

FREQUENTLY ASKED QUESTIONS

Filing Weekly Claim Certification Questions

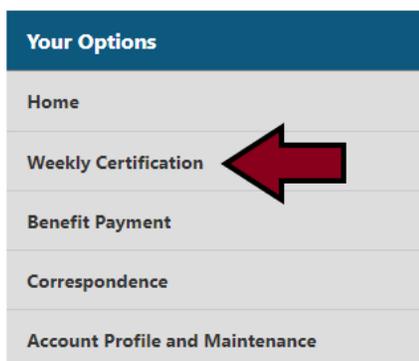
If you have been approved to receive unemployment insurance benefits, you must certify that you remain unemployed and are otherwise eligible in order to receive benefit payments. If you do not complete a weekly claim certification, you will not receive unemployment benefits.

To request benefit payment, you must file a “claim certification.” You may file your weekly claim certification online using [BEACON One-Stop](#) or by calling 410-949-0022. The questions are identical no matter which method you use to file.

When you visit BEACON One-Stop, you will arrive at the landing page. You must login using the username and password that you previously created to file your Claim Certification. When you call, you will choose your preferred language, and then press 1 to reach the Claim Certification. You will need to enter your social security number and PIN to access the questions.

In order to administer the unemployment insurance (UI) program during the COVID-19 pandemic, the Division of Unemployment Insurance needed to update the questions asked on the claim certification that is filed each week that a claimant requests payment of benefits. In order to familiarize claimants with these new questions, we have produced this document which lists them, in the order that they are asked, with additional explanations. We hope that this document will reduce any frustration and confusion that our claimants face when answering these questions.

To file your Weekly Certification, you can select "Weekly Certification" from the left hand side of your portal screen. *See Image Below*



Then review the "Guidelines for Requesting a Claim Week". Once you read through the Guidelines, select "Next" at the bottom of the screen.

You will then have to affirm that you have read and understood the "PUA disclaimer" by selecting the checkbox. Once you have selected the checkbox, select next.

You will now be able to answer the weekly claim certification questions for the oldest week that

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you have available to certify. Please ensure that you answer the questions correctly for the week displayed.

There is an acknowledgment that you certify the information in your weekly certification is correct. Select the checkbox to acknowledge. You will then be able to submit your certification for that week.

You may continue the same process for other certification weeks available. Continue to complete and file claim certifications for every week that you are out of work.

Weekly Claim Certification Questions

Question 1. Did you work or earn wages during the week?

This question asks whether you worked or earned any wages during the week. This includes wages earned from any telework or remote work that you performed. This DOES NOT include income that you earn from self-employment, gig work, or as an independent contractor. That income is reported in question #5. Wages earned as an employee must be reported in the week that you performed the work. If you have not been paid yet, you still must report your earnings. If you answer YES, then you will be asked to report your Gross Earnings. Gross earnings is the amount that you receive for work before taxes or deductions (such as for medical insurance premiums) are taken out.

FRAUD WARNING: Making of a false statement or representation or knowingly failing to disclose a fact to obtain or increase a benefit or other payment may disqualify an individual for these and additional benefit payments, trigger the imposition of interest and fees and the recovery of benefits paid.

Question 2. Did you receive any commission pay during the week?

This question asks you to report any commission pay that you received in the week. Commission payments are reported the week they are received, not when the job was done. If you answer YES, then you will be asked to report your Gross Earnings. Gross earnings is the amount that you receive for work before taxes or deductions (such as for medical insurance premiums) are taken out.

Question 3. Did you telework with pay during the week?

This question asks whether you performed any work “remotely” or “virtually” in the week. If you did work remotely, then answer YES.

Question 4. Did you refuse an offer of work or paid telework during the week?

This question asks whether you were offered the opportunity or choice to work, including “remote” or “virtual” work, and you declined the offer. If you refused an offer of work or paid telework, including an offer of part-time or remote part-time work, during the week, answer YES. If you were NOT offered work or paid telework during the week, then answer NO.

Question 5. Did you engage in any self-employment during this week?

This question asks if you performed work for pay outside of an employer-employee relationship. For example, if you performed work as a consultant, independent contractor, or gig worker, then you would answer this question YES. If you engaged in any self-employment during the week, answer YES, and the application will then ask you to report your net income in the “Report Your Net Income” field. If you earned income from self-employment, please report what you will actually take home in earnings by deducting your expenses. If you had a net loss, please report \$0. If you did not engage in any self-employment during the week, answer NO.

