

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.



TRIAGE QUESTIONNAIRE

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

Yes

Next

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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The image shows a screenshot of a web-based triage questionnaire. The title is 'TRIAGE QUESTIONNAIRE'. The first question is '*Has your employer given you a DEFINITE return to work date?'. Below the question is a dropdown menu with 'Yes' selected. To the right of the question is a callout box with a blue border and a green arrow pointing to the question text, containing the text: 'If you don't have a return to work date within six weeks, you will not qualify for the Temporary Shutdown Program.' Below the dropdown menu is a blue 'Next' button with a green arrow pointing to it from a callout box with a blue border and a green arrow pointing to the button, containing the text: 'Click "Next" to respond to additional questions to complete your claim.' At the bottom of the form is a footer: '2020 State of Connecticut, Department of Labor. All Rights Reserved. [Privacy Policy](#)'.

TRIAGE QUESTIONNAIRE

*Will you return to work with the same employer within 6 weeks of your last day of work?

Yes

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

*What is your return to work date?

mm/dd/yyyy

Enter the date the date you expect to return to work.

*In the last 18 months, how many employers have you worked for?

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

Processing of your claim will be significantly delayed if you do not provide ALL of your

*What is the name of your employer?

See **Explanation # 1, Name of Employer**

*What is the reason for separation from employment?

Temporary Shutdown

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

*Do you have your Employer Registration Number?

Yes

Always respond "YES"

*Enter 7 digit Employer Registration Number.

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

*When was your last day worked? Enter date.

mm/dd/yyyy

Enter your last day of work.

*Are you a U.S. citizen?

--None--

Answer accurately "Yes" or "No"

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Click "Next"

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?**

 

***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?**

 

***Did you collect worker's compensation or were you on an approved medical leave within the last 2 years?**

 

***In the last 2 years did you start receiving a pension or other retirement benefits?**

 

***Have you worked for the federal government in the last 2 years?**

 

***Have you served in the armed forces (excluding reserve duty) within the last 2 years?**

 

***Have you worked for an educational institution within the last 2 years?**

 

***Are you a construction worker?**

 

***Are you self-employed? Answer YES whether or not you are currently receiving income from self-employment.**

 

***Are you or have you been a corporate officer in the last 2 years?**

 

*Are you able and available for full-time work?

*Are you attending school or training?

*Have you worked under a different name in the last 2 years?

*Are you claiming any dependents?

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Click the "Next" Button

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.