



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).*

[Esta pagina en español](#)

## File for Unemployment Benefits

**IMPORTANT:** If you become unemployed due to coronavirus (COVID-19), you should file for unemployment benefits. Click [here](#) for more information. For frequently asked questions about coronavirus (COVID-19) for workers and employers click [here](#).

**\*\*Please Note:** the start date for your claim is always on the Sunday of the week when you submit the application for benefits. As a rule, claims are not backdated to your last day of work.\*\*

**FOR QUICKER PAYMENT OF UNEMPLOYMENT BENEFITS PLEASE FOLLOW THESE INSTRUCTIONS**

**File or Reopen Your Unemployment Claim**

Please select this service to file a NEW CLAIM or to REOPEN an existing claim.

- PLEASE NOTE: This service does not support Weekly/Continued Claim filing.

**File Your Weekly Claim and Manage Your Unemployment Claim**

Use this SERVICE FOR THE FOLLOWING:

- File your Weekly/Continued Claim
- Select/Change Direct Deposit or Debit Card
- Check status of your most recent payment
- View Payment History

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

[Esta pagina en español](#)

## File for Unemployment Benefits

**IMPORTANT:** If you become unemployed due to coronavirus (COVID-19), you should file for unemployment benefits. Click [here](#) for more information. For frequently asked questions about coronavirus (COVID-19) for workers and employers click [here](#).

**\*\*Please note:** The start date for your claim is always on the Sunday of the week when you submit the application for benefits. As a rule, claims are not backdated to your last day of work.\*\*

**FOR QUICKER SERVICE, FOLLOW THESE INSTRUCTIONS**

File or Reopen Your Unemployment Claim

Please select this service to file a NEW CLAIM or to REOPEN an existing claim.

- PLEASE NOTE: This service does not support Weekly/Continued Claim filing.

File Your Weekly Claim and Manage Your Unemployment Claim

Use this SERVICE FOR THE FOLLOWING:

- File your Weekly/Continued Claim
- Select/Change Direct Deposit or Debit Card
- Check status of your most recent payment
- View Payment History

### **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.
  - It requires computer access and some savvy 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.**



## TRIAGE QUESTIONNAIRE

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

Yes



Always respond "Yes"

Next

Click "Next" to respond to additional questions to complete your claim.



## TRIAGE QUESTIONNAIRE

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

Yes



Always respond "Yes"

\*What is your return to work date?

mm/dd/yyyy

Enter 4/18/2020

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

1



Always respond "1"

Processing of your claim will be significantly delayed if you do not provide ALL of your employment history for the last 18 months

\*What is the name of your employer?

See Explanation # 1, Name of Employer

\*What is the reason for separation from employment?

Temporary Shutdown



Click on the down arrow and Choose "Temporary Shutdown"

\*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 3/15/2020

\*Are you a U.S. citizen?

--None--



Answer accurately "Yes" or "No"

Previous

Next

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 instructions on how to fill out 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?

Always respond **"YES"**

\*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?

Always respond **"NO"**

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

Always respond **"NO"**

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

Always respond **"NO"**

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

Always respond **"NO"**

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

Always respond **"NO"**

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

Always respond **"NO"**

\*Are you a construction worker?

Always answer accurately **"YES "**  
or **"NO"**

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

Always respond **"NO"**

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

Always respond **"NO"**

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

Always respond "YES"

--None--



\*Are you attending school or training?

Always answer "NO"

--None--



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

Always respond "NO"

--None--



\*Are you claiming any dependents?

No



Always respond "NO"

Previous

Next

Click the "Next" Button

2020 State of Connecticut, Department of Labor. All Rights Reserved. [Privacy Policy](#)

**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.