



# Weekly Claim Certification Questions

After you apply for unemployment insurance (UI) benefits (also called filing an initial claim) you must **file a weekly claim certification to request benefit payments**. For Maryland UI purposes, a benefit week is Sunday to Saturday.

- **File** your claim certification (**immediately after the week for which you are requesting payment**) between Sunday at 12:01 a.m. and Saturday at 11:59 p.m.

**Example:** For a benefit week that started Sunday, May 9, and ended Saturday, May 15, file your weekly claim certification between Sunday, May 16, and Saturday, May 22.

You may file in **BEACON** (select Weekly Certification from the left menu), **MD Unemployment for Claimants** mobile app or by **phone** (call 410-949-0022 or 800-827-4839, toll-free).

## Question 1. Were you able and available to work in your occupation without restrictions during the week?

This question is asking whether you were physically and mentally **able to work and available to work** all hours, on any days that are customary for your occupation (without any restrictions). Customary hours for your occupation are not necessarily the hours you worked at your last job.

**Example:** You may not be able and available if you have restrictions due to lack of childcare or transportation, attending school; medical condition that prevents you from working; etc.

## Question 2. Did you attend school or training during the week?

This question is asking whether you **attended school or any training (online or in-person) during the week**, including school/training approved by the Division of Workforce Development and Adult Learning (DWDAL).

- If you are attending school or training, you may be contacted to provide more information.

## Question 3. Did you actively search for work during the week?

This question is asking if you met **Maryland's active search for work requirement** during the week. To satisfy the **work search requirement**, you are required to:

- **register** with the **Maryland Workforce Exchange** (MWE). This is a one-time requirement;
- **upload or create a résumé in MWE**, make the **résumé viewable** to employers, and **maintain an up-to-date résumé in MWE** while collecting UI benefits;
  - After registering, **check your MWE inbox frequently for weekly tasks** you are required to complete (failure to complete tasks may result in a delay/denial of UI benefits);
- complete **at least three valid reemployment activities per week**, which must include at least **one job contact**;
- keep a detailed **weekly record** of all completed job contacts and valid reemployment activities. You are *strongly urged* to use the MWE **Job Contact and Reemployment Activity Log** to keep this record.

#### Question 4. Did you work either full time or part time during the week?

This question asks **whether you worked or earned income during the week** (including from part-time work, temporary work, self-employment, odd jobs, tips, training, etc.).

- Payments must be reported in the week that you performed the work, even if you have not been paid yet (with the exception of commission payments. See Question 5 below).
  - If you answer “YES,” you will **report your gross earnings** (the total amount you earn before taxes or deductions are taken out).

**NOTE:** If you begin **working full-time or your earnings equal or exceed your weekly benefit amount, you are not unemployed.** If you are working a full-time temporary job and become unemployed after the job ends, you may reopen your claim, if you have remaining benefits.

#### Question 5. Did you receive any commission earnings during the week?

This question asks you to report any commission pay. Commission payments are **reported the week you receive the payment**, not during the week when you perform the work.

- If you answer “YES,” you will report your gross commission earnings.

#### Question 6. Did you receive your first payment from a pension that you have not already reported? Do not include Social Security benefits.

If you did not report a **pension/retirement payment** (from any employer you worked for during the last 18 months) on your initial claim, you must report it on your weekly claim certification. These payments may be deductible from UI benefits.

- You must **report the effective date** of any pension/retirement payments (even if you receive the payments at a later date) **and any changes** to the payment amount.

#### Question 7. Do you authorize the Maryland Department of Labor to share information from your unemployment claim with Maryland Health Connection so that Maryland Health Connection can contact you to help you enroll in free or low-cost health insurance?

If you select “yes,” **Maryland Health Connection** will contact you about **free or low-cost health insurance**. Your answer **will not impact your eligibility** for UI benefits.

**Review Job Contact and Reemployment Activities** - After you answer the claim certification questions and select “Next,” you will review the **job contact(s) and reemployment activities** that you completed during the previous benefit week.

Any information you entered in the **MWE Job Contact and Reemployment Activity log** (for the designated week) will automatically display in BEACON. If you do not use the log, continue the claim certification process. You may be contacted to provide more information.

For more, see the **Maryland Work Search Requirements** web page.

For more about UI in Maryland, see the **Information for New Claimants** web page.