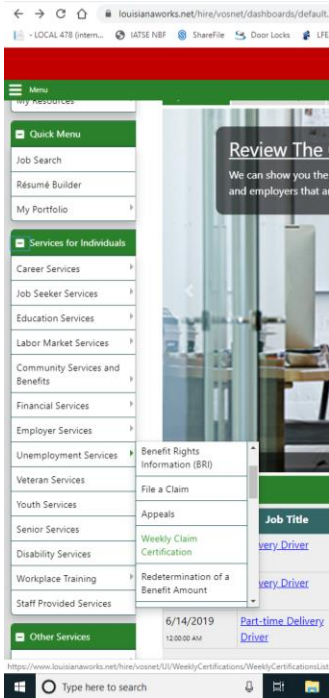


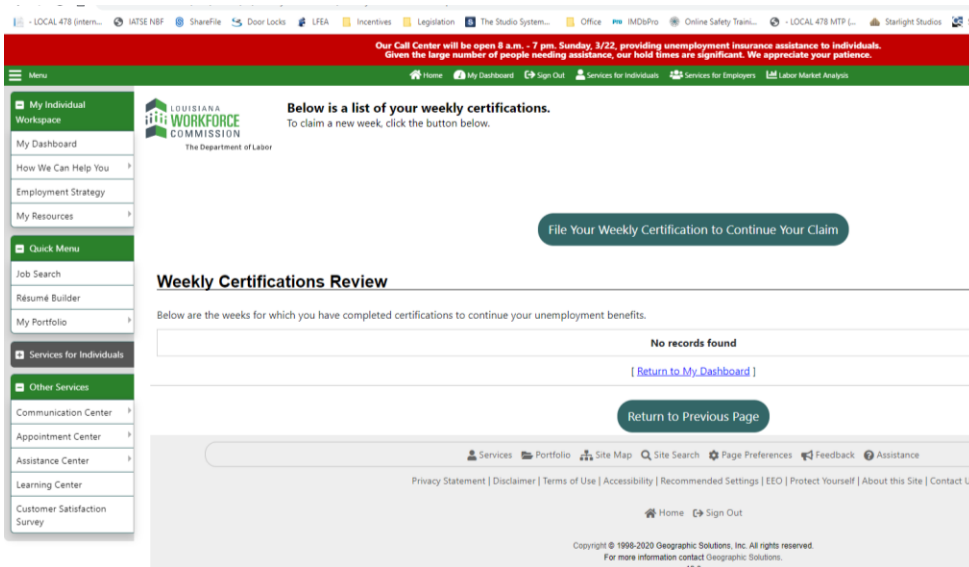
# Filing your weekly Louisiana Unemployment claim

Go to [www.louisianaworks.net](http://www.louisianaworks.net) and log in.

## 1. From your DASHBOARD, go to Services for Individuals, then Unemployment, then Weekly Claim Certification



## 2. Click File your Weekly Certification to Continue Your Claim



## 3. The next page, you will see this message

**IMPORTANT NOTICE: Because of the COVID-19 national emergency, work search requirements are suspended/deferred until further notice.**

Click NEXT at the bottom of the page.

#### 4. Be sure to read this page and check the box at the bottom. Then hit NEXT

Our Call Center will be open 8 a.m. - 7 pm, Sunday, 3/22, providing unemployment insurance assistance to individuals. Given the large number of people needing assistance, our hold times are significant. We appreciate your patience.

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### Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the information icon.

#### Know the Rules -- Avoid Overpayments and Don't Commit Fraud

You must report any activity that brings in or may bring in income at any time -- **even if you have not yet been paid.**

The LWC uses various sources to detect unemployment fraud. Failure to report eligible income could result in the overpayment of benefits -- any unemployment payment you receive that you are not entitled to -- which you will be required to repay. Worse, a determination that you knowingly and purposely committed fraud could lead to a criminal investigation and criminal charges.

You are required to repay any overpayment balances by submitting funds directly to LWC, by deducting the amount from your future unemployment payments, or if necessary, the funds will be withheld from your state and/or federal income tax refunds.

If your overpayment is a result of fraud:

- You will be disqualified for 52 weeks from the date of the decision from receiving unemployment benefits.
- You will be referred for legal action, such as criminal investigation or prosecution.
- Your recreational hunting and fishing licenses may be suspended until your debt is paid in full or you are current for 90 days on a repayment schedule.
- Liens may be assessed until your debt is paid in full.
- Your federal or state income tax refunds will be garnished.

I have read and understand the information regarding potential fraud penalties.

