Basic NYS UI and Federal UI under the Coronavirus Assistance Relief Economic Stimulus (CARES Act)

Friday, April 17, 2020
4:00 pm - 5:00 pm
Basic NYS UI and Federal UI under the Coronavirus Assistance Relief Economic Stimulus (CARES Act)

Zoom Webinar • Friday, April 17, 2020 • 4:00 pm – 5:00 pm

This training will provide an overview of NYS UI and federal UI including NYS UI Unemployment Insurance and federal UI programs under the Coronavirus Assistance Relief Economic Stimulus Act (CARES) including Pandemic Unemployment Assistances (PUA) and Pandemic Emergency Unemployment Insurance Compensation (PEUC).

Faculty

- Victor Brito - Senior Legal Services Assistant/Intake Officer, Unemployment Unit, Manhattan Legal Services
- Young Woo Lee – Director, Employment Law Unit, The Legal Aid Society
- Julia Rosner - Senior Staff Attorney, Employment Unit, Manhattan Legal Services

Agenda

- Regular Unemployment Insurance (UI): Many people may be eligible and we are told you have to apply and be denied regular UI first before you can apply for Pandemic Unemployment.
- Pandemic Emergency Unemployment Compensation (PEUC): For individuals who were recently on UI but who exhausted their benefits.
- Pandemic Unemployment Assistance (PUA): For individuals who have traditionally been ineligible for UI benefits e.g., self-employed workers and independent contractors.
Table of Contents

PowerPoint (w/ Dept. of Labor Resources) ................................................................. 1

- UI Benefits Calculator Screenshot ................................................................. 7

- What You Need to Know and Do About the CARES Act .......................... 21

- CARES Act Flowchart .................................................................................. 22

- Pandemic Unemployment Assistance (PUA) Coverage ............................. 23

- UI Benefits: Updated FAQs ........................................................................... 31

- Guidance for Self-Employed Individuals ....................................................... 37

Sample UI Application ...................................................................................... 41

VIDEO LINK: https://youtu.be/CvvaBAXr7zY
Unemployment Insurance Training 4/17/2020

An Overview of NYS UI and federal CARES Act COVID-19 relief

Manhattan Legal Services NYC
Victor Brito
Julia Rosner

The Legal Aid Society
Young Lee
1. **Regular Unemployment Insurance (UI).** Many people may be eligible and you have to apply and be denied regular UI first before you can apply for Pandemic Unemployment Assistance;

2. **Pandemic Emergency Unemployment Compensation (PEUC).** For individuals who were recently on UI but who exhausted their benefits;

3. **Pandemic Unemployment Assistance (PUA).** For individuals who have traditionally been ineligible for UI benefits, e.g., self-employed workers and independent contractors.
DEFINITIONS

• **DOL**: Department of Labor

• **UI**: Unemployment Insurance

• **WBR**: Weekly Benefit Rate

• **CARES ACT**: Coronavirus Assistance Relief Employment Stimulus ACT

• **PEUC**: Pandemic Emergency Unemployment Compensation

• **PUA**: Pandemic Unemployment Assistance

• **PUC**: Pandemic Unemployment Compensation
REGULAR NYS UNEMPLOYMENT BENEFITS

Basic UI eligibility

• Must be monetarily eligible for benefits
• Must have lost job through no fault of your own
• Must be capable, available and looking for work (somewhat flexible during this period)
Examples of Eligibility for Regular UI

• Business closed and laid off or furloughed workers
• Worker’s business closed down and their child’s school closed down (they can still look for work from home)
• Grocery store worker who has diabetes, asthma or other medical condition that puts that at risk for illness or death asks for a leave and quits for good cause
• Uber driver who has a lack of work due to crisis
Monetary Eligibility

Benefits are usually about half your average weekly wage so if you normally earn $800, you get $400.00 up to $504.00. With the recent Federal CARES ACT you now should get an additional $600 over your benefit rate through July 31, 2020, so if your benefit rate is $400, you get $1000.00 a week. However, it is harder to determine the benefit rate for workers who do not consistently get the same earnings.

THE NYS DOL WEBSITE HAS A BENEFITS CALCULATOR TO ESTIMATE YOUR BENEFIT

https://labor.ny.gov/benefit-rate-calculator/
Information on Novel Coronavirus

Governor Cuomo has put NY State on PAUSE: All non-essential workers are directed to work from home, and everyone is required to maintain a 6-foot distance from others in public.

Department of Labor

Home › Unemployment Insurance

Estimate Weekly Unemployment Insurance Benefits

You can use this tool to estimate a weekly Unemployment Insurance benefit amount.

NOTE: This tool gives an estimate only. It does not guarantee that you will be eligible for benefits or a specific amount of benefits. You must file an Unemployment Insurance claim to find out if you are eligible and learn your actual benefit amount.

When will you file for Unemployment Insurance benefits?: *

Enter your gross earnings for each of the calendar quarters. Gross earnings are your wages before taxes and other deductions.

Basic Base Period

1st Quarter

$ 0.00

2nd Quarter

$ 0.00

3rd Quarter

$ 0.00

4th Quarter

$ 0.00

5th (Alternate) Quarter

$ 0.00

Alternate Base Period

Estimated Weekly Benefit Rate (using Basic Base Period):

Estimated Weekly Benefit Rate (using Alternate Base Period):

How is a benefit rate calculated?

See the How Your Weekly Unemployment Insurance Benefit Payment is Calculated fact sheet for details.

Ready to file your claim?

Read how to file a claim for UI benefits for important information.

You should file your claim during your first week of total or partial unemployment. If you wait, you may lose benefits.

