

Step by Step Filing Instructions for Self-Employed Individuals

The below are instructions provided by the Department of Labor via NBC News CT Report.

Self-employed individuals will follow this two-step application process:

Step 1) Beginning April 30:

- File a regular state claim application with the Connecticut Department of Labor at www.filectui.com, using the BLUE button to file.
 - NOTE: Self-employed individuals who already filed a claim application through this system SHOULD NOT file again. The agency has these original claims and a duplicate is not needed.
- After completing and submitting your application, look for an email from CTDOL:
“Thank you for submitting your online application for unemployment compensation benefits with the Connecticut Department of Labor. ... Please look for a CONFIRMATION EMAIL notifying you that your claim has been processed. This email will include your NEXT STEPS information including instructions for when to start filing your weekly claims.
- Look for a second email from CTDOL:
“Your claim for benefits has been processed! If this is a new claim then we are sending information regarding your claim via US mail.”
- Look for your eligibility determination (Form UC-58 Monetary Determination) that must be sent through the US mail service.
 - a) If the UC-58 Monetary Determination shows that you have a “zero” weekly benefit rate (which means you do not have wage earnings in the state system), you are not eligible for state benefits and are eligible to file in the ReEmployCT system for self-employed individuals.
 - b) If the UC-58 Monetary Determination shows a weekly benefit rate, you have wage earnings in the state system and are entitled to collect state unemployment benefits and are therefore ineligible for self-employed benefits through PUA.
 - You may still be entitled to the additional \$600.00 payment through the Federal Pandemic Unemployment Compensation program, which runs through July 25, 2020. This will automatically be added if you are eligible, you do not need to apply separately for this program.

Step 2) Once You Receive Your UC-58 in the Mail

- If your benefit amount is \$0, please see below and see item b) above.
- Go to CT DOL www.filectui.com for the link to PUA, and click the RED button.
- The PUA system will have a record of your state benefit ineligibility status.
- Complete the PUA application.
- You may also be entitled to the additional \$600.00 payment through the Federal Pandemic Unemployment Compensation program, which runs through July 25, 2020. This will automatically be added if you are eligible, you do not need to apply separately for this program. **In order to apply for the PUA benefit please have the following information:**
 - Applicants will need 2019 IRS forms, 1099, 2019 W-2s, and Schedule C. Applicants will be asked to provide earnings for 2019, broken down by quarters. Those without tax records for 2019 can self-attest their earnings but will be subject to audit.
 - Applicants will be asked the date when COVID-19 impacted their employment. Federal guidelines allow this to go back to Feb. 2, 2020. If an unemployed status goes back to retroactive weeks, the system asks the claimant for weekly earnings through the current week filing.
 - Once the PUA application is completed, if applicants did not select a payment method when filing under the state unemployment system, they will select their method of payment (direct deposit or debit card – the agency recommends direct deposit for much faster payment). Payment selection is made by returning to www.filectui.com and selecting the “method of payment” green button.

Source: <https://www.nbcconnecticut.com/news/coronavirus/listen-at-11am-conn-department-of-labor-to-provided-update-on-unemployment-programs/2263715/>, Retrieved May 3, 2020

Need additional guidance with your unemployment questions?

**For specific questions regarding your claim:
Contact the CT Department of Labor at
(860) 263-6975 or (203) 455-2653**

**For answers to common unemployment questions and what you should do:
Book a Virtual Counseling Session with
WBDC Business Advisor, Jacqui Torcellini
<https://ctwbdcsheduling.as.me/zoom-video-conference>**

(Click Business Counseling → COVID-19 Counseling - Unemployment Insurance Questions)



Women's Business Development Council

For assistance in booking your session, contact Claudia DiDona
at (203) 751-9550 or cdidona@ctwbdc.org.

About WBDC: The mission of the Women's Business Development Council (WBDC) is to provide women with skills, resources and networks to succeed in business. WBDC's unique and effective programs educate, motivate and empower women to achieve economic independence and self-sufficiency, having reached over 15,000 women since inception in 1997. From starting or growing a business, to advancing a career or increasing income and savings, our programs provide women and men with the tools they need to achieve their goals.