<< Back Next >>

Exit Weekly Certification

#### 5. Verify your contact information and press NEXT

#### 6. On this page click yes to verify you are a member of IATSE

LOUISIANA WORKFORCE COMMISSION  
The Department of Labor

Please answer the question below and click the Next button to continue.

### Weekly Certification Filing Process

Explanation Eligibility Job Contacts Ce

#### Union Member

Your claim currently indicates that you are a member of a labor union which finds / obtains work for its members.

\* During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020, were you a member of the I.A.T.S.E.?

Yes  No

<< Back Next >>

Exit Weekly Certification

7. IF you did NOT work this past week or are NOT receiving relief pay, continue here. Otherwise, go to 7b on Page 6 of these instruction.

– BE SURE TO MARK EACH LINE. All these answers should be NO except “Were you able and available for work?” should be YES

Click Next at the bottom of the screen.

Be sure to file for weekly benefits EVERY week that you are not working/work hours have been reduced. If you don't file weekly, you won't get paid. If you had issues with your username/password, please try again. Updates have been made to the system. If you are still having difficulty, please email HIRE@wva.la.gov. Provide name, phone and last 4 of your SSN. Call Center hours are 8 a.m. to 7 p.m., 7 days a week.

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### Eligibility Review Questions

Employers including temporary agencies and staff companies report earned wages every week. Your failure to report wages during this certification will lead to an overpayment.

During the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020:

\* Did you work or earn wages during this week?  Yes  No

\* Did you refuse any job offers?  Yes  No

\* Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week?  Yes  No

\* Were you able and available to work?  Yes  No

\* Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.)  Yes  No

\* Did you receive or apply for workers' compensation during this week?  Yes  No

\* Did you receive vacation or severance pay during this week?  Yes  No

\* Did you receive bonus pay during this week, excluding any incentive payments or safety awards?  Yes  No

receive any holiday pay during this week?  Yes  No

8. Review your answers and click the box at the bottom. Then click NEXT

### Summary of Eligibility Review Answers

During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:

Did you work or earn wages during this week? No

Did you refuse any job offers? No

Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week? No

Were you able and available to work? Yes

Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.) No

Did you receive or apply for workers' compensation during this week? No

Did you receive vacation or severance pay during this week? No

Did you receive bonus pay during this week, excluding any incentive payments or safety awards? No

Did you receive any holiday pay during this week? No

[\[ Change Eligibility Review Questions \]](#)

I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to certification.

[\[ Unemployment Compensation Fraud Information \]](#)

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9. Then you get a confirmation screen – Don't be surprised if at the top it says it is still under review. Your Dollar amounts will be different than what is on this screen as well. This happens to be someone who does not work full time.

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**Weekly Certification Filing Process**

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**What to Expect Next**

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:  
**Your claim is still under review. You may be contacted by an agency representative if additional information is needed.**

You can contact the claim center at 1-866-783-5567 if you have questions.

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**Claim Status**

Current Claim Data

<b>Claim Number:</b>	4381085	<b>Claim Effective Date:</b>	3/15/2020
<b>Claim Type:</b>	New	<b>Benefit Year End Date:</b>	3/13/2021
<b>Claim Status:</b>	Regular Active	<b>Payment Type:</b>	Direct Deposit
<b>Available Credits:</b>	\$4,966.00	<b>Weekly Benefit Amount:</b>	\$191.00
<b>Claim Benefit Balance:</b>	\$4,966.00	<b>Claim Under Review:</b>	No
<b>Claim Benefit Paid:</b>	\$0.00	<b>Unresolved Issues:</b>	Yes
<b>Federal Tax Withheld:</b>	Yes		

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**Claim Deductions**

<b>Federal Tax:</b>	\$0.00	<b>Child Support:</b>	\$0.00
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[Continue](#)

10. After you click Continue, you will see this screen and you are DONE! Be sure to do this each week.

Our Call Center will be open 8 a.m. - 7 pm, Sunday, 3/22, providing unemployment insurance assistance to individuals. Given the large number of people needing assistance, our hold times are significant. We appreciate your patience.

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**Services for Individuals**

**You have successfully filed your certification for the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020.**

**Weekly Certification Filing Process**

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**What to Expect Next**

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:  
**Your claim is still under review. You may be contacted by an agency representative if additional information is needed.**

You can contact the claim center at 1-866-783-5567 if you have questions.

Some additional information on the next page!

**11. You can go back to the Weekly Claim Certification page (step 1) and you should see updated information so you can verify you completed the weekly certification.**

**Below is a list of your weekly certifications.**  
To claim a new week, click the button below.

For help click the information icon.