Department of Labor

A proud partner of the American Job Center network
To qualify for benefits, you must meet all three of the following earnings requirements during your base period (basic or alternate):

- You must have worked and been paid wages in jobs covered by Unemployment Insurance in at least two calendar quarters.
- You must have been paid at least $2,600 in one calendar quarter.
- The total wages paid to you must be at least 1.5 times the amount paid to you in your high quarter. THERE IS A CUTOFF FOR THIS.
Earnings required to qualify for benefits

To qualify for benefits, you must meet all three of the following earnings requirements during your base period (basic or alternate):

• You must have worked and been paid wages in jobs covered by Unemployment Insurance in at least two calendar quarters

• For claims filed in 2020, you must have been paid at least $2,600 in one calendar quarter, and

• The total wages paid to you must be at least 1.5 times the amount paid to you in your high quarter

• Your high quarter is the quarter of your base period in which you were paid the most money. Exception: If your high quarter wages were $11,088 or more, you must have been paid at least $5,544 (half of $11,088) total in the other three quarters of your base period. Example: Your high quarter wages were $4,000. You must have been paid at least $6,000 ($4,000 x 1.5 = $6,000) total for all four quarters of your base period.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC BASE PERIOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALTERNATE BASE PERIOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2,100</td>
<td>$4,000</td>
<td>$800</td>
<td>$800</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Frequently asked questions about Regular Unemployment Insurance

Q. How long does it last?
A. Normally 26 weeks but now there are 13 additional weeks

Q. My most recent job paid more than my previous jobs - can I get a higher benefit rate?
A. Yes. By choosing the alternate base period (which includes the most recently completed quarter) you may bring your benefit rate up. Request the alternate base period within 10 days of the date of the monetary benefits determination sent to you by the DOL.

Q. My hours were reduced, am I eligible for regular UI?
A. NY has the worst in the nation partial unemployment law. You can get partial benefits if you worked fewer than four days and made less than the maximum benefit rate ($504) in a given week. You will not receive any benefits during weeks that you work four or more days or make more than the maximum benefit rate. Please be aware that any work, even for a few minutes a day, counts as a day of work. To the extent possible, claimants should put all of their work on one day.
Q. **Are non-citizens eligible for unemployment?**

A. It depends. If you are a permanent resident or had work authorization (e.g. DACA) during the relevant base period and continue to have work authorization, you are eligible for unemployment. In the past H1B visa holders (and others who have work authorization tied to one particular employer) have been held to be unavailable for work and thus ineligible. Arguably, these types of visa holders may be available if temporarily furloughed.

Q. **I have incorporated a business or I have an S corporation, am I eligible for UI?**

A. It depends, if you have a part-time home-based business, you may be ineligible on the days that you are working. If your business is closed, you may be eligible. If you are not eligible for regular UI, you might be eligible for PUA (more below)
Q. I have incorporated a business or I have an S corporation, am I eligible for UI?

A. It depends, if you have a part-time home-based business, you may be ineligible on the days that you are working. If your business is closed, you may be eligible. If you are not eligible for regular UI, you might be eligible for PUA (more below). Also, a person whose business is dormant or has closed down may also be eligible for regular UI.
Q. If I live in one state and work in another where should I apply for unemployment?

A. You should apply in the state that you work not where you live. If you work in more than one state, you have the choice of applying in either. Most states around NY (including NJ) have higher benefit rates, so you may want to apply in the other state.

Q. The questions on NYS unemployment application don’t apply to me because I don’t have a single employer/am paid through 1099s. How should I answer the questions or document my income?

A. If you have been paid by several employers your W-2 employers usually show up and you should be able to write in at least one of your 1099 employers in the application. If you have been misclassified as an Independent contractor, you can send/fax in a reconsideration form and attempt to have your income counted. However, if you are a legitimate Independent Contractor, you will receive a monetary benefit determination with 0 benefits, you may be eligible for PUA.
CARES has many programs including PEUC. If you exhaust your 26 weeks of regular UI, you will receive an additional 13 weeks of benefits. Anyone who exhausted UI benefits after July 1, 2019 is eligible to receive 13 additional weeks of benefits. The additional 13 weeks of benefits will include an additional $600 per week until July 31, 2020.
From January 27, 2020 to December 31, 2020, individuals who are not otherwise eligible for benefits and are unemployed, partially unemployed, or unable or unavailable to work because of the COVID-19 public health emergency may be eligible for PUA. That includes individuals who exhaust their regular benefits and/or PEUC or would traditionally not be eligible for benefits (e.g., self-employed, independent contractors, insufficient work history). The weekly amount of PUA is the weekly benefit rate that an individual would have received if they were otherwise eligible for benefits (including the additional $600 per week of PUC from April 5, 2020 to July 31, 2020).
PUA Cont.

The maximum duration of regular benefits, PEUC (provides an additional 13 weeks of UI and an extra 600 on top of regular WBR), and PUA (only for applicants not eligible for regular NYS UI) that an individual may receive from January 27, 2020 to December 31, 2020 is 39 weeks. Individuals who have the ability to telework with pay or are receiving paid sick leave or other paid leave benefits are not eligible for PUA.
Q. **What benefit rate will I receive under from PUA?**

A. The Federal Guidance has not been released but we believe based on Federal Regulations that the benefit rate will be based on 2019 tax returns or a certification of net income from 2019. Our best guess at this point is that earnings will be averaged over the course of a year and determined by the monetary determination method(s) under regular NY State UI. In New York, the current maximum weekly benefit rate is $504. The minimum PUA benefit rate is 50% of the average weekly benefit amount in New York. For April 1, 2020 - June 30, 2020, the minimum benefit rate is $182. Note that PUA minimum is higher than the NY State minimum ($104).
Pulong: FAQs

Q. How do I apply for PUA?

A. You can file a PUA application online at labor.ny.gov. Please note, that as of April 3, 2020 (as far as we know) you cannot apply for PUA until you have been determined ineligible for UI benefits. Therefore, you must apply for UI and be denied regular UI before you apply for PUA. You apply for regular UI at https://labor.ny.gov/unemploymentassistance.shtm
Q. Will I also receive the additional $600 per week for Pandemic Unemployment Compensation?
A. Yes. PUA benefits will include an additional $600 per week until July 31, 2020.

Q. Are benefits from PUA retroactive?
A. Yes, PUA benefits can be paid retroactively for periods of unemployment, beginning on or after January 27, 2020. But the PUC $600 is not retroactive.
Q. Can I apply for unemployment based on my future work that has been cancelled?

