

VL IMPACT MAKER

Recently lose
your job or have
your hours
reduced because
of COVID-19?



Apply for unemployment benefits
with the Arizona Department of
Economic Security (“DES”) following
these steps.

**ALREADY PREPARED?**

Go directly to our Quick Start Checklist
on the last page of this guide

Credits: [COVID-19 Impact Team](#)

STEPS TO APPLY**1****Find Out if You are Eligible****2****Gather Important Information****3****Begin the Application Process and
Follow Next Steps****4****Receive Your Benefits!****Helpful Resources**

We'll walk through each step in the following pages →

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STEP 1 : Find Out if You are Eligible

Many workers are being affected by the COVID-19 outbreak. Unemployment Insurance may be available for individuals whose employment has been disrupted. Under Coronavirus Aid, Relief and Economic Security (CARES) ACT, Unemployment Insurance Benefits are increasingly available to:

- Self-employed or contract workers
- Nonprofit employees
- Gig economy workers
- Individuals whose employer has permanently or temporarily ceased or drastically reduced operations due to COVID-19 resulting in a reduction of wages
- Individuals who, due to requirements that the individual be quarantined, are separated from employment and do not have any available paid leave even if the individual has an expectation of returning to work after the quarantine is over
- Individuals who leave employment due to a risk of exposure or infection and are a member of a population that is particularly susceptible to COVID-19
- Individuals who leave employment to care for a family member who has been infected by COVID-19 or
- Individuals who for any other scenario are separated from work for reasons related to COVID-19t

If you have filed an unemployment application and it is being processed or you have an existing unemployment claim, there is nothing else you need to do to receive the additional CARES benefits. DES will begin issuing those payments as they become available.

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STEP 2 : Gather Important Information

☐

Social Security Number

☐

AZ Driver's License or AZ State Issued ID (Note: you may
still complete your application without these two items).

☐

Your mailing address, city, state and ZIP code and
county where you live

☐

Employment History Information
Detailed Below:

- The names, addresses, and phone numbers of all employers for the last 18 months including the correct mailing address and telephone number for the most recent employer
- The last day worked immediately prior to filing the UI claim
- Amount (before deductions) and date of any payment for severance, vacation, holiday or unused sick pay
- The name and local number of your union hall, if applicable
- Alien Registration Number, if applicable
- Military in the last 18 months? You need: Copy # 4 of your DD Form 214t
- Federal Civilian service in the last 18 months? You need SF 8 or SF 50
- If you are collecting a pension (other than Social Security), you will need the start date of the pension and the monthly benefit amount.

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STEP 3 : Begin the Application Process

Individuals should apply as soon as possible after the last day of work.
To prevent the spread of COVID-19, please use online or phone methods:



Online

<https://uiclaims.azdes.gov/>

Anytime between 12:00am on Sunday
through 6:00pm on Friday



Over the Phone

(877) 600-2722

NEXT STEPS

Within approximately one week of filing your initial claim, you will
receive the following information from DES in the mail:

- [A Guide to Arizona Benefits UIB-1240T](#)
- [Wage Statement UB-107](#)
- [Certificate of Understanding \(Eng/Span\) UB-99Y](#)

Please sign and return the Certificate of Understanding. If DES
needs more information to process your claim, they will mail you
a questionnaire to complete and send back.

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STEP 4 : Receive Your Benefits!

WHEN WILL I GET PAID?

No issues with your claim: **10 business days**

If there is a general issue with your claim: approximately **15 business days**

DES is doing everything possible to get Arizonans benefits as soon as possible, and due to COVID-19 processing times may vary.

Additionally, if there are issues with the claim, such as incomplete information, processing the claim may be delayed.

DES is also in the process of implementing the Pandemic Unemployment Assistance for individuals who do not qualify for regular Unemployment Insurance and will contact applicants with more information when it is available.

HOW MUCH WILL I GET PAID?

From Arizona Unemployment Insurance: Up to **\$240/week**

From CARES Act: **\$600/week**

Note: You will need to file weekly claims after you have submitted your initial application.

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Helpful Resources:

THE BASICS / Q&A

Visit this [Question and Answer sheet](#) for more information

HELPFUL “HOW TO” VIDEOS :

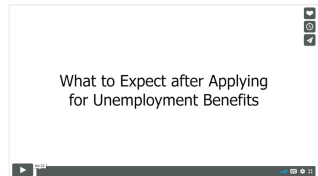
[How To File An Unemployment Insurance Claim video](#)



[How to Apply for Unemployment Benefits video](#)



[What to Expect after Applying for Unemployment Benefits Video](#)



MORE RESOURCES :

For more resources and ways to help, visit: <https://arizonatogether.org/>

Chicanos Por La Causa: <https://cplc.org/covid-19/home.php>

DES website: <https://des.az.gov/services/coronavirus>

LET'S BEGIN!

Quick Start Checklist

To file your online application please see the following steps:



Visit <https://uiclaims.azdes.gov/> and select your preferred language



Read and review the Arizona Internet Claim Filing and Click on Proceed



Read and review the Arizona Internet Claims Filing System and Click on “File a Claim”



Utilizing your prepared information (step 2) complete the required questionnaire to the best of your ability and submit your application



Complete your first Weekly UI Benefits Claim beginning the Sunday after completing the online application (Arizona Initial Claim for Unemployment Insurance). To complete visit: <https://azuiinternetweeklyclaim.azdes.gov/>