



April 2020

AN IMPORTANT MEMO REGARDING FILING FOR STATE OF CT UNEMPLOYMENT BENEFITS FROM CRAIG METZ, BUSINESS MANAGER AND DOROTHY SINISCALCHI, BENEFIT FUNDS EXECUTIVE DIRECTOR

To All Members of Local Union No. 478,

We hope that you and your family are safe and healthy. Each day that passes reminds us of our most precious asset, our good health and that of our fellow union members, family and friends.

We have been in direct contact with the Connecticut Department of Labor regarding the most efficient way to file for State Unemployment Benefits. The attached instructions are for those individuals who will be FILING A NEW CLAIM, or REOPENING AN EXISTING CLAIM. Given the unprecedented volume of new unemployment claims that have been filed with the CT Unemployment Office during the last few weeks, it is critical that your NEW CLAIM or REOPENED CLAIM be handled according to these instructions in order to expedite the payment of your benefits. These instructions are designed to help you work around the large unemployment claim backlog that currently exists.

STEP ONE:

On the Ct Unemployment website (type in http://www.filectui.com), please be sure to use the instructions noted below BY CLICKING ON THE LINK "FOR QUICKER PAYMENT OF UNEMPLOYMENT BENEFITS PLEASE FOLLOW THESE INSTRUCTIONS". (If you are receiving this information via the Local 478 Website or Facebook Page, the instructions are included below beginning at page 3 of this document).



You may be experienced at filing your unemployment claims, <u>BUT THESE INSTRUCTIONS HAVE SPECIFIC INFORMATION</u> YOU NEED IN ORDER TO BYPASS THE CLAIMS BACKLOG AND GET YOUR UNEMPLOYMENT CLAIM PAID FASTER. So please use this guide, including the <u>specific literal instructions</u> (even if they do not match what you think they should be) to enter your claim using the blue button:



Additional information:

• There is a Frequently Asked Questions document available to you that you can access at this link below. This is updated regularly, and you should re-visit this link periodically to see if additional information applies to you.

https://www.ctdol.state.ct.us/progsupt/unemplt/new-faqui.htm

- PLEASE consider helping your union brothers and sisters with this process.
 - o It requires computer access and some saavy that you may be able to share and help someone else during these tough times.
 - You can be sure everyone has received this information!
- Note that after you file or reopen your unemployment claim you will receive a confirmation email from the CT Unemployment Office approximately a week later.

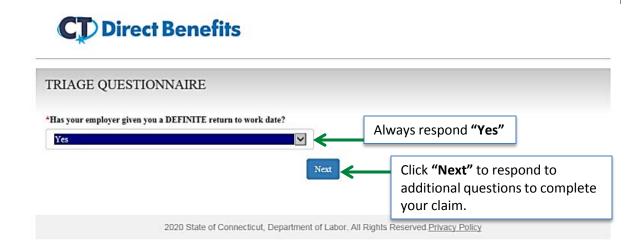
GIVEN THE NATURE OF THE CHANGING UNEMPLOYMENT ENVIRONMENT AND DOCUMENTATION REQUIREMENTS FOR SUPPLEMENTAL UNEMPLOYMENT BENEFITS HERE AT LOCAL 478, PLEASE KEEP ALL OF OUR EMAIL AND PAPER CORRESPONDENCE FROM CT UNEMPLOYMENT FOR FUTURE REFERENCE.

Guide for Filing CT Unemployment Claims

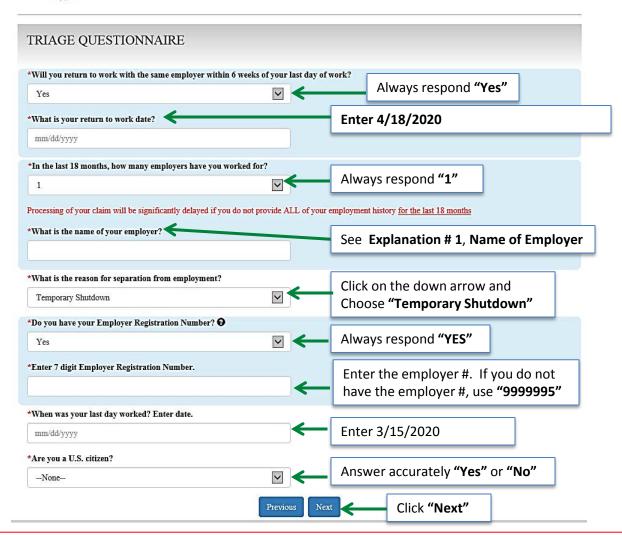
IMPORTANT: If you become unemployed due to coronavirus (COVID-19), you should file for unemployment benefits. Eligibility will be determined on a case-by-case basis. We are processing claims as quickly as possible and appreciate your patience during this difficult time.

For faster claims processing only during the COVID-19 event, please complete your claim following all of the advice below.

Not following these instructions exactly will delay your claim.







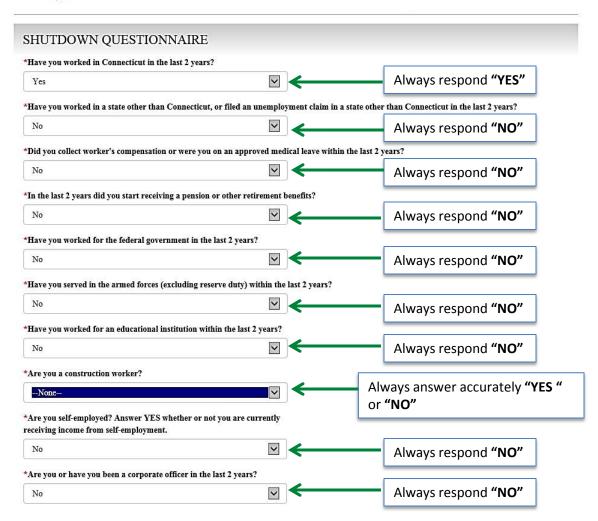
Please note: After you click **NEXT** on this page, you will either be taken to the **Shutdown Questionnaire** or to the **Claimant Questionnaire** to continue completing your claim application.

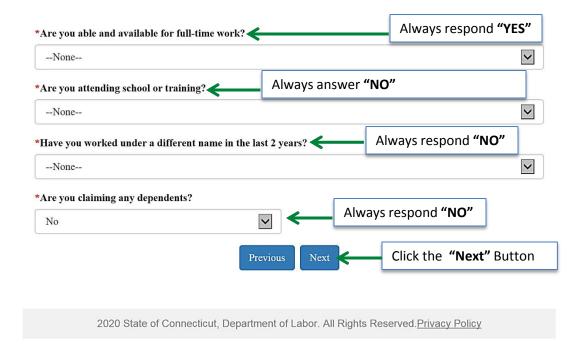
- If you are sent to the <u>Claimant Questionnaire</u>, just answer the questions accurately and completely.
- For further instructions on how to fill out the <u>Shutdown Questionnaire</u>, please continue following this Guide.

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.







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.