A. If you do not have work now, then you can apply for UI/PUA. However, if you are still working you have to wait until you are no longer working to apply.
The federal CARES Act was signed into law March 27, 2020. The Act provides enhanced Unemployment Insurance (UI) benefits and Pandemic Unemployment Assistance (PUA) for New Yorkers. Here’s what you need to know.

**IF YOU ARE ALREADY APPROVED FOR UI BENEFITS:**

**WHAT YOU SHOULD DO**
- **Do Nothing.**
  Your benefits will automatically be updated. Please do not call, it will only make it difficult for others to reach an agent.

**WHAT YOU MAY QUALIFY TO RECEIVE**
- 26 weeks of UI benefits.
- An additional $600/week until 7/31/2020. (Beginning 4/5/2020)
- An additional 13 weeks of UI benefits if you are still unemployed after 26 weeks.

**IF YOU ARE FILING A NEW UI CLAIM:**

**WHAT YOU SHOULD DO**
- Apply online at labor.ny.gov/signin.
- You may also call 1-888-209-8124 if you do not have access to a computer.

**WHAT YOU MAY QUALIFY TO RECEIVE**
- 26 weeks of UI benefits.
- An additional $600/week until 7/31/2020. (Beginning 4/5/2020)
- An additional 13 weeks of UI benefits if you are still unemployed after 26 weeks.

**IF YOU’VE EXHAUSTED 26 WEEKS OF BENEFITS AFTER 7/1/2019:**

**WHAT YOU SHOULD DO**
- Check your eligibility for PUA labor.ny.gov/ui/pdfs/pandemic-unemployment-assistance.pdf
- If you believe you are eligible, apply online at labor.ny.gov/signin.
- You may also call 1-888-209-8124 if you do not have access to a computer.

**WHAT YOU MAY QUALIFY TO RECEIVE**
- 26 weeks of PUA benefits.
- An additional $600/week until 7/31/2020. (Beginning 4/5/2020)
- An additional 13 weeks of benefits if you are still unemployed after 26 weeks.

**IF YOU ARE NOT TRADITIONALLY ELIGIBLE FOR UI BENEFITS:**

**WHAT YOU SHOULD DO**
- Check your eligibility for PUA labor.ny.gov/ui/pdfs/pandemic-unemployment-assistance.pdf
- If you believe you are eligible, apply online at labor.ny.gov/signin.
- You may also call 1-888-209-8124 if you do not have access to a computer.

**WHAT YOU MAY QUALIFY TO RECEIVE**
- 26 weeks of PUA benefits.
- An additional $600/week until 7/31/2020. (Beginning 4/5/2020)
- An additional 13 weeks of benefits if you are still unemployed after 26 weeks.

**MORE INFORMATION:**
See Frequently Asked Questions About UI During the Coronavirus Emergency: labor.ny.gov/ui/coronavirus-faq.shtml
To apply for UI benefits file on these days:
Filing for UI benefits is based on your last name.
A - F file on Monday  |  G - N file on Tuesday  |  O - Z file on Wednesday
Missed your day? File on Thurs-Fri-Sat

Revised (3/30/20)
The federal CARES Act was signed into law March 27, 2020. The Act provides enhanced Unemployment Insurance (UI) benefits and Pandemic Unemployment Assistance (PUA) for New Yorkers. Here’s what you need to know.

**Already approved for UI Benefits**

Do nothing except continue to certify weekly

**Eligible for regular UI Benefits**

Apply for UI Benefits

- Online: labor.ny.gov/signin
- Phone: 1-888-209-8124

**Not traditionally eligible for UI Benefits**

Eligible

Apply for Pandemic Unemployment Assistance (PUA)

**Exhausted UI Benefits after 7/1/19**

Eligible

Automatically receive either UI or PUA benefits for 39 weeks

Plus an additional $600 per week available until 7/31/2020

13 weeks of additional benefits

(Additional $600 per week available until 7/31/2020)

**labor.ny.gov/ui/pdfs/pandemic-unemployment-assistance.pdf

MORE INFORMATION:**

See Frequently Asked Questions About UI During the Coronavirus Emergency:

labor.ny.gov/ui/coronavirus-faq.shtm

To apply for UI benefits file on these days:

Filing for UI benefits is based on your last name.

**A - F file on Monday** | **G - N file on Tuesday** | **O - Z file on Wednesday**

Missed your day? File on Thurs-Fri-Sat

Revised v2 (3/30/20)
Pandemic Unemployment Assistance (PUA) provides payment to workers not traditionally eligible for unemployment benefits (self-employed, independent contractors, workers with limited work history, and others) who are unable to work as a direct result of the coronavirus public health emergency.

### COVID-19 SCENARIOS

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Covered</th>
<th>Not Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnosed with COVID-19 or with COVID-19 symptoms and seeking diagnosis</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Member of household has been diagnosed with COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Providing care for family or household member diagnosed with COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Primary caregiver for child unable to attend school or another facility closed due to COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Unable to reach place of employment due to an imposed quarantine or because advised by medical provider to self-quarantine due to COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Scheduled to commence new employment and cannot reach workplace as direct result of COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Became major breadwinner because head of household died from COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Quit job as a direct result of COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Place of employment closed as a direct result of COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Self-employed / Independent Contractors / 1099 filers / Farmers – and affected by COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Seeking part-time employment but affected by COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>With insufficient work history and affected by COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Otherwise not qualified for regular or extended UI benefits and affected by COVID-19</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Individuals that can telework with pay</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Individual receiving paid sick leave or other paid leave benefits (regardless of meeting a category listed above)</td>
<td>✗</td>
<td></td>
</tr>
</tbody>
</table>
HOW TO APPLY FOR NY UI

Even if you are not eligible for regular Unemployment Insurance, according to the NY DOL as of today’s date, you will need to apply for it and be denied before you can get Pandemic Unemployment Assistance.

Since so many people are out of work now, the New York Department of Labor (NYSDOL) is currently overwhelmed with applications. NYSDOL is now asking folks to apply for UI depending on their last name. Last names starting with A-F should file on Mondays, G-N file on Tuesdays, O-Z file on Wednesdays, and anyone that missed their filing day should file from Thursdays through Saturdays.
How to file for UI cont.