Question 6. During the week listed above, did you receive any of the following:

- a. **Unemployment compensation from: 1) Any State other than Maryland, or 2) Under Canadian law?**

This question is asking whether you received unemployment insurance benefits from another state, other than Maryland. The question also asks if you received UI benefits under the laws of Canada. For example, if you received UI benefits in other state or Canada, then you would answer this question YES. If you did not receive UI benefits from another state or Canada, then you should answer this question NO.

- b. **Any paid sick leave or other paid benefits?**

This question is asking whether you received any paid leave benefits from while you are unemployed. This includes payments such as sick or FMLA leave or paid vacation. If you are receiving such paid leave benefits, then answer this question YES and provide the amount of the payment that you received. If you are not receiving such paid leave benefits, then answer this question NO.

Question 7. During the week listed above, were you able and available for work without restrictions?

This question is asking whether you were able to work and available for work without any restrictions. To be able to work without restriction means that there are no physical limitations on your ability to perform the work that you customarily perform. To be available for work without any restrictions means that there are no limitations on your time which would make you unavailable for work during the hours that your work is customarily performed. If there were restrictions on your ability to work and/or availability to work during the week, including restrictions due to lack of childcare or transportation, then answer this question NO. If there were no restrictions on your ability to work and availability for work, then answer this question YES. If you answer this question NO, then you will be required to answer the follow up questions.

- a. **If NOT, was it due to COVID-19 because of illness, quarantine, or movement restriction?**

This question is asking whether the restrictions on your ability and availability for work were due to COVID-19. Specifically, whether the restrictions were the due to you or a family- or household-member being ill with COVID-19 or quarantined due to COVID-19, or a general

restriction on movement imposed due to COVID-19. This question helps the Division determine if the restriction on your ability and availability is for a permissible reason. Additional documentation may be required.

- b. **Have you maintained contact with your last employer or customers to determine if work was available during the week listed above?**

This question is asking whether you have maintained contact with your previous employer to see if and when you are able to return to work. Maintaining contact includes an offer by your previous employer to contact you. If you are self-employed, then this question is asking whether you maintained contact with recent customers to determine if and when they will have more work for you to perform. If you have communicated with your previous employer or customers, then answer this question YES. Select NO, if you have not maintained contact with your previous employer or customers to determine if work was available during the week listed.

Question 8. Due to the ongoing COVID-19 pandemic state of emergency in Maryland, you are exempt from the requirement to actively search for work until thirty (30) days after the state of emergency is lifted. *Your benefits will not be denied if you did not actively search for work during the week.*

However, please answer the following question honestly:

- a. **Did you actively look for work during the week?**

Note: Your benefits will not be denied if you did not actively search for work during the week.

This question is asking if you performed any activities towards the goal of becoming reemployed. Due to the current labor market conditions, the Maryland Department of Labor Secretary has exempted all claimants from this requirement of eligibility for UI benefits while the Governor's declaration of a State of Emergency is in effect. Note: The State of Emergency is distinct from the Governor's Stay at Home Order. However, the Division would like to maintain records for those who do take steps towards reemployment. As the prompt states, no claimants will be denied UI benefits for answering this question NO. Please answer the question honestly, as it will not impact your eligibility for benefits.

Question 9. Did you attend school or training during the week?

This question is asking if you attended school or any training that has been approved by the Division of Workforce Development and Adult Learning (DWDAL) during the week. This includes any classroom or training session that occurs online or "virtually". Select YES if you have taken a DWDAL-approved class or training. Select NO if you DID NOT attend school or training.

Questions from Claimants

Do I have to report ALL of my wages and income?

Yes. Please report ALL gross wages in the week that you earn them, even if you have not received

any payment. “Gross wages” means the total amount of wages that you earned before any taxes or deductions, such as for medical insurance premiums, were taken out. If you engaged in self-employment, then you must report “net income” from the work you performed. Net income is the amount that you take home after expenses, including interest payments and taxes, are deducted.

Where do I locate my weekly claims certification in the BEACON One-Stop application?

Log into your BEACON One-Stop Claimant Portal and you will have an Action Item to complete your claim certification when one is available to be filed. Select the Action Item to answer the claim certification questions and select submit when you have answered each prompt. Unlike in our previous system, you will be able to file claim certifications for all available weeks in BEACON without needing to wait between filings.