



# New York State Coronavirus Unemployment Benefits Tip Sheet

Researched and compiled by LeAnn Scrimmager, Last updated 5/15/20

If you have had an experience in California that would add more details or insights to any section here, please email [leann@documentary.org](mailto:leann@documentary.org).

In this period of rapid change, defining who is “expert” on a topic has become difficult. Particularly in the case of unemployment benefits. In addition to the [federal level unemployment compensation overview](#), IDA has created tip sheets for states with high concentration of [IDA membership](#). This document covers applying for W2 Unemployment Insurance (UI) Benefits and Pandemic Unemployment Assistance (PUA) in the state of New York. We will continue to update this resource with new developments.

## CONTENTS

I. ELIGIBILITY FOR UI	2
II. ELIGIBILITY FOR PUA	2
III. FILE A NEW CLAIM	3
1. What You Will Need To Apply	3
2. Additional Info	3
3. Application for Self-Employed Individuals	4
IV. CONFIRMATION	8
V. WEEKLY BENEFIT	9
VI. RECEIVING UNEMPLOYMENT	9
VII. CERTIFYING YOUR CLAIM	9
VIII. FAQ	10

## I. ELIGIBILITY FOR UI

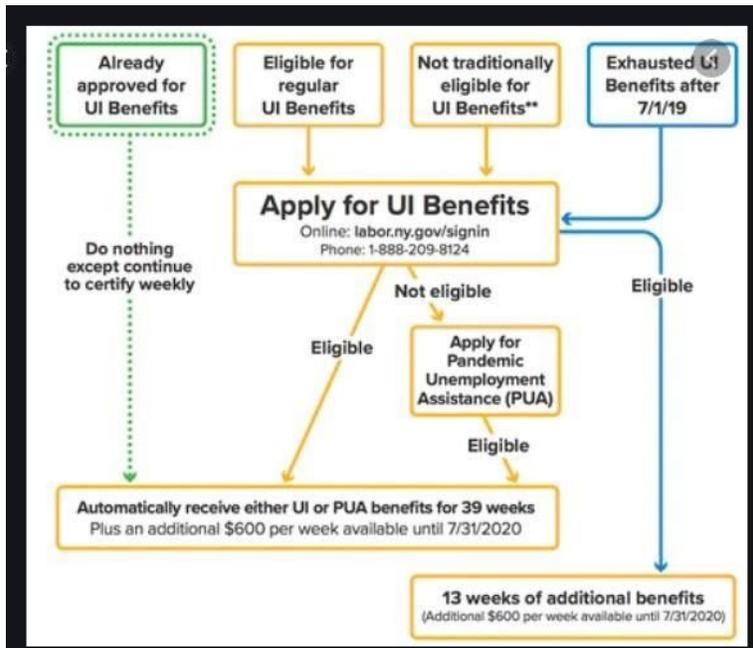
To qualify for benefits for New York State (NYS) UI benefits, you must meet all three of the following earnings requirements during your base period (basic or alternative):

- You must have worked and been paid wages in jobs covered by Unemployment Insurance in at least two calendar quarters.
- You must have been paid at least \$2600 in one calendar quarter
  - If you don't make \$2600 under W2's then you won't be eligible for UI
- The total wages paid to you must be at least 1.5x the amount paid in your high quarter. But if the high quarter wages are \$11088 or more, you must have been paid at least half that amount (\$5544) in your remaining three quarters.

## II. ELIGIBILITY FOR PUA

Individuals who would traditionally not be eligible for NYS UI (e.g. self-employed, independent contractors, insufficient work history) or those who exhaust their NYS UI benefits and/or PEUC or can apply for PUA. The weekly amount of PUA is the weekly benefit rate that an individual would have received if they were others eligible for benefits, including the additional \$600 per week of PUC from April 5, 2020 to July 31, 2020.

Whether you're eligible for UI or PUA you will still use the same application to apply. Please see below for reference.



## III. FILE A NEW CLAIM

You can apply for UI/PUA [here](#)

- New York has combined the UI and PUA into one application
- When applying, sign in or create a NY.gov ID account and follow the instructions to file a claim.
  - If you have never filed a claim for benefits in New York State, you must create a PIN. This is a four-digit number that you must keep confidential. This PIN will be used to access the system to certify for weekly benefits and update your account.