It's best to apply online and be prepared before you start the process.

NYSDOL also has a step-by-step process to file a claim online.

Go to this website for more info: https://www.labor.ny.gov/ui/pdfs/Unemployment-Filing-Instructions.pdf.

To file online, the first step is to set up a New York government ID. You need an email address to do that. You should start applying for UIB right now!
How to file for UI cont.

- You can also file your UI claim by phone (however right now very few people are getting through so apply on line if you can):
  - Phone Service: 1-888-209-8124
  - Extended Telephone Filing Hours are:
    - Mondays through Thursdays 8am - 7:30pm
    - Fridays 8am - 6pm
    - Saturdays 7:30am - 8pm
  - Translation Services are offered if you file by phone. Use your phone keypad to enter the phone number for the language you choose, a voice recording will then offer you choices.
Unemployment Benefits Application Checklist

• Create a NY.gov account at www.labor.ny.gov/signin

• Gather all employment information for the past 18 months (October 2018 - today)
  • Employer name
  • Employer address
  • Employer identification number (listed as “EIN” on a W2 form)
  • Any paystubs you have
• The total amount you were paid for each Quarter from October 1, 2018 - March 31, 2020

• Your driver’s license number

• Your social security number

• For Non-U.S. Citizens, Your Alien Registration number, or A number (if you have one)
• A phone number

• An address where you can receive mail

• Your bank information if you have a bank account & prefer direct deposit (recommended)
  • Routing number (the first 9 numbers at the bottom left corner of a check)
  • Account number (the second set of 9 numbers at the bottom left corner of a check)

• If you have filed for unemployment benefits in New York in the past:
  • You will need the four-digit PIN you created last time you applied
  • If you forgot your PIN, you can reset it by calling (888) 209-8124 and selecting “for PIN or address changes”
HELPFUL LINKS/GUIDANCE

• https://www.labor.ny.gov/ui/pdfs/ui-covid-faq.pdf
• https://labor.ny.gov/benefit-rate-calculator/
• https://labor.ny.gov/ui/cares-act.shtm
• https://labor.ny.gov/ui/pdfs/self-employed-ui-guide.pdf (only for people who have only had self employment for the last 18 months)
On March 27, 2020, the President of the United States signed a law that provides additional Unemployment Insurance (“UI”) assistance to workers impacted by COVID-19. This new law provides:

- **Pandemic Unemployment Assistance** – Extended eligibility for individuals who have traditionally been ineligible for UI benefits (e.g., self-employed workers, independent contractors);
- **Pandemic Unemployment Compensation** – An additional $600 per week, on top of regular benefits, to all UI recipients; and,
- **Pandemic Emergency Unemployment Compensation** – An additional 13 weeks of UI benefits, beyond the regular 26 weeks already provided, for a total of 39 weeks of coverage.

### Pandemic Unemployment Assistance (“PUA”) – Extended Eligibility for UI Benefits

**QUESTION:** Who is eligible for PUA?

**ANSWER:** Individuals are eligible for PUA if they do not qualify for regular UI benefits (including self-employed workers and independent contractors) and cannot work because they:

- Are diagnosed COVID-19 or have COVID-19 symptoms and are seeking diagnosis;
- Have a member of the household who is diagnosed with COVID-19;
- Are providing care for a family or household member diagnosed with COVID-19;
- Are the primary caregiver for a child whose school or care facility closed, due to COVID-19;
- Are unable to reach their place of employment due to an imposed quarantine, or because advised by a medical provider to self-quarantine, due to COVID-19;
- Were scheduled to start new employment and cannot reach the workplace as a direct result of COVID-19;
- Became the major breadwinner because the head of household died from COVID-19;
- Quit their job as a direct result of COVID-19;
- Had their place of employment closed as a direct result of COVID-19; or
- Meet any additional criteria specified by U.S. Secretary of Labor.

Individuals are not eligible for PUA if they can telework or are receiving paid sick leave or other paid leave benefits (regardless of meeting a category listed above).

**QUESTION:** How do I apply for PUA?

**ANSWER:** You can file a PUA application online at [labor.ny.gov](http://labor.ny.gov). Please note, you cannot apply for PUA until you
have been determined ineligible for UI benefits. You must apply for UI before you apply for PUA.

**QUESTION:** What is the maximum benefit I can receive from PUA?

**ANSWER:** Your benefit rate is based on your recent wages. In New York, the current maximum weekly benefit rate is $504. The minimum PUA benefit rate is 50% of the average weekly benefit amount in New York. For January 27, 2020 - March 31, 2020, the minimum benefit rate is $172. For April 1, 2020 - June 30, 2020, the minimum benefit rate is $182.

**QUESTION:** Will I also receive the additional $600 per week for Pandemic Unemployment Compensation?

**ANSWER:** Yes. PUA benefits will include an additional $600 per week until July 31, 2020.

**QUESTION:** Do I have to wait a week after I became unemployed before I can receive PUA benefits?

**ANSWER:** No, there is no weeklong wait period for PUA.

**QUESTION:** How long do benefits from PUA last?

**ANSWER:** PUA benefits may cover periods of unemployment up to 39 weeks.

**QUESTION:** Are benefits from PUA retroactive?

**ANSWER:** Yes, PUA benefits can be paid retroactively for periods of unemployment, beginning on or after January 27, 2020.

**QUESTION:** I can work remotely. Am I eligible for PUA?

**ANSWER:** No. If you are being paid to work remotely, you are not eligible for PUA benefits.

---

**Pandemic Unemployment Compensation — Additional $600/Week of UI Benefits**

**QUESTION:** I am already receiving UI. What do I have to do to receive this additional $600 per week?

**ANSWER:** Nothing. The additional $600 per week will be automatically added to all regular UI and PUA benefits.

**QUESTION:** Will this additional $600 per week reduce my regular UI benefits?

**ANSWER:** No. The additional $600 per week benefit will not reduce any UI or PUA benefits.

**QUESTION:** How long will I receive this additional UI benefit?

**ANSWER:** The additional $600 per week benefit ends July 31, 2020.

**QUESTION:** Will this additional $600 per week be counted towards my eligibility for other government programs?

**ANSWER:** The additional $600 per week payment will not be counted towards your income eligibility for Medicaid.
and the Children’s Health Insurance Program (CHIP).

