

Sample Notification Language for Claimants

States must provide individual notification to claimants about provisions of the Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act). This includes changes to program dates and benefit levels for the Pandemic Emergency Unemployment Compensation (PEUC), Pandemic Unemployment Assistance (PUA), and Federal Pandemic Unemployment Compensation (FPUC) programs, as well as the creation of the Mixed Earners Unemployment Compensation (MEUC) program.

In this attachment, we provide sample notification language that states may use. States are not required to use this exact language. We encourage states to also include a message about the importance of integrity and resources for reemployment on the notification. Dates are included as if the state’s week of unemployment ends on a Saturday.

Note that other provisions of the Continued Assistance Act may require other notifications beyond this (*e.g.*, PUA requirement to submit documentation substantiating employment or self-employment, the option to waive certain PUA overpayments, the availability of EB if the state chooses to waive the 13-week “off” period and resumes an EB period). States should refer to the Continued Assistance Act and subsequent guidance for the full extent of notifications that may be required.

The following table displays modular notifications for an individual who is actively collecting unemployment benefits. For example, an individual filing a claim under the PEUC program should receive the General Introduction, Notice #1, Notice #5, Notice #6 (if the state elects to participate in the MEUC program), and a PEUC Monetary Redetermination Notice.

	For individuals filing a general claim¹	For individuals filing a PEUC claim	For individuals filing an EB claim²	For individuals filing a PUA claim
General Introduction	Yes	Yes	Yes	Yes
PEUC Provisions	-	Notice #1	Notice #2	Notice #3 (if previous PEUC claim)
PUA Provisions	-	-	-	Notice #4 (if no previous PEUC claim)

¹ This column applies to claims for regular unemployment compensation (UC), Unemployment for Federal Civilian Employees (UCFE), Unemployment Compensation for Ex-Servicemembers (UCX), Short-Time Compensation (STC), Trade Readjustment Allowances (TRA), Disaster Unemployment Assistance (DUA), and payments under the Self-Employment Assistance (SEA) program.

² It is not necessary for a state to send notice to individuals in this scenario, instead the state may choose to wait until the individual exhausts EB before augmenting the prior PEUC claim. However, we realize that some states will be limited by technology constraints and will issue PEUC Monetary Redetermination Notices for all existing PEUC claims at the same time.

FPUC Provisions	Notice #5	Notice #5	Notice #5	Notice #5
MEUC Provisions (if state elects to participate)	Notice #6	Notice #6	Notice #6	-
Monetary Redetermination Notice	-	Yes, PEUC	Yes, PEUC	Yes, PEUC if previous PEUC claim, otherwise PUA

Notifications for an individual who is no longer filing or who has exhausted his or her unemployment benefits are identified below. Note that the General Introduction section is not necessary to include with this sample language.

- If the individual has a PEUC claim, regardless of whether he or she also has a PUA claim, send Notice #7.
- If the individual does not have a PEUC claim but does have a PUA claim, send Notice #8.

Sample Notification Language

General Introduction

Notice #1: Actively filing for PEUC

Notice #2: Actively filing for EB

Notice #3: Actively filing for PUA with previous PEUC claim

Notice #4: Actively filing for PUA with no previous PEUC claim

Notice #5: FPUC

Notice #6: MEUC

Notification #7: No longer filing, previous PEUC claim

Notification #8: No longer filing, previous PUA claim (no previous PEUC claim)

General Introduction

This notice is to inform you of changes to your claim as a result of the passage of the Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act), as part of the Consolidated Appropriations Act, 2021.

Notice #1: Actively filing for PEUC³

No action is needed from the claimant.

You are currently filing a claim under the Pandemic Emergency Unemployment Compensation (PEUC) program. The Continued Assistance Act increased the maximum amount of benefits available under the PEUC program from 13 times your average weekly benefit amount to 24 times your average weekly benefit amount.

³ States must also send a PEUC Monetary Redetermination Notice with the additional benefit amount added. States may choose to include this language in the same notice as the Monetary Redetermination Notice.

You do not need to take any action to receive this additional benefit. Continue to file your claim each week for the PEUC program. These additional PEUC benefits may only be collected for weeks ending on or after December 27, 2020.

The PEUC program expires on March 14, 2021. This means that the last payable week for PEUC is week ending March 13, 2021. If you receive a PEUC payment for the week ending March 13, 2021 and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and may continue to collect PEUC through week ending April 10, 2021.

Notice #2: Actively filing for EB⁴

No action is needed from the claimant.

You previously exhausted your claim for Pandemic Emergency Unemployment Compensation (PEUC) and are currently filing a claim under the Extended Benefits (EB) program.

No action is needed from you right now. Please continue to file your claim each week for the EB program. The Continued Assistance Act increased the maximum amount of benefits available under the PEUC program from 13 times your average weekly benefit amount to 24 times your average weekly benefit amount. If you later exhaust EB and continue to be unemployed or partially unemployed, you may be eligible to reopen your PEUC claim and collect these additional benefits.

The PEUC program expires on March 14, 2021. This means that the last payable week for PEUC is week ending March 13, 2021. If you are eligible to resume filing your claim for PEUC, receive a PEUC payment for week ending March 13, 2021, and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and you may continue to collect PEUC through week ending April 10, 2021.

Notice #3: Actively filing for PUA with previous PEUC claim⁵

Action is needed from the claimant.

You previously exhausted your claim for Pandemic Emergency Unemployment Compensation (PEUC) and are currently filing a claim under the Pandemic Unemployment Assistance (PUA) program. The Continued Assistance Act increased the maximum amount of benefits available under the PEUC program from 13 times your average weekly benefit amount to 24 times your average weekly benefit amount.

