GUIDE TO PANDEMIC EMERGENCY UNEMPLOYMENT COMPENSATION

CLAIM FILING

Pandemic Emergency Unemployment Compensation (PEUC) is a temporary program that provides up to 13 additional weeks of payments to individuals who have exhausted their regular Unemployment Insurance (UI) benefits.

To be eligible for benefits under the Pandemic Emergency Unemployment Compensation (PEUC) program, individuals must:

- Have exhausted all regular unemployment insurance benefit payments.
- Be able and available for work.
- Be registered with SCWOS (job search portal) https://jobs.scworks.org/vosnet/Default.aspx. You do not have to complete job searches during State of Emergency declared by the governor, but you must be registered.
- Report any covered earnings earned during the week being claimed. Covered earnings includes, but is not limited to, wages, paid sick time, vacation pay, and holiday pay.

Those not eligible for Pandemic Emergency Unemployment Compensation include an individual:

- That has the ability to telework with pay and would still be working substantially the same number of hours and be receiving the same pay.
- Who is receiving paid sick leave or other paid leave benefits and those benefits would exceed their weekly amount of PEUC.

Getting Started
Log into your Claimant Self Service (CSS) Portal Account.

On the Customer Menu page click the “Apply for Pandemic Emergency Unemployment Compensation” hyperlink.

Depending on when you exhausted your benefits, you may see a link that says “File a New Unemployment Insurance Claim.” If so, click that hyperlink to proceed.
Before You Begin

The system will navigate to the Before You Begin page displaying important information. Please read the information and then click the Next button.

Eligibility

Next, you will be taken to the Eligibility screen. Answer from where you are filing, indicate whether or not you have previously filed for Unemployment Insurance benefits, and answer the additional questions. Then click the Next button.
**Employment Questions**

The system will navigate to the Employment Questions screen. Answer each question, and then click the Next button.

**Initial Claims Questions**

The system will navigate to the Initial Claims Questions screen. Answer each question, and then click the Next button.

**Work History**

The system will navigate to the Work History screen providing important instructions to enter required claim information. Follow the instructions as applicable, and then click the Next button.
Collect Separation Information

If additional employment is added, the system will navigate to the Collect Separation Information screen. Click the Provide Information link to answer additional questions.

Other Separation

The system will navigate to the Other Separation screen where you will answer the questions, and then click the Next button.

Benefits Payment Method

The system will navigate to the Payment Method screen, where the payment method currently on file will be presented. Verify the payment method is still accurate and make the necessary changes if the payment method has changed or needs to be changed. Once verified/updated click the Next button.
Work Search

The system will navigate to the Work Search screen. Answer the questions, then click the Next button.

Job Eligibility

The system will navigate to the Job Eligibility screen, answer the questions, then click the Next button.
The system will navigate to the next Job Eligibility screen. Select up to six counties where you are willing to seek employment, and then click the Next button.

The system will navigate to the next Job Eligibility screen. Answer the questions, and then click the Next button.
### Job Availability

The system will navigate to the **Job Availability** screen. Provide the last job schedule, answer the next question, then click the **Next** button.

### Summary

The system will navigate to the **Summary** screen.

Review all the information and make any necessary changes by clicking the **Edit** button. Once finished click the **Next** button.
## Work Search

What is your usual work? (This is how you are going to describe the type of work you are seeking):

- Full-time, part-time, or per diem (if the work you are seeking is)
- No

- If you do have the required tools, licenses, or permits to perform the work you are seeking:

## Military/Veteran Information

Are you a veteran?

- No

- In your spouse or retired

- Are you a spouse or retired veteran who is active-duty?

- No

- In your spouse is disabled unless who had a disability?

- No

- In your spouse is a disabled veteran who has a disability rating from the VA?

- Yes

- Were you awarded any campaign ribbons, medals or decorations?

- If you answer no:

  - Have you worked on a farm?

  - No

  - Did you own at least half of your last 12 months income on a farm?

  - Yes

- Are you employed at a job on a farm?

  - Yes

  - Did you work at least 10 days on a farm?

  - No

  - Were you employed in food processing?

    - Yes

    - Did you work at least one-half of your last 12 months income in food processing?

      - Yes

      - Did you work at least 25 days in food processing?

        - Yes

Do you have a valid SC driver’s license?

- Yes

- Please provide your social security number or your driver’s license number. Please provide your weight and height on your driver’s license.

- Other’s license info

  - Driver’s license number

  - Driver’s license expiration

## Employability Questions

- Are you currently self-employed or do you want income or a commission basis?

  - No

- Are you unable to find work because of disabilities or health problems?

  - No

- Are you currently eligible for unemployment benefits?

  - Yes

- Are you currently enrolled in school or in training?

  - No

- Are you available only for part-time work?

  - No

- Have you filed a claim in the past year for worker’s compensation due to a work-related injury?

  - No

## Other Information

- Are you currently receiving worker’s compensation for a job related injury or illness?

  - No

- Are you on public or private disability pension or retirement pay other than Social Security?

  - No

- Are you or will you receive any new disability or retirement pay other than Social Security?

  - No

- If you are eligible to receive benefits, were you the Federal or State worker from whom benefits?

  - No

- If you are eligible to receive benefits, were you the Federal or State worker from whom benefits?

  - Yes

- Do you have a definite return to work date or when you find a job for an employee you have not told us about?

  - No

- If yes, what is the name of the employer?

  - Yes

- If you, where your return to work or start date?

  - Preferred request method:

    - Email, Phone

## Benefits Available Method

- Name of Federal Institution

  - Financial Institution Banking

- Account Type

  - Other

## Availability Schedule

<table>
<thead>
<tr>
<th>Available Time (Start Time - End Time)</th>
<th>Available Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 - 1:00</td>
<td>Monday, Tuesday, Wednesday, Thursday, Friday, Saturday</td>
</tr>
</tbody>
</table>

Are you willing to work the same hours you worked on your last job?

- Yes
Submit Claim

The system will navigate to the **Submit Claim** screen. Read and acknowledge the information by checking the Acknowledgement boxes, then use the buttons at the bottom of the screen to proceed:

a) Click the **Back** button to go back to the previous screen.
b) Click the **Continue** button to provide any additional information the claim may require.

c) Click **I Do Not Wish to File**, to save and return at a later time (Note: If you do not continue after 4 days, the claim will be deleted.)

File Claim Confirmation

If no additional information is needed, the system will navigate to the **Confirmation** page, providing a Confirmation # and additional instructions.

Click the **Claimant Homepage** button to return to the homepage where you may review your information and log off.