**Pandemic Emergency Unemployment Compensation – 13 Additional Weeks of UI Eligibility**

**QUESTION:** I am already receiving UI. How will this program assist me?

**ANSWER:** If you exhaust your 26 weeks of regular UI, you will receive an additional 13 weeks of additional benefits.

**QUESTION:** I exhausted my 26 weeks of benefits a few weeks ago. Am I still eligible for these 13 weeks of extended UI benefits?

**ANSWER:** Yes. Anyone who exhausted UI benefits after July 1, 2019 is eligible to receive 13 additional weeks of benefits.

**QUESTION:** Will I also receive the additional $600 per week during these 13 weeks of UI eligibility?

**ANSWER:** Yes. The additional 13 weeks of benefits will include an additional $600 per week until July 31, 2020.

**General Information about Unemployment Insurance**

**QUESTION:** What is Unemployment Insurance?

**ANSWER:** Unemployment insurance (also known as UI) provides temporary cash benefits to employees who have lost their jobs. If you have worked in New York State within the last 18 months and lost your job, through no fault of your own, you may be eligible for UI.

**QUESTION:** What is the maximum benefit I can receive through Unemployment Insurance?

**ANSWER:** A person’s benefit rate is based on the recent wages they received from their employer(s). The current maximum weekly benefit rate is $504.

**QUESTION:** How long do Unemployment Insurance benefits last?

**ANSWER:** Currently, the limit is 26 weeks per year. The federal government recently created a new program called Pandemic Emergency Unemployment Compensation that would allow claimants who exhaust their regular UI benefits, to receive up to 13 additional weeks of benefits.

**QUESTION:** How do I apply for Unemployment Insurance?

**ANSWER:** You can file a claim by visiting [labor.ny.gov](http://labor.ny.gov). You can also call the Telephone Claim Center at 888-209-8124. Due to larger than normal call volume, we are strongly encouraging individuals wishing to file a claim to first visit the website, if possible.

**QUESTION:** When should I file my claim?

**ANSWER:** You should file your claim in the first week you worked less than four days and earned a gross income of less than $504. If you worked four or more days or earned more than $504, you should file the following week.
QUESTION: I keep getting bumped from the UI call center. Will my claim be processed?

ANSWER: You will receive all benefits to which you are entitled. Your claim will start on the day you were separated from your employer. There is unprecedented call volume and web traffic. Please be patient and keep trying. It is best to apply online.

QUESTION: I was unable to file my claim during the week I was separated from my employer because of issues with the DOL website and/or UI call center. Will I still receive that week’s benefits?

ANSWER: Yes, you will receive all benefits to which you are entitled. Your claim will start on the day you were separated from your employer, and DOL will backdate any claims that are not timely processed due to any issues with the DOL website or UI call center.

QUESTION: What is the waiting week and what does it mean that it was waived?

ANSWER: Typically, the first full week of a claim is an unpaid waiting week. This means you are not paid but you must still claim weekly benefits and fulfill eligibility requirements. Beginning March 12, 2020, the Governor has suspended the one-week waiting period for individuals impacted by the COVID-19 public health crisis. This means that if you are found eligible for benefits, you will be credited from the first week of your claim (not the second week). It does not mean that you will be paid as soon as you open your claim.

QUESTION: If I am found eligible for Unemployment Insurance, when can I expect first payment?

ANSWER: If you are eligible for UI, your first payment will generally be made in two to three weeks from the time you file your claim. In some cases, additional information must be obtained before payment can be made and your first payment may take longer. We use this time to review and process your application for benefits. You will not receive benefits during this period. Continue to claim weekly benefits as long as you are unemployed and meet the eligibility requirements. Also, check your mail and respond to any questionnaires or phone calls from DOL, right away, to prevent delays in your payments. If you are found eligible, you will receive any back weeks of benefits owed with your first payment. You will receive your benefits via direct deposit or bank debit card.

QUESTION: My employer has reduced my hours because of COVID-19. Am I eligible for Unemployment Insurance?

ANSWER: It depends. If you work less than four days a week and earn $504/week or less, you may be eligible to receive partial UI benefits.

QUESTION: I work part-time. Am I eligible for UI?

ANSWER: If you work less than four days in a week and earn $504 or less, you may receive partial benefits. Each day, or part of a day, of work causes your weekly benefit rate to drop by one-quarter.

QUESTION: My employer has temporarily closed. Am I eligible for Unemployment Insurance?

ANSWER: You should file a claim if you have been laid off from your job. Our goal is to ensure benefits are paid to all people who apply and are legally entitled to receive them.

QUESTION: I am self-employed or an independent contractor. Am I eligible for Unemployment Insurance?
**QUESTION:** Currently, most self-employed individuals and independent contractors working in New York State are not authorized to obtain unemployment insurance benefits. However, self-employed individuals and independent contractors may be eligible for benefits under PUA. PUA is available for individuals who would normally not be eligible for regular unemployment benefits but are unable to work because of COVID-19. PUA is available for periods of unemployment between January 27, 2020 and December 31, 2020. The maximum benefit rate is $504, the same as the maximum benefit rate for regular unemployment insurance benefits. The minimum PUA rate is calculated by USDOL, quarterly, as 50% of the average weekly benefit amount in each state. For January 1, 2020 – March 31, 2020, the minimum benefit rate is $172. For April 1, 2020 – June 30, 2020, the minimum benefit rate is $182.

**ANSWER:** Self-employed individuals impacted by COVID-19 may apply for PUA benefits.

**QUESTION:** I’m a small business owner who has had to shut down due to COVID-19. Am I eligible for UI?

**ANSWER:** While you are only eligible for unemployment insurance benefits if you are able and available to work, under PUA you can receive benefits if you are the primary caregiver for a child whose school or care facility closed due to COVID-19. PUA is available for periods of unemployment between January 27, 2020 and December 31, 2020. The minimum PUA benefit rate is 50% of the average weekly benefit amount in New York. For January 1, 2020 – March 31, 2020, the minimum benefit rate is $172. For April 1, 2020 – June 30, 2020, the minimum benefit rate is $182. The maximum benefit rate is $504, the same as the maximum benefit rate for regular unemployment insurance benefits.