### 1. What You Will Need To Apply

- Your Social Security number
- Your driver license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- A phone number where we can reach you from 8 am - 5 pm, Monday –Friday
- Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)
- Your copies of forms SF8 and SF50, if you were a federal employee
- Your most recent separation form (DD 214), for military service

### 2. Additional Info

- You can file a claim without all of these documents. However, missing information can delay your first payment.
- If you cannot print web pages, have a pen and paper to copy information.
- If you choose direct deposit of your weekly benefits, you will need your bank routing and checking account numbers. You cannot choose direct deposit if you file your claim by telephone.
- Filing UI should be done based on your name if you're filing by phone
  - If you are filing a new Unemployment Insurance claim, the day you should apply is based on the first letter of your last name.
  - A - F file on Monday | G - N file on Tuesday | O - Z file on Wednesday
  - Missed your day? File on Thurs-Fri-Sat-Sun
  - \*\*Many people are saying it is very hard to call in by phone and they are getting no responses so we do not encourage this method of applying

- If you enter in your W2 and then state you have income via 1099s, you will be directed to a new page to fill out this information.

### 3. Application for Self-Employed Individuals

**WE ARE YOUR DOL**

NEW YORK Department of Labor

## Guidance for Self-Employed Individuals

### How to file an Unemployment Insurance Claim on New York State Department of Labor's Website

**PERSONAL INFORMATION, PART I**

**"How many employers have you worked for in the past 18 months?"**

In answering this question, count yourself as an employer if you were self-employed.

In the example below, if you had no other employment in the past 18 months, select "One employer" from the drop-down.

Services   News   Government   Local

New York State Department of Labor

**Personal Information, Part I**

Complete the information below to continue the online application for unemployment benefits. When you have finished, click Continue.

1
2
3
4
5
6
7
8
9
10

First Name	<input type="text"/>	M.I.	<input type="text"/>
Last Name	<input type="text"/>		
Enter any other last name under which you worked during the last 18 months	<input type="text"/>		
Date of Birth	Month <input type="text"/>	Day <input type="text"/>	(e.g. 2007)
New York State driver's license or the number of your NYS Non-Driver Photo ID card	<input type="text"/>		
	<input type="checkbox"/> I don't have a NY driver's license or NYS Non-Driver Photo ID card.		
How many employers have you worked for in the past 18 months?	<input type="text" value="One employer"/>		<div style="border: 2px solid red; padding: 5px; display: inline-block; color: white; font-weight: bold;">ONE EMPLOYER</div>

Do not use your browser's back button as you may lose information. Review your responses at the "Review of Application Responses" section.

## ELIGIBILITY INFORMATION, PART 1

**Question #5.** “Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you engaged in any activity which brings in or may bring in income?”

In answering this question, think of your self-employment as a “business or any activity” and identify whether you are still self-employed or if that still “brings in or may bring in income.”

In the example below, select “No” if you are no longer self-employed or if your self-employment no longer brings in income.

Complete Original Claim

My Account Services <  
Sign Out <  
Terms and Conditions <  
Privacy Policy <  
Help <

### Eligibility Information, Part 1

Your answers to the following questions will help us to determine your eligibility for unemployment benefits. When you have finished, click Continue.

1 2 3 4 5 6 7 8 9 10

1. Did you lose all of your employment in the last 18 months due to [lack of work](#)?  Yes  No  
→1a. If you answered 'no' to question 1, did you earn more than \$4500 gross pay from your most recent employer?  Yes  No  NA
2. In the past 18 months, were you an employee of an [educational institution](#)?  Yes  No  
→2a. If you answered 'yes' to question 2, are you filing this claim between academic terms or years, or during a customary vacation or holiday recess?  Yes  No  NA  
→2a 1. If you answered 'yes' to question 2a, have you been given a verbal or written offer of continuing work for an educational institution?  Yes  No  NA
3. Are you currently or were you during the past 18 months an [officer of a corporation](#) in which you have a financial interest or are involved in any decision-making?  Yes  No
4. During the past 18 months, did you work or perform services for a [business fully or partly owned by a relative](#) or where a relative is a partner or corporate officer?  Yes  No  
If you answered 'yes' to question 4, please answer questions 4a and 4b.  
→4a. Do you currently perform any duties for the business or are you involved in any decision making for the business? You must report any work activity when you certify for benefits.  Yes  No  NA  
→4b. Is the relative's business a sole proprietorship?  Yes  No  NA  
If you answered 'yes' to question 4b:  
→4b.1 Is the relative your spouse?  Yes  No  NA  
→4b.2 Is the relative your parent?  Yes  No  NA
5. Other than part-time work, on-call work, or owning a single-family rental unit, do you have a business or are you [engaged in any activity](#) which brings in or may bring in income?  Yes  No

