

Pandemic Unemployment Assistance (PUA) Case Documentation Request*

These documents must be provided to the Department according to the instructions in this Request, as Reviewers will determine payment accuracy based on the data contained in state records only.

PUA Claim File Checklist

For this process, the universe from which the sample will be selected is all PUA payments from week ending April 4, 2020 through September 6, 2021.

The state is to create a separate file folder for the selected PUA claim week indicated on the sample file. Please ensure that you submit as many documents as necessary so the Reviewer can verify claim information and determine payment accuracy. The file folder must include at a minimum, the following documentation and information, if applicable to the claim:

Claim Week Ending Date		
Documentation	Page Number (s)/ Screen(s) Identifier	Other Clarifying Information
PUA Initial Claim Application		
Claimant Profile Screen (demographic data, benefit year ending date, claim date, etc.)		
SAVE System Screen (if applicable)		
Identity (ID) verification activity (Example: social security crossmatch and state issued ID verification)		
Proof of Wages (tax documentation, paystubs, etc.)		
IBIQ/SIDI Screens (out of state wages)		
Monetary Determinations Screen and Form(s)		
Monetary Redetermination Screen and Form(s)		
Non-Monetary Issue and Determinations Screen(s)		
Appeals Decisions Screen(s)		
Case material for all issues detected and resolved on claim		
Continued Claim Certification Forms (includes the selected week and the two preceding claim weeks)		

* Under the Paperwork Reduction Act of 1995 (PRA), a valid OMB control number is required for the collection of information requests. In the case of the PUA Reviews, Section 2116 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act provides that the PRA does not apply to Subtitle A of Title II of Division A of the CARES Act*.

Payment History Screen(s)		
Overpayment/Underpayment Action Screen(s)		
Case Notation Screen(s)		
If applicable, claim information for regular UI claim		

Law, Policy and Procedures – Provide a copy of the state law, policy, procedures, and regulations for regular unemployment compensation and the PUA program. It is imperative that you provide the information/documentation listed below pertaining to the claim as Reviewers will determine payment accuracy based on state and federal law, policy, and procedures.

- Definition for issue codes
- Initial claims filing methods
- Claim week filing methods
- Benefit Rights and Responsibilities
- Appeal Status Information
- Eligibility and Disqualification Provisions
- WBA Calculation for regular UI and PUA program
- Income Offsets (pension, severance, or sub pay from union)
- Earnings Disregard
- Overpayment Calculations and Offsets
- Laws on UI Fraud and Penalties
- Background information on any unique interpretation of state law(s) that may come up during the case review, such as good cause provisions.