**QUESTION:** I cannot work because my child’s school or daycare facility has closed due to COVID-19, and I need to stay home to take care of my child. Am I eligible for Unemployment Insurance?

**ANSWER:** While you are only eligible for unemployment insurance benefits if you are able and available to work, you can receive benefits if you are the primary caregiver for a child whose school or care facility closed due to COVID-19. PUA is available for periods of unemployment between January 27, 2020 and December 31, 2020. The minimum PUA benefit rate is 50% of the average weekly benefit amount in New York. For January 1, 2020 – March 31, 2020, the minimum benefit rate is $172. For April 1, 2020 – June 30, 2020, the minimum benefit rate is $182. The maximum benefit rate is $504, the same as the maximum benefit rate for regular unemployment insurance benefits.

**QUESTION:** If I am not able to go to work because a medical professional told me I need to quarantine, am I eligible for Unemployment Insurance benefits?

**ANSWER:** Probably not, if you are still employed. However, the Governor recently passed a law that provides job protection and paid leave for individuals who are subject to an order of quarantine or isolation by a governmental entity because of COVID-19.

You can learn more information here: [ny.gov/COVIdpaidsitckleave](http://ny.gov/COVIdpaidsitckleave). There are also additional protections for workers who are sick or have been directed to quarantine. For more information, please visit the New York State Department of Health’s COVID-19 website at: [ny.gov/coronavirus](http://ny.gov/coronavirus).

**QUESTION:** The federal government has recently passed laws that provide additional Unemployment Insurance benefits. How do those changes impact New Yorkers?

**ANSWER:** The federal government recently created three new programs related to unemployment insurance compensation and COVID-19: Pandemic Unemployment Assistance (“PUA”); Pandemic Unemployment Compensation (additional $600/week of benefits); and Pandemic Emergency Unemployment Compensation (additional 13 weeks of benefits for claimants who have exhausted benefits). Additional information on these programs is available at: [labor.ny.gov](http://labor.ny.gov).

**QUESTION:** I am an older worker and/or am immuno-compromised. I work near a lot of people and am personally uncomfortable going to work due to concerns about my health. Am I eligible for Unemployment Insurance?

**ANSWER:** Generally speaking, you are not eligible for unemployment insurance if you voluntarily leave your job.
Before leaving work, please consider speaking with your employer for alternatives that may be available such as using sick time or annual leave, requesting a reasonable accommodation such as working remotely, asking your employer for a leave of absence, or seeking temporary disability benefits. If alternative options are not available, you may file a claim for unemployment insurance. You should consider obtaining medical documentation that identifies any work restrictions and submit that with your claim. If you are found ineligible for unemployment insurance benefits, you may be eligible for benefits under PUA.

**QUESTION:** I was advised to call a specialist to complete a claim I already started, but I can’t get through. What should I do?

**ANSWER:** You must continue to contact the Telephone Claims Center at **1-888-209-8124**; this is the only way to complete your claim (you cannot complete this portion of your claim online).

**QUESTION:** I cannot log in to my NY.GOV ID account to file a claim. What should I do?

**ANSWER:** Call **1-888-469-7365**. Select language, then press 4.

**QUESTION:** I need to reset my PIN. What should I do?

**ANSWER:** You must call the Telephone Claims Center at **1-888-209-8124** and speak with an agent. This is the only way to reset your PIN.

**QUESTION:** I’m concerned that if I apply for UI that my employer might retaliate against me or not call me back to work after the pandemic ends. What are my rights?

**ANSWER:** State law provides all workers with the right to file for unemployment and the labor law provides that an employer cannot retaliate against a worker’s engagement in a protected activity.
Guidance for Self-Employed Individuals
How to file an Unemployment Insurance Claim on New York State Department of Labor’s Website

PERSONAL INFORMATION, PART I

“How many employers have you worked for in the past 18 months?”

If you were only self-employed and had no other employment in the past 18 months, select “One employer” from the drop-down.

Personal Information, Part I

Complete the information below to continue the online application for unemployment benefits. When you have finished, click Continue.

<table>
<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any other last name under which you worked during the last 18 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Month ▼</td>
<td>Day ▼</td>
</tr>
<tr>
<td>New York State driver’s license or the number of your NYS Non-Driver Photo ID card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I don’t have a NY driver’s license or NYS Non-Driver Photo ID card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many employers have you worked for in the past 18 months?</td>
<td>One employer ▼</td>
<td></td>
</tr>
</tbody>
</table>

Do not use your browser’s back button as you may lose information. Review your responses at the “Review of Application Responses” section.

Continue
ELIGIBILITY INFORMATION, PART 1

Question #5. “Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you engaged in any activity which brings in or may bring in income?”

If you are self-employed but are not currently engaged in any activity which brings or could bring income, select “No”
Most Recent Employer Information, Part 1

If you know your most recent employer’s Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER) Number, enter the number in the appropriate field below.

The Federal Employer Identification Number (FEIN) is a 9-digit number which can be found on your copy of the W-2 form from the employer.

⇒ Federal Employer Identification Number (FEIN) Leave blank LEAVE BLANK

If you do not know the FEIN, enter your most recent employer’s New York State Employer Registration Number (ER) Number. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.

⇒ New York State Employer Registration Number (ER Number) Leave blank LEAVE BLANK
MOST RECENT EMPLOYER INFORMATION, PART 2

“Provide the following information about your most recent employer. When you have finished, click Continue.”

“Last Employer Name”
Type “Self-employed”

“Address”
Enter either your business or residential address

“Employer’s telephone number:”
Enter either your business or residential phone number or cell number

What was your first day of work with this employer? April 14, 2007

Last day worked 05/12/2019
## Application for Unemployment Insurance Benefits

To begin the online application for Unemployment Insurance benefits, complete the information below. When you have finished, click "Continue."