**NO**

## MOST RECENT EMPLOYER INFORMATION, PART 1

“The Federal Employer Identification Number (FEIN) is a 9-digit number which can be found on your copy of the W-2 form from the employer.”

“Federal Employer Identification (FEIN):” [Leave blank](#)

“If you do not know the FEIN, enter your most recent employer’s New York State Employer Registration Number (ER) Number. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.”

“New York State Employer Registration Number (ER Number)” [Leave blank](#)



Services News Government Local

## New York State Department of Labor

Complete Original Claim

My Account Services <  
Sign Out <  
Terms and Conditions <  
Privacy Policy <  
Help <

### Most Recent Employer Information, Part 1

If you know your most recent employer’s Federal Employer Identification Number (FEIN), or New York State Employer Registration Number (ER Number), enter the number in the appropriate field below.



The **Federal Employer Identification Number (FEIN)** is a 9-digit number which can be found on your copy of the W-2 form from the employer.

→Federal Employer Identification Number (FEIN)

[Leave blank](#)

**← LEAVE BLANK**

If you do not know the FEIN, enter your most recent employer’s **New York State Employer Registration Number (ER Number)**. The ER number is a 7-digit number which can be found on the IA 12.3 Record of Employment form which your employer may have provided you.

→New York State Employer Registration Number (ER Number)

[Leave blank](#)

**← LEAVE BLANK**

## MOST RECENT EMPLOYER INFORMATION, PART 2

“Provide the following information about your most recent employer. When you have finished, click Continue.”

“Last Employer Name”                      Type “Self-employed”

“Address”                                      Enter either your business or residential address

“Employer’s telephone number:”        Enter either your business or residential phone number  
or cell number



## Most Recent Employer Information, Part 2

Provide the following information about your most recent employer. When you have finished, click Continue.



Last Employer Name	Self-employed	SELF-EMPLOYED
Address (Number and Street)	Either your business or residential address	
City	anywhere	
State	New York	
Zip Code	12345 +	
Employer’s telephone number (including area code)	Your business or residential phone number or cell number	
What was your first day of work with this employer?	April 14 2007 (e.g. 2007)	
Last day worked 05/12/2019		

- Write “Self-Employed” as the employer if you are filling out 1099’s

- Some people we have talked to who have completed this part of the application experienced major website malfunctions.

## IV. CONFIRMATION

Once done with the application, the website will either let you know if the application has been submitted **OR** if the NYS UI office will need to call you to complete your application. The NYS Unemployment Office Phone number is (888) 209-8124.

If you filed your 1099's you will most likely need to be called in order to submit your application from what we've gathered from our personal sources,

Although initially instructed by the NYS Department of Labor (DOL) to reach by phone, applicants are now being told to wait for DOL to call them. Some of the notes below show how communications with DOL have been changing over the last six weeks.

- "The labor department says anyone who has already filed an application and was told to call back to complete their claim does not have to call back or file again." 4/9/2020
- "New York Governor Andrew Cuomo announced Thursday afternoon that the new unemployment application system, launched in partnership with Google, would not require filers to phone the Department of Labor after applying. Instead, one of 1,000 call center staff will call the applicant within 72 hours." 4/9/2020 ([Source](#))
- Like many New Yorkers, DOL representatives are working from home, so your caller ID may show "PRIVATE CALLER." Anyone calling from DOL will verify their identity by providing: (a) the date you filed your application and (b) the type of claim. Once you have been verified, a representative may ask for your social security number.
- As of May 13th 2020, The NYS UI office will now be sending text messages and emails to update applicants on their status ([Source](#))
  - You will be notified via email or text:
    - When an application is submitted;
    - When an application is processed; and
    - When a claim becomes payable.
- As of May 12 2020, we have heard from different sources through their own personal experiences that the NYS UI will call you in order to complete your application but people have seen payments show up in their accounts with no notification or confirmation whatsoever.
- Those who haven't heard back from the NYS UI office should contact their state senator or assemblymember. Although wait times on the phone for those offices have also been reported to be long, it has helped speed up the process for a few people. You can find your New York state assemblymember [here](#) and state senator [here](#).