[File Your Weekly Certification to Continue Your Claim](#)

### Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	Federal Withholding	Payment Amount
5	<a href="#">04/04/2020</a>	4/5/2020 5:36:48 PM	In Progress	N/A	\$247.00	\$25.00	<a href="#">\$222.00</a>
4	<a href="#">03/28/2020</a>	4/2/2020 7:52:10 PM	4/3/2020	11490412	\$247.00	\$25.00	<a href="#">\$222.00</a>
3	<a href="#">03/21/2020</a>	3/23/2020 8:05:26 PM	3/24/2020	11463197	\$247.00	\$25.00	<a href="#">\$222.00</a>
2	<a href="#">03/14/2020</a>	3/20/2020 7:20:28 PM	3/23/2020	11461400	\$247.00	\$25.00	<a href="#">\$222.00</a>
1	<a href="#">03/07/2020</a>	3/13/2020 7:18:22 PM	Not Applicable	N/A	\$247.00	\$0.00	<a href="#">\$0.00</a>

Page 1 of 1 Rows: 100

**You can come back to this page to review when they make the deposit to your account, then watch for it in your bank.**

**If you need to correct your bank information, Go to Services for Individuals, Unemployment Services, then UPDATE BANKING Information**

**Services for Individuals**

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Employer Services
- Unemployment Services
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training
- Staff Provided Services

**My Message**

[Show Filter](#)

- Attendance
- Eligibility Review Questionnaire
- Update Banking Information**
- Update Contact Information
- Provide Specific Documents

7b. See the notes below this image before you do this. IF YOU received a relief check from production that you were not expecting and falls within your filing dates, select NO for everything except “Were you able and available for work?” should be YES and “Did you receive vacation or severance pay during this week” should be YES

Veteran Services
Youth Services
Senior Services
Disability Services
Workplace Training
Staff Provided Services
<b>Other Services</b>
Communication Center
Appointment Center
Assistance Center
Learning Center
Customer Satisfaction Survey

\* Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week?  
 Yes  No

\* Were you able and available to work?  Yes  No

\* Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.)  
 Yes  No

\* Did you receive or apply for workers' compensation during this week?  
 Yes  No

\* Did you receive vacation or severance pay during this week?  Yes  No

Vacation Employer Name:

\* Severance Employer Name:

\* Gross Severance Pay Amount Received:

\* Did you receive bonus pay during this week, excluding any incentive payments or safety awards?  
 Yes  No

\* Did you receive any holiday pay during this week?  Yes  No

Look at the paystub. What dates does the paystub say the wages were for?

Look at your Monetary Determination letter

Weekly Benefit Amount (WBA): \$247.00  
 Maximum Benefit Amount (MBA): \$6,422.00  
 Benefit Year begins (BYB): 03/15/2020  
 Benefit Year End\* (BYE): 03/13/2021

IF the date the check says it is paying for is AFTER your BYB – claim this as SEVERANCE and do steps 7b & c  
 EXAMPLE – someone who filed on 3/15/2020 would need to claim this as severance if it says it is for the period through 3/27-28/2020

IF the date the check says it is paying is BEFORE your BYB – return to step 7. There is no need for you to report this.  
 EXAMPLE – anyone who filed after 3/29/2020 would not need to claim this as they are not asking to be paid for the time their severance check covers.

7c Click Next, then you get this page – enter the information as requested. **THIS INFORMATION IS MADE UP!**

Labor Market Services	▶
Community Services and Benefits	▶
Financial Services	▶
Employer Services	▶
Unemployment Services	▶
Veteran Services	
Youth Services	
Senior Services	
Disability Services	
Workplace Training	▶
Staff Provided Services	
<b>Other Services</b>	
Communication Center	▶
Appointment Center	▶
Assistance Center	▶
Learning Center	
Customer Satisfaction Survey	

## Severance Pay

- **What is the name of the employer that provided you with Severance Pay?**
- **List the hours and days you were scheduled to work.**
- **What was your hourly pay rate?**   
Currency (Example xxxxx.xx)
- **What was your gross weekly salary (before deductions and without overtime)?**   
Currency (Example xxxxx.xx)
- **How were you paid?**
- **Date you received or will receive severance pay?**
- **Enter the gross amount of the severance pay.**   
Currency (Example xxxxx.xx)
- **How many days or weeks does this payment cover?**

**Click Next**

**GO BACK to # 8 in the instructions on PAGE 3 to finish your claim.**