Click on any underlined term or phrase for more information.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>This week, beginning Monday 03/23/2020, how many days have you worked?</td>
<td>Choose</td>
</tr>
<tr>
<td>This week, beginning Monday 03/23/2020, were your gross earnings more than $504?</td>
<td>Yes</td>
</tr>
<tr>
<td>What was the last date that you worked?</td>
<td>Month</td>
</tr>
<tr>
<td>Are you filing this claim because your workplace closed, you were isolated or you were quarantined due to COVID-19, also known as the Coronavirus?</td>
<td>Yes</td>
</tr>
<tr>
<td>Did you work in New York State in the last 18 months?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you currently live in New York State?</td>
<td>Yes</td>
</tr>
<tr>
<td>If 'no', In the last 18 months, did you commute on a daily basis from another state to work in New York State?</td>
<td>Yes</td>
</tr>
<tr>
<td>If you commuted on a daily basis, are you willing to continue to commute daily to New York State for work?</td>
<td>Yes</td>
</tr>
<tr>
<td>Were you discharged from the military within the last 18 months?</td>
<td>Yes</td>
</tr>
<tr>
<td>Was your last employment as a federal civilian employee whose last duty station was outside the United States?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Personal Information, Part I

Complete the information below to continue the online application for unemployment benefits. When you have finished, click Continue.

First Name [ ] M.I. [ ]

Last Name [ ]

Enter any other last name under which you worked during the last 18 months [ ]

Date of Birth [ ] [ ] [ ] (e.g. 2007)

New York State driver’s license or the number of your NYS Non-Driver Photo ID card [ ]

☐ I don’t have a NY driver's license or NYS Non-Driver Photo ID card.

How many employers have you worked for in the past 18 months? [ ]

Select One [ ]

---

Do not use your browser’s back button as you may lose information. Review your responses at the “Review of Application Responses” section.

Continue
Eligibility Information, Part 1

Your answers to the following questions will help us to determine your eligibility for unemployment benefits. When you have finished, click Continue.

1. Did you lose all of your employment in the last 18 months due to lack of work?
   - Yes   No
   - 1a. If you answered 'no' to question 1, did you earn more than $5040 gross pay from your most recent employer?
     - Yes   No   NA

2. In the past 18 months, were you an employee of an educational institution?
   - Yes   No
   - 2a. If you answered 'yes' to question 2, are you filing this claim between academic terms or years, or during a customary vacation or holiday recess?
     - Yes   No   NA
   - 2a. 1. If you answered 'yes' to question 2a, have you been given a verbal or written offer of continuing work for an educational institution?
     - Yes   No   NA

3. Are you currently or were you during the past 18 months an officer of a corporation in which you have a financial interest or are involved in any decision-making?
   - Yes   No

4. During the past 18 months, did you work or perform services for a business fully or partly owned by a relative or where a relative is a partner or corporate officer?
   - Yes   No
   - 4a. Do you currently perform any duties for the business or are you involved in any decision making for the business? You must report any work activity when you certify for benefits.
     - Yes   No   NA
   - 4b. Is the relative's business a sole proprietorship?
     - Yes   No   NA
     - 4b. 1. Is the relative your spouse?
       - Yes   No   NA
     - 4b. 2. Is the relative your parent?
       - Yes   No   NA

5. Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you engaged in any activity which brings in or may bring in income?
   - Yes   No

6. Are you attending school or have you been accepted to a school or training program of at least 12 classroom or credit hours a week?
   - Yes   No
   - 6a. If you answered 'yes' to question 6, enter your start date.
     - Month   Day   (e.g. 2007)

If you are interested in attending a school or training program, you should contact your local New York State Career Center. To find your local New York State Career Center, click here.

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
Eligibility Information, Part 2

Your answers to the following questions will help us to determine your eligibility for Unemployment Insurance benefits. When you have finished, click Continue.

7. You must be prepared to start employment immediately and be physically and mentally capable of working to receive benefits. Are you able and available to start work immediately?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

To determine if you are totally unemployed, we need to know if you have or will receive severance or dismissal payment(s).

8. Will you receive periodic severance or dismissal payments after 03/23/2020? (This does not include payments for work you did before your last day of work nor accrued vacation pay.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

8a. If Yes, will the gross weekly amount of each payment be greater than $504?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

8b. Will you or have you received a lump sum severance or dismissal payment?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If you answered No to questions number 8 and 8b. above, but end up receiving a severance or dismissal payment later, you must call the Telephone Claims Center and speak to a representative right away. If you do not call us right away, you may receive an overpayment which you will need to pay back. You may also be subject to penalties.

9. Have you received or will you receive vacation pay for any period after 03/23/2020?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

9a. If you answered ‘yes’ to question 9, did you or your employer schedule this vacation for this period?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

10. Have you received or will you receive holiday pay for any period after 03/23/2020?

    | Yes | No |
    |-----|----|
    | ☐   | ☐  |

You must report any holiday pay received when you certify to benefits for that week.

11. Are you receiving or have you applied for an employer or union pension from employment you had in the past 18 months?

    | Yes | No |
    |-----|----|
    | ☐   | ☐  |

12. Are you receiving workers' compensation benefits now or do you have a pending claim and expect to receive workers' compensation benefits within the next year?

    | Yes | No |
    |-----|----|
    | ☐   | ☐  |

13. Are you receiving or have you applied for New York State Disability or any other type of disability benefits?

    | Yes | No |
    |-----|----|
    | ☐   | ☐  |

14. Do you obtain your employment through a union hiring hall?

    | Yes | No |
    |-----|----|
    | ☐   | ☐  |

14a. If you answered ‘yes’ to question 14, provide your union name and local number.

Do not use your browser’s back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
Most Recent Employer Identification, Part 1

If your most recent employer is listed below, select that employer and click 'Continue'.
If your most recent employer is not listed below, select 'Employer not listed' and click 'Continue' to go to the next page.

Note: The name of your previous employer's business may be registered with the Department of Labor under a different name. This may be found on your paystubs and/or W-2 form.

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
Most Recent Employer Information, Part 1

If you know your most recent employer's Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.

