

STEP-BY-STEP GUIDE: HOW TO CERTIFY FOR ONGOING UNEMPLOYMENT BENEFITS

Use this chart as a reference when answering the continued claim questions that determine your weekly eligibility for benefits. You must certify each week that you want to receive benefits. You can certify using EDD Web-CertSM, EDD Tele-CertSM, or the paper claim form. Regardless of the method you use, this chart will serve as a reference to help you understand the continued claim questions that determine your weekly eligibility for benefits.

Question	Answer "Yes" If	Answer "No" If	Details
<p>1. Were you too sick or injured to work?</p> <p>If yes, enter the number of days (1 through 7) you were unable to work.</p>	<p>You would have been unable to work due to illness or injury. Or, you had to delay starting a new job because of illness or injury.</p> <p>If you are unable to work the entire 7-day week, you will be scheduled for an eligibility interview.</p>	<p>You were physically able to work every day of the week if you had a job, or were going to start a new job.</p>	<p>Unemployment benefits are paid according to the number of days you would have been able to work during this week. Your benefits are reduced one-seventh for each day you cannot work due to an illness or injury.</p>
<p>2. Was there any reason (other than sickness or injury) that you could not have accepted full-time work each workday?</p>	<p>You are not immediately available to accept work for any reason, such as lack of child care or transportation, or you were taking care of an ill family member. If you are not available for work, you will be scheduled for an eligibility interview.</p>	<p>You are ready and willing to accept work that matches your occupational skills and educational background. If offered a job, there is nothing that would prevent you from accepting that job.</p>	<p>Unemployment benefits are paid if you are available to accept full-time work. There are certain conditions when you may limit yourself to part-time work and still be paid benefits. If so, you will receive further information from the EDD.</p>
<p>3. Did you look for work?</p>	<p>You looked for work this week. Looking for work includes contacting employers about a job in-person, by mail, by telephone, 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>Union members should answer "yes" to this question if you are registered with your union and meet your union's reporting and dispatch requirements.</p>	<p>You did not contact any employers, submit any applications, or search for job openings during the entire week.</p> <p>Union members should answer "no" to this question if you are not registered with your union and/or are not meeting your union's reporting and dispatch requirements.</p> <p>Failure to look for work each week may result in the denial of benefits.</p>	<p>Unemployment benefits are paid when you follow the work search instructions on the <i>Notice of Unemployment Insurance Award</i>, DE 429Z.</p> <p>If you choose to certify by paper and the box under Question 3 on the paper Continued Claim is marked with an "X," you are required to list your job contacts on the back of the form.</p>
<p>4. Did you refuse any work?</p>	<p>You refused an offer of work from any employer during this week. If you are a union member and you refused a union referral to a job, answer "yes."</p> <p>If you refused an offer of work, you will be scheduled for an eligibility interview.</p>	<p>You did not refuse any offers of work this week. This means you did not receive an offer of work or you received an offer and accepted it.</p>	<p>Unemployment benefits are paid when you do not refuse an offer of work that is suitable for your occupation and educational background.</p>

STEP-BY-STEP GUIDE: HOW TO CERTIFY FOR ONGOING UNEMPLOYMENT BENEFITS (Continued)

Question	Answer “Yes” If	Answer “No” If	Details
5. Did you begin attending any kind of school or training?	You began attending school or training this week. Only answer “yes” if you started a new term or a new class during this week. If you are not available for full-time work because you are attending school or training, you will be scheduled for an eligibility interview.	You did not begin attending any kind of school or training.	Unemployment benefits are paid when you are available to accept full-time work, regardless of whether you are attending training. Only report school or training during the week you actually started attending.
6. Did you work or earn any money, WHETHER YOU WERE PAID OR NOT?	You performed work during the week, or you received other types of pay or income such as pensions, back pay, etc. All work and earnings must be reported, even if you have not collected payment from the employer.	You did not work this week and you did not earn any money.	If you worked and earned money, you will need to complete questions 6a and 6b on the paper form.
Question	Instructions		
6a. Enter earnings before deductions here.	<p>If you have wages to report, you must certify using the paper form.</p> <p>Enter any earnings before taxes (gross earnings prior to payroll deductions). If your earnings are \$1,000.00 or more in a week, enter \$999.99 in the boxes on the paper form. If you do not know your gross earnings, contact your employer to obtain the amount paid for the week. In most situations, you can calculate the amount by multiplying the hours worked by your hourly wage. For example, if you worked 10 hours and are paid \$12 per hour, your weekly earnings should total \$120.00. You must also report other types of income received, such as pensions, back pay, in-lieu-of-notice pay, or other income. Look at the date each week begins and ends. Make sure your answers in 6a apply to only the weeks shown.</p> <p>If you are unsure of how to compute your gross earnings, refer to the UI handbook, <i>A Guide to Benefits and Employment Services</i>, DE 1275A. You can order the handbook online by visiting www.edd.ca.gov/Forms. If you misreport your earnings, contact the EDD immediately as you may be subject to fines and penalties if you are overpaid benefits. If you are working part time, you may be able to receive reduced unemployment benefits even if your earnings are higher than your weekly benefit amount. The EDD will calculate the amount to deduct and the amount you are eligible to receive.</p>		
6b. Report employment or source of earnings information.	<p>Enter the last day worked and employment information or the source of your earnings (e.g., severance, in-lieu-of-notice pay, residuals, etc.). Look at the date each week begins and ends. Make sure your answers in 6b apply to only the weeks shown. If you worked for more than one employer during the same week, be sure to list the last day you physically worked during the week and the name and address of the last employer you worked for during the week. If you are still working, write “still working.”</p>		
7. Federal income tax (Optional)	<p>If you want federal income taxes withheld for the week(s) shown, mark the box on the paper form or answer “yes” on EDD Web-CertSM or EDD Tele-CertSM. Leave this box blank if you do not want federal taxes withheld.</p>		
8. Change of mailing address or phone number (Optional)	<p>If you had a change of mailing address or phone number you must use the paper form. Mark the box and complete the information on the back of the form.</p>		