.

Username

Password

[Log In](#)

[Forgot your Username/Password?](#)

[Change your Password / Edit Logon Profile](#)

Don't have a username? [Sign up](#)

For assistance with username and password issues please call 608

Online services are available at the following times:

If you are unemployed and need to file a new claim:

Sunday	12:00 pm - 5:00 pm
Monday - Friday	6:00 am - 7:00 pm
Saturday	9:00 am - 2:30 pm

If you need to file a weekly claim for a benefit payment or get information about your benefit account:

Sunday	9:00 am - Midnight
Monday - Friday	Available 24 Hours
Saturday	1:00 am - 3:00 pm



Create a Logon

First Name

Last Name

Email

Confirm Email

Mobile Phone

Confirm Mobile Phone

Username

Username cannot have any spaces and must be letters and numbers only.

Password

7-20 characters. Include at least one number or one symbol.

Confirm Password

Question

Answer

I Accept the [Terms and Conditions](#) required to use this site.

Next >

After this step, check your email for a message asking you to click Verify.

Then return to the login screen and enter your username and password (that you created above)

Pandemic Unemployment Assistance (PUA)

Pandemic Unemployment Assistance (PUA) is for individuals who do not qualify for regular unemployment insurance (UI) or other UI extensions. This is not an application for the additional 13 weeks of Pandemic Emergency Unemployment Compensation (PEUC) or the additional \$600 Federal Pandemic Unemployment Compensation (FPUC) payment. If you are currently receiving regular UI, continue to file your weekly claims; that is all that is needed for PEUC and FPUC benefits. [Click here to file for Pandemic Unemployment Assistance.](#)



Pandemic Unemployment Assistance Eligibility

Have you been fully Self-Employed during the past 18-months? *

Self-employment includes, but is not limited to: independent contract work, gig economy work, and farming.

- Yes
- No, I have had at least some regular employment within the last 18 months

You may be eligible for a PUA claim.

[File Pandemic Unemployment Assistance Claim SE](#)

Return to My UI Summary

Save And Exit

* denotes a required field.

Pandemic Number

COVID-19 2020

What date would you like to start your claim? *

mm/dd/yyyy

(Governor Evers issued the "Safer at Home" order on March 17, 2020. If your business was forced to close as of March 17, 2020 please enter this date. If you or your business was affected earlier than March 17, 2020, enter the date it first became affected. If you were still working during any weeks you are trying to claim, you will need to report wages for those weeks.)

First Name *

Last Name *

Social Security Number *

(999-99-9999)

Confirm Social Security Number *

Name of Business *

Your Address *

City *

State *

ZIP Code *

Are you a United States citizen? *

- Yes**
- No**

Do you make or owe child support payments? *

- Yes**
- No**

Are other family members filing for COVID-19 Pandemic benefits? *

- Yes
- No

Have you received or filed for unemployment compensation against any state in the past 12 months? *

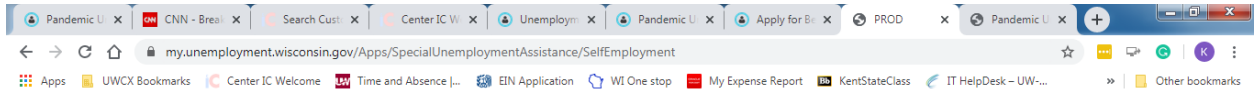
- Yes
- No

First Day Off Work *

Last Day Off Work

How did the COVID-19 pandemic DIRECTLY cause you to become unemployed? *

Additional Explanation for Cause of Unemployment



Are other family members filing for COVID-19 Pandemic benefits? *

- Yes
- No

Have you received or filed for unemployment compensation against any state in the past 12 months? *

- Yes

Applicant has been diagnosed with COVID-19
A member of the APPLICANT'S family has been diagnosed with COVID-19
Applicant is providing care to a household or family member
A CHILD or OTHER PERSON for which the APPLICANT has primary caregiving responsibility is unable to attend school or another facility as a result of COVID-19
APPLICANT is unable to reach their place of employment because of a quarantine imposed as a result of the COVID-19 public health emergency
APPLICANT was scheduled to start work and does not have a job as a result of COVID-19
APPLICANT has become the BREADWINNER or MAJOR SUPPORT for a household because the head of the household has died as a direct result of COVID-19
APPLICANT has had to QUIT their job because of COVID-19
APPLICANT'S place of employment is closed because of COVID-19
APPLICANT is SELF-EMPLOYED, seeking PART-TIME employment, does not otherwise qualify for benefits, and fits one of the above reasons
NONE OF THE ABOVE

Additional Explanation for Cause of Unemployment

Maximum 500 characters.