You may only collect PUA if you have exhausted any entitlement to PEUC. Because of the additional PEUC benefits available, you are no longer eligible to receive PUA. If you continue to be unemployed or partially unemployed, you must reopen your existing PEUC claim. Note that your PEUC claim may have a different weekly benefit amount because the program uses a

⁴ States must also send a PEUC Monetary Redetermination Notice with the additional amount added. States may choose to include this language in the same notice as the Monetary Redetermination Notice. As noted above, states may choose to wait until the individual exhausts EB before providing this notice.

⁵ States must also send a PEUC Monetary Redetermination Notice with the additional amount added.

different look-back period for your prior earnings. To reopen your PEUC claim and continue filing for benefits, please [insert state-specific instructions].

The PEUC program expires on March 14, 2021. This means that the last payable week for PEUC is week ending March 13, 2021. If you are eligible to resume filing your claim for PEUC, receive a PEUC payment for week ending March 13, 2021, and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and may continue to collect PEUC through week ending April 10, 2021.

If you later exhaust benefits under the PEUC program and continue to be unemployed, partially unemployed, or unable or unavailable to work because of COVID-19, you may be eligible to resume collection of PUA benefits if the PUA program is still in effect.

Notice #4: Actively filing for PUA with no previous PEUC claim⁶

No action is needed from the claimant.

You are currently filing a claim under the Pandemic Unemployment Assistance (PUA) program. The Continued Assistance Act increased the maximum amount of benefits available under the PUA program from 39 weeks to 50 weeks. Any weeks in which you received regular unemployment compensation (UC) or Extended Benefits (EB) since January 27, 2020 will be subtracted from this amount.

You do not need to take any action to receive this additional benefit. Continue to file your claim each week for the PUA program. These additional PUA benefits may only be collected for weeks ending on or after December 27, 2020.

The PUA program expires on March 14, 2021. This means that the last payable week for PUA is week ending March 13, 2021. If you receive a PUA payment for week ending March 13, 2021 and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and you may continue to collect PUA through week ending April 10, 2021.

Notice #5: FPUC

No action is needed from the claimant.

Starting with week ending January 2, 2021, if you are eligible for at least \$1 of your underlying unemployment benefit amount for any week of unemployment, you will also receive a \$300 supplemental payment from the Federal Pandemic Unemployment Compensation (FPUC) program. You do not need to take any additional action to receive this supplemental payment. Continue to file your claim each week for the unemployment benefit you are currently receiving.

The FPUC program expires on March 14, 2021. This means that the last payable week for FPUC is week ending March 13, 2021. There is no phaseout period for FPUC.

⁶ States must also send a PUA Monetary Redetermination Notice with the additional amount added. States may choose to include this language in the same notice as the Monetary Redetermination Notice.

Notice #6: MEUC⁷

Action is needed from the claimant.

If you were previously self-employed, starting with week ending [insert state-specific date], you may be eligible for an additional \$100 supplemental payment under the Mixed Earners Unemployment Compensation (MEUC) program.

To qualify, you must: 1) have earned at least \$5,000 in self-employment income in the most recent taxable year prior to your application for regular unemployment compensation (UC), and 2) submit documentation substantiating your self-employment income. To submit documentation, please [insert state-specific instructions].

If you are eligible for the MEUC program and are paid at least \$1 of your underlying unemployment benefit amount for any week of unemployment, you will also receive a \$100 supplemental MEUC payment. This is provided in addition to FPUC. After you submit documentation and the state confirms your information, you do not need to take any additional action to receive this supplemental payment. Continue to file your claim each week for the unemployment benefit you are currently receiving.

The MEUC program expires on March 14, 2021. This means that the last payable week for MEUC is week ending March 13, 2021. There is no phaseout period for MEUC.

Notification #7: No longer filing, previous PEUC claim

This notice is to inform you that you may be eligible for additional benefits under the Pandemic Emergency Unemployment Compensation (PEUC) program with the passage of the Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act), as part of the Consolidated Appropriations Act, 2021.

If you are unemployed or partially unemployed after December 27, 2020, please [insert state-specific instructions for reopening PEUC claim].

The Continued Assistance Act increased the maximum amount of benefits available under the PEUC program from 13 times your average weekly benefit amount to 24 times your average weekly benefit amount and is available to individuals who have exhausted their entitlement to regular unemployment compensation (UC).

The PEUC program expires on March 14, 2021. This means that the last payable week for PEUC is week ending March 13, 2021. If you are eligible to resume filing your claim for PEUC, receive a PEUC payment for week ending March 13, 2021, and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and you may continue to collect PEUC through week ending April 10, 2021.

⁷ States need only include this section if they have elected to participate in the MEUC program.

Notification #8: No longer filing, previous PUA claim (no previous PEUC claim)

This notice is to inform you that you may be eligible for additional benefits under the Pandemic Unemployment Assistance (PUA) program with the passage of the Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act), as part of the Consolidated Appropriations Act, 2021.

If you are unemployed, partially unemployed, or unable or unavailable to work after December 27, 2020 because of COVID-19, please [insert state-specific instructions for reopening PUA claim].

The Continued Assistance Act increased the maximum amount of benefits available under the PUA program from 39 weeks to 50 weeks and is available to individuals who are affected by COVID-19 and are self-employed or otherwise not eligible for regular unemployment compensation (UC). Any weeks in which you received regular UC or Extended Benefits (EB) since January 27, 2020 will be subtracted from this amount.

The PUA program expires on March 14, 2021. This means that the last payable week for PUA is week ending March 13, 2021. If you are eligible to resume filing your claim for PUA, receive a PUA payment for week ending March 13, 2021, and have remaining entitlement on your claim, you may be eligible to participate in a phaseout period and you may continue to collect PUA through week ending April 10, 2021.