## V. WEEKLY BENEFIT

After you have completed your application for a new claim for benefits, you will receive a Monetary Determination in the mail informing you of your weekly benefit rate, the base period used to establish your claim, and the employers and wages used to calculate your weekly benefit rate.

- The mail is pretty slow from what we've gathered so expect a long wait time in receiving this.

When approved for UI benefits you will qualify for up to 39 weeks of UI benefits plus an additional \$600/week until 7/31/2020. You do not need to do anything to get this extra money.

- Estimate your weekly benefits [here](#). Benefits are approximately half of what you would make per week
- The \$600 would be paid the first week of your unemployment claim period but no earlier than 4/5/20.
- We've heard from some people who are getting their benefits now are receiving \$182 (minimum PUA) plus the \$600 (PUC). We are waiting to hear from sources when they will receive their full amount as this is unknown. ([Source, Page 13](#))

## VI. RECEIVING UNEMPLOYMENT

If you apply for unemployment insurance, you will be asked if you want to receive your benefits by direct deposit or debit card.

- If your card has expired, you must call KeyBank at 1-866-295-2955 to get a new card.
- If you apply over the phone, you will automatically receive your benefits via debit card unless you had a previous claim and you received them by direct deposit.

## VII. CERTIFYING YOUR CLAIM

You will need to certify weekly to receive your benefits as well. For a full guide on how to certify weekly please click [here](#).

- Each week you are certifying benefits you will be asked if you are ready, willing and able to work, and have been actively looking for work. Though many of you are unable to work due to the COVID-19 pandemic and New York State's economy being on pause. If you would otherwise be able to work, you should answer 'YES' in order to receive your benefits.
- You must file your claim for the previous week on the last day of that week (Sunday) through the following Saturday. This is called the claim window. Any certification made on a Sunday is for the week ending that day.

- If you would like to certify by phone and you are receiving PUA please call 833-324-0366.
- If you would like to certify by phone and you are receiving UI please call 1-888-581-5812.

## VIII. FAQ

If I've been trying to apply for weeks, will my benefits be backdated (or retroactive?) Will it be when I started my application or when I actually was unemployed?

People are reporting that they are receiving their most recent benefits first and not being paid retroactively. It seems that NYS UI will send a separate email where you will need to confirm your back-week unemployment benefits. After this form is completed they will send a confirmation email and your funds *should* disperse shortly. It seems some people will receive all their money at once and others will have to wait a few weeks to receive their retroactive payments. We encourage those who have not received their back pay to contact their [assemblymember](#) as this is helping speed up the process for some.

Can't I just call the unemployment office to speed up the process?

If you have already applied online or through the phone already then unfortunately, no. The NYS UI office is stating they will reach out to you. If you haven't heard from anyone in three days since you've applied, we encourage you to reach out to your congressperson and [assemblymember](#) as some have reported that this helps speed up the process.

What if my wages are wrong or my employers are missing?

Fill out this [form](#) and fax it to 518-457-9378 or mail it to New York State Department of Labor, P.O. Box 15130, Albany, NY 12212-5130.

I haven't received a call from the NYS UI office, what should I do?

If you are still waiting for the NYS office to call then we encourage those to reach out to your [assemblymember](#). You can also contact your local representative or contact [Shelley B Mayor](#) as she has been known to help those who haven't been helped. ([Source](#))

You can also sign this [petition](#).

When is the best time to certify for my weekly benefits?

It seems that people are receiving their money most quickly when they certify on Sundays.

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SOURCES:

NYS' [After You've Applied For Unemployment FAQ](#)

[Unemployment Insurance Training](#) from Legal Services NYC

NYS DOL [Certify for Weekly Unemployment Insurance Benefits](#)

[News article detailing change in Unemployment contact](#), WGRZ News

[News article detailing change in Unemployment contact](#), Binghamton News

[News articles detailing a personal experience regarding the NYS UI](#), NY Times

[Assemblymember Homepage](#), NY State

[NY State Senator](#), NY State