The Federal Employer Identification Number (FEIN) is a 9-digit number which can be found on your copy of the W-2 form from the employer.

Federal Employer Identification Number (FEIN)

If you do not know the FEIN, enter your most recent employer's New York State Employer Registration Number (ER Number). The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.

New York State Employer Registration Number (ER Number)

If you do not know the FEIN or the ER number, click Continue to go to the next page.

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
Most Recent Employer Information, Part 2

Provide the following information about your most recent employer. When you have finished, click Continue.

<table>
<thead>
<tr>
<th>Last Employer Name</th>
<th>Employer's telephone number (including area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What was your first day of work with this employer?  

Last day worked 03/17/2020

What is the reason you are no longer working for your most recent employer? Choose one.

- **Lack of work:** You lost the job due to lack of work, reduction in force, downsizing, company shutdown, job elimination, company restructuring/reorganization, or lack of company funds/orders.

- **Quit:** You voluntarily left your job.

- **Discharged/Let Go:** You were discharged because you were unable to meet employer performance or production standards, or you were unable to meet employer's qualifications for the job.

- **Fired:** You were fired for a violation of company policy, such as absenteeism, theft, insubordination, drug or alcohol use or a criminal act.

- **Strike/Lockout:** You are unemployed because of a work stoppage conducted in violation of an existing collective bargaining agreement in the establishment in which you were employed. It is not necessary that you are actually participating in the strike, but only that you are not working because of the strike in the facility in which you worked.

If you have a definite date to return to work, enter that date.  

What was your job title?  

Choose your **Occupational Group** from the following list:  

What was your job location or job site?  

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
### Most Recent Occupation Information

You have told us that "Driver" was your most recent occupation. Please select the occupation below that most closely matches your recent occupation. When you have finished, click Continue.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tractor-Trailer Truck Drivers</td>
<td>Drive tractor-trailer truck to transport products, livestock, or materials to specified destinations.</td>
</tr>
<tr>
<td>Truck Drivers, Heavy</td>
<td>Drive truck with capacity of more than three tons to transport materials to specified destinations.</td>
</tr>
<tr>
<td>Truck Drivers, Light or Delivery Services</td>
<td>Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.</td>
</tr>
<tr>
<td>Truck Drivers, Heavy and Tractor-Trailer</td>
<td>Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.</td>
</tr>
<tr>
<td>Taxi Drivers and Chauffeurs</td>
<td>Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo.</td>
</tr>
<tr>
<td>Driver/Sales Workers</td>
<td>Drive truck or other vehicle over established routes or within an established territory and sell goods, such as food products, including restaurant take-out items, or pick up and deliver items, such as laundry. May also take orders and collect payments. Includes newspaper delivery drivers.</td>
</tr>
<tr>
<td>Bus Drivers, Transit and Intercity</td>
<td>Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.</td>
</tr>
<tr>
<td>Bus Drivers, School</td>
<td>Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.</td>
</tr>
<tr>
<td>Pile-Driver Operators</td>
<td>Operate pile drivers mounted on skids, barges, crawler treads, or locomotive cranes to drive pilings for retaining walls, bulkheads, and foundations of structures, such as buildings, bridges, and piers.</td>
</tr>
<tr>
<td>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</td>
<td>Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients.</td>
</tr>
</tbody>
</table>

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue
Personal Information, Part 2

Provide the following information. When you have finished, click Continue.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your mailing address a PO Box?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Please enter your mailing address below:</td>
<td></td>
</tr>
<tr>
<td>Enter the number and street name or enter &quot;P.O. Box&quot; and the number</td>
<td></td>
</tr>
<tr>
<td>(e.g. 123 Main Street or P.O. Box 123)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select One</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>If your address is a post office box, enter your home address below:</td>
<td></td>
</tr>
<tr>
<td>Number &amp; Street</td>
<td></td>
</tr>
<tr>
<td>(e.g. 123 Main Street)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select One</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone (including area code)</td>
<td></td>
</tr>
<tr>
<td>I don't have a telephone.</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male  Female</td>
</tr>
<tr>
<td>Indicate the highest grade you completed in school.</td>
<td>Select One</td>
</tr>
<tr>
<td>Are you a veteran?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Are you a citizen of the U.S?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>If 'no', please enter your Alien Registration number (numbers after the letter &quot;A&quot;).</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Do you want 10% of your weekly Unemployment Insurance benefits withheld for Federal taxes?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Do you want 2.5% of your weekly Unemployment Insurance benefits withheld for State taxes?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Would you like to register to vote or make changes to your current voter registration?</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>
Would you like to register to vote or make changes to your current voter registration?  

☐ Yes  ☐ No

Save a tree!
The Unemployment Insurance Information for Claimants Handbook is available on our website. You can read and print it at any time. You are responsible for reading and following all the information provided in the Handbook and will be held accountable for following these rules. You can choose to have it mailed to you, or you can help the New York State Department of Labor "go green" by reading the Handbook on our website and selecting the "No" button.

Do you want the Unemployment Insurance Information for Claimants Handbook mailed to you?

☐ No - please do not mail the Unemployment Insurance Information for Claimants Handbook to me. I know this Handbook is available on this website. I am responsible for reading and following all the information provided in the Handbook. I will be held accountable for following these rules.

Note: If you later decide you want a mailed copy, you may request one from the Telephone Claims Center.

☐ Yes - please mail the Unemployment Insurance Information for Claimants Handbook to me. I know that I am responsible for reading and following all the information provided in the Handbook. I will be held accountable for following these rules.

The following four questions are voluntary. If you do not wish to answer a question, please select the option, "Do not wish to answer." You will not be penalized for choosing not to answer. Information provided will be kept confidential and is intended for use in connection with record keeping and federal equal opportunity reporting requirements. This information will not affect your claim for Unemployment Insurance benefits.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>Select One</td>
</tr>
<tr>
<td>Are you a person with a disability?</td>
<td>Select One</td>
</tr>
<tr>
<td>What is your preferred language? If someone is helping you complete this application because you have limited proficiency in English, indicate your preferred language. If your preferred language is not listed, select 'other'.</td>
<td>Select One</td>
</tr>
</tbody>
</table>

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

Continue