

COVID-19 Unemployment Guide **(Wisconsin Residents)**

Q: Am I eligible for unemployment?

A: Yes, as long as you do not have other employment, for information on unemployment eligibility, visit <https://dwd.wisconsin.gov/UI/>.

Due to COVID-19, the previous requirements of providing documentation of a job search has been waived as well as the one week waiting period for unemployment.

Q: When do I apply for unemployment?

- A:
- If you have lost your job
 - Can't work because a healthcare professional told you not to or are quarantined due to possible exposure
 - Your employer told you not to come to work because of an outbreak
 - Your employer has initiated a temporary shut down and you are put into furlough
 - Your child's school or day care closed, you've tried to find childcare but can't and your employer has refused to accommodate you or give you time off.

You must file weekly claims for ongoing eligibility of state unemployment benefit payments. Failure to file weekly claims on time may disqualify you from receiving state unemployment benefits for that week.

Q: How do I apply for unemployment?

A: Online at <https://dwd.wisconsin.gov/UI/> . You also must request a payment for **each week** you want to receive unemployment benefits due to reduced hours or unemployment.

This process should continue weekly until you are scheduled to return to work.

For assistance filing a claim:

- Contact the unemployment office at 608-266-3131, leave a message and they will return your call
- Refer to <https://dwd.wisconsin.gov/dwd/publications/ui/howtoapply.htm> for further filing instructions, eligibility requirement and all other applicable terms and conditions for unemployment Insurance Benefits.

Q: What information do I need to apply?

- A: Before you start the application, you should have the following information:
- Social Security Number
 - Driver's license number or other state government identification number
 - Non-US Citizens, need supporting documentation (ie – green card, work visa, etc)
 - Contact Information (mailing address, telephone number, personal email address)
 - Employment history for the past 20 months including the dates of employment (month/year) pay rate, reason you no longer work for the employer
 - Your bank account number and routing number if you want direct deposit. (you may also choose the pay card option.)

Q: Any additional information I might need when applying?

A: Yes, you may also need

- DD-214 Member 4 (not mandatory to apply) if you served in the military in the past 18 months
- SF 8 and SF50 if you were a federal employee in the past 18 months
- Work authorization document if you are not a US citizen
- When asked if you have registered for Selective Services, all male US citizens and male immigrants, who are 18-25 years old are required to register with Selective Service. To confirm this, visit <https://www.sss.gov/verify/>

Q: What happens after I submit?

A: Claims may take up to 21 working days to process but the initial payment will include the previous weeks you claimed. This could take longer due to current circumstances.

Q: What happens if I have other employment/income or am self-employed?

A: You are required to report all gross earnings when filing a claim. Income from other employment could affect the state unemployment benefits you receive. You may be asked to submit proof of earnings from other employment.

Q: How much will I receive for unemployment?

A: Your weekly benefit amount is about 50 percent of your average weekly wage up to a state maximum of \$370. **More info to come on recently passed stimulus package.*

Q: Is receiving unemployment benefits taxable?

A: Yes, you will receive a 1099G form from unemployment for tax filing purposes. You have the option to have taxes withheld from weekly payments during the claim filing process.

Q: If I need additional information on unemployment where can I access that?

A: NE Unemployment Insurance Information

<https://dwd.wisconsin.gov/ui>

If you need assistance, call the department of workforce development at (414) 435-7069 between 7:35am a.m. and 3:30 p.m., CST Monday-Friday.