Have you returned to work? *

- Yes
- No

Check all sources of income or livelihood at the time of the COVID-19 pandemic (at least one must be checked) *

- Employment
- Pension
- Farming
- Farm Worker
- Self-Employment
- Business Owner

Did you become sick as a result of COVID-19? *

- Yes
- No

Did you become the head of household due to a death caused by COVID-19? *

- Yes
- No

Did the COVID-19 pandemic prevent you from reaching your place of employment? *

- Yes
- No

At the time of the COVID-19 pandemic, did the business you worked for close? *

- Yes**
- No**

Type of Self-Employment *

- Farm**
- Business**
- Independent Contractor**

Type of Ownership *

- Sole Proprietorship**
- Partnership**
- LLC taxed as a Sole Proprietorship or Partnership**
- LLC Taxed as a Corporation**
- Corporation**

Part A. SELF-EMPLOYMENT INFORMATION

Is your self-employment full time? *

- Yes**
- No**

What were your normal hours worked before the COVID-19 pandemic? *

What are your normal hours worked after the beginning of the COVID-19 pandemic? *

Describe the nature of your self-employment (business). Indicate how long you have been performing it. *

Maximum 1000 characters.

Do you perform duties directly related to the operation of the business? *

- Yes
- No

Were you actively performing these duties at the time of the COVID-19 pandemic? *

- Yes
- No

Did the COVID-19 pandemic prevent you from performing all the duties in connection with the operation of the business?

*

- Yes
- No

Have you been performing or been able to perform any services in restoring the business since becoming unemployed?

*

- Yes
- No

Was this self-employment your primary occupation and primary means of livelihood at the time of the COVID-19 pandemic?

*

- Yes
- No

Do you have another occupation other than this self-employment? *

- Yes
- No

Cancel

Continue

Save And Exit

Supplement to Application for Pandemic Unemployment Assistance for Self-Employed Individuals

Pandemic Number

COVID-19 2020

I certify the information I have given on this form is correct and that I have supplied the information in order to obtain Pandemic Unemployment Assistance (PUA). I certify that all of the information I have given on this application and forms related to this application is correct to the best of my knowledge and belief, and that I have supplied this information in order to obtain Pandemic Unemployment Assistance (PUA). I understand that federal funds are provided and that under 18 USC 1001 I may be subject to penalties and/or prosecution for willfully concealing material facts or knowingly making a false statement to obtain PUA to which I am not entitled. I am furnishing my social security number as required under 26 USC 6109(d) for purposes of reporting PUA as federal taxable income and for determining my entitlement for PUA.

I understand that intentionally misrepresenting I fall into one of the categories to be eligible for Pandemic Unemployment Assistance (PUA) is considered fraud and making the certification is under the penalty of perjury.

Agree *

Signature of claimant and date (typed in)

Name *

Date

04/21/2020

Instructions:

Proof of employment and/or self-employment is required. If the state has no proof of your employment and you have provided no proof at the time of filing, you have 21 calendar days from the time you filed your application for PUA to meet this requirement. Failure to provide adequate proof of employment will result in your being ineligible for PUA.

Acceptable proof of self-employment or wages may include the previous year's tax returns, financial statement, pay checks and stubs.

Mail:

Pandemic Unemployment Assistance (PUA) Program

PO BOX 7905

Madison WI 53707

Fax:

608-327-6193

If you are faxing your documentation, include a cover sheet. Write ATTN: PUA on the cover sheet and include the number of pages you are faxing (excluding cover sheet), your complete name and social security number.

You will not be able to file your weekly claim at this time. When the weekly claim application for PUA becomes available you will be notified via your dashboard on my.unemployment.wisconsin.gov.

Please go online at <https://dwd.wisconsin.gov/uiben/PUA/> and read Claiming PUA in Wisconsin manual, PUA Rights and Responsibilities and Notice to all PUA applicants. You are responsible for knowing the information provided.

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Important Message

We have no record of an initial claim for you. To apply for unemployment benefits, you must [file an initial claim](#).

Benefit Payment Information:

Last Week Claimed: A valid unemployment claim does not yet exist. No weeks may be claimed until that has occurred.

Other Resources: