Guide for Filing CT Unemployment Claims

**IMPORTANT:** If you become unemployed due to coronavirus (COVID-19), you should file for unemployment benefits. Eligibility will be determined on a case-by-case basis. We are processing claims as quickly as possible and appreciate your patience during this difficult time.

Unemployment Insurance is a complicated federal and state program. Below are the questions that will determine your eligibility for the Temporary Shutdown program.

Please review this tutorial for advice on what qualifies you for a Temporary Shutdown claim.

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Triage Questionnaire

*Has your employer given you a DEFINITE return to work date?*

Yes

If you don’t have a return to work date within six weeks, you will not qualify for the Temporary Shutdown Program.

Click “Next” to respond to additional questions to complete your claim.
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If you don’t have a return to work date within six weeks, you will not qualify for the Temporary Shutdown Program.

Enter the date you expect to return to work.

If you have worked for more than one employer in the past 18 months, you will not be eligible for the Temporary Shutdown Program.

See Explanation #1, Name of Employer

If you are not unemployed due to a Lack of Work/Temporary shutdown, you are not eligible for the Temporary Shutdown Program.

Always respond “YES”

Enter the employer #. If you do not have the employer #, use “9999995”

Enter your last day of work.

Answer accurately “Yes” or “No”

Please note: After you click NEXT on this page, you will either be taken to the Shutdown Questionnaire or to the Claimant Questionnaire to continue completing your claim application.

• If you are sent to the Claimant Questionnaire, just answer the questions accurately and completely.

• For further information on the Shutdown Questionnaire, please continue following this Guide.

Explanation #1 – Name of Employer

Enter the name of the employer that laid you off or reduced your hours of work because of Covid-19.
SHUTDOWN QUESTIONNAIRE

* Have you worked in Connecticut in the last 2 years?
  Yes ✔

* Have you worked in a state other than Connecticut, or filed an unemployment claim in a state other than Connecticut in the last 2 years?
  No ✔

* Did you collect worker's compensation or were you on an approved medical leave within the last 2 years?
  No ✔

* In the last 2 years did you start receiving a pension or other retirement benefits?
  No ✔

* Have you worked for the federal government in the last 2 years?
  No ✔

* Have you served in the armed forces (excluding reserve duty) within the last 2 years?
  No ✔

* Have you worked for an educational institution within the last 2 years?
  No ✔

* Are you a construction worker?
  None ✔

* Are you self-employed? Answer YES whether or not you are currently receiving income from self-employment.
  No ✔

* Are you or have you been a corporate officer in the last 2 years?
  No ✔
Please note: After you have completed all of the above questions, you will be taken to the Claimant Questionnaire. Please answer all questions accurately and completely. At the end of the process, be sure to click Submit to get your claim sent to us.

Please check your email daily for updates on the status of your claim application. Once we have processed your claim, you will receive an email telling you that and advising you of the next steps you need to take. Check your Junk or spam mail folder if you do not see anything in your regular email box. Please allow us time to process your claim.

We appreciate your patience.