



A union of interpreters, run by interpreters, for interpreters.

UNEMPLOYMENT APPLICATION GUIDE FOR INDEPENDENT CONTRACTORS / INTERPRETERS

COVID-19 PANDEMIC

Version 2 – April 19, 2020



New Information in Version 2!

[If you have already filled out an unemployment application using the previous version of our step-by-step guide, please go to Part Three: COVID-19 PUA Claim \(pages 94 – 131\) to fill out this new application, which is now required by ESD.](#)

On April 18, 2020, ESD updated its systems to try to be more user-friendly for independent contractors. Despite ESD's improvements, the system still has parts that are unclear for interpreters. This new Version 2 of our union's *Unemployment Application Guide for Interpreters* reflects ESD's recent updates.

Here is a summary of the new additions in this Version 2 guide:

- **PART TWO: Updates to step-by-step guide (pages 26 – 93)**
- **PART THREE: “COVID-19 PUA Claim” is a new section on what to do immediately after submitting your initial unemployment application (pages 94 – 131)**
- **PART FOUR: “Appeals & Weekly Claims” is a new section on how to file Appeals, as well as submit your required Weekly Claims (pages 132 – 161)**

Last but not least, answers to Frequently Asked Questions can be found on the next two pages!



Answers to Frequently Asked Questions 1 of 2

New Information in Version 2!

Q: *I've already submitted an unemployment application. Do I need to re-apply?*

A: No, but you do need to submit a new COVID-19 PUA Claim. See Part Three of this guide (pages 94 – 131) for how to submit this separate application.

Q: *What if I'm retired? Can I still apply for Pandemic benefits?*

A: You can apply and see if you are eligible. It is most likely that retired individuals are ineligible, since Social Security is taken out of unemployment benefits. But with the additional \$600 per week available due to Pandemic Unemployment Assistance, you might be eligible for some benefits. Apply and see what benefits you might be eligible for.

Q: *What happens if I get a message that says "an account already exists for your Social Security Number" when I try to create a SAW account?*

A: ESD recently addressed this problem. Try creating a SAW account using your Social Security Number again. If you still get this message, call ESD at 1 (833) 572-8400.

Q: *Should I choose the Base Year or Alternate Base Year?*

A: Choose the 12-consecutive month period with your highest earnings, including your earnings as an independent contractor. If this is the last 12 month period from April 2019 – March 2020, then choose the Base Year. If this was the 12 month period from January 2019 – December 2019, then choose the Alternate Base Year.



Answers to Frequently Asked Questions 2 of 2

New Information in Version 2!

Q: *Do I need to worry if my application lists \$0 on my employer screen for Q1 – Q4?*

A: This is okay, you do not need to worry. You will input your earnings as an independent contractor in the second application for your COVID-19 PUA Claim (pages 94 – 131).

Q: *I got an Unemployment Claim Determination letter saying I will get \$0. What should I do?*

A: This is okay. With the launch of ESD's new COVID-19 PUA Claim application, what you should do is submit a COVID-19 PUA Claim (pages 94 – 131).

Q: *I got a letter asking for my quarterly wages and hours – how should I respond?*

A: You likely applied before ESD's new COVID-19 PUA Claim application was launched. You received this letter as an independent contractor because you were sent the employer's forms, in addition to your own. Fill out the COVID-19 PUA Claim to submit your information to ESD using their new application for independent contractors.

Q: *Do I need to be looking for work? There are either no jobs, or fewer appointments due to the COVID Pandemic, so I'm having a hard time finding work...*

A: Under the new Pandemic Unemployment Assistance you do not need to be looking for work to qualify for benefits. Just say that you have not looked for work (unless you have, in which case say that you have been looking for work). The key is to be as truthful and accurate as possible, and your best estimates are okay – as long as you are being truthful!

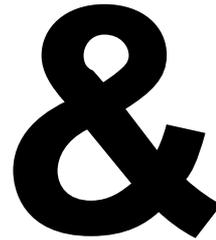


Presented By



Michael Abate

- WFSE Council Representative
- B.A. Anthropology, UC Santa Barbara
- 10+ Years Experience As Professional Organizer



Rod Palmquist

- WFSE Organizing Dept
- M.P.A. & M.A., University of Washington
- 12+ Years Experience As Professional Organizer

CONTACT US!

Email: organize@wfse.org

Text: +1 (503) 660-8690

Phone: +1 (206) 712-6091



Special Thanks!

This presentation would not have been possible without critical tips and help from some of WFSE's member leaders, who work in Washington State's Employment Security Department (ESD).

WFSE is the biggest state employees union in Washington and represents more than 45,000 members. In ESD alone, we represent over 1,500 state employees, who all work on the front lines processing workers' applications for unemployment benefits during the Coronavirus / COVID-19 Pandemic.

Some of WFSE's member leaders in ESD graciously volunteered their time to offer feedback on this presentation, for which we are greatly thankful. **We are truly stronger together!**



Introduction

We will walk you step-by-step through how to apply for unemployment benefits. We will also give you important background information – about both Interpreters United, as well as what our union knows regarding expanded unemployment benefits.

If you would like go directly to our step-by-step guide of how to apply for unemployment benefits, skip ahead to page 26 now.

This step-by-step guide is available for union members. Any credentialed interpreter working in Washington can become a member of Interpreters United. **And if you are not currently working appointments due to the COVID Pandemic, you will not pay dues if you sign one of our online membership cards.** Dues will kick in once you resume working appointments again.



This Presentation's Overview

This presentation is organized into the below four parts.

- **PART ONE:** Important Background Information
(pages 9 – 25)
- **PART TWO:** Step-by-Step Walkthrough of Your Unemployment Application as an Independent Contractor
(pages 26 – 93)
- **PART THREE:** COVID-19 PUA Claim: What to do Immediately After Submitting Your Unemployment Application
(pages 94 – 131)
- **PART FOUR:** Appeals & Weekly Claims: Guide for How to Appeal and Submit Your Weekly Claims
(pages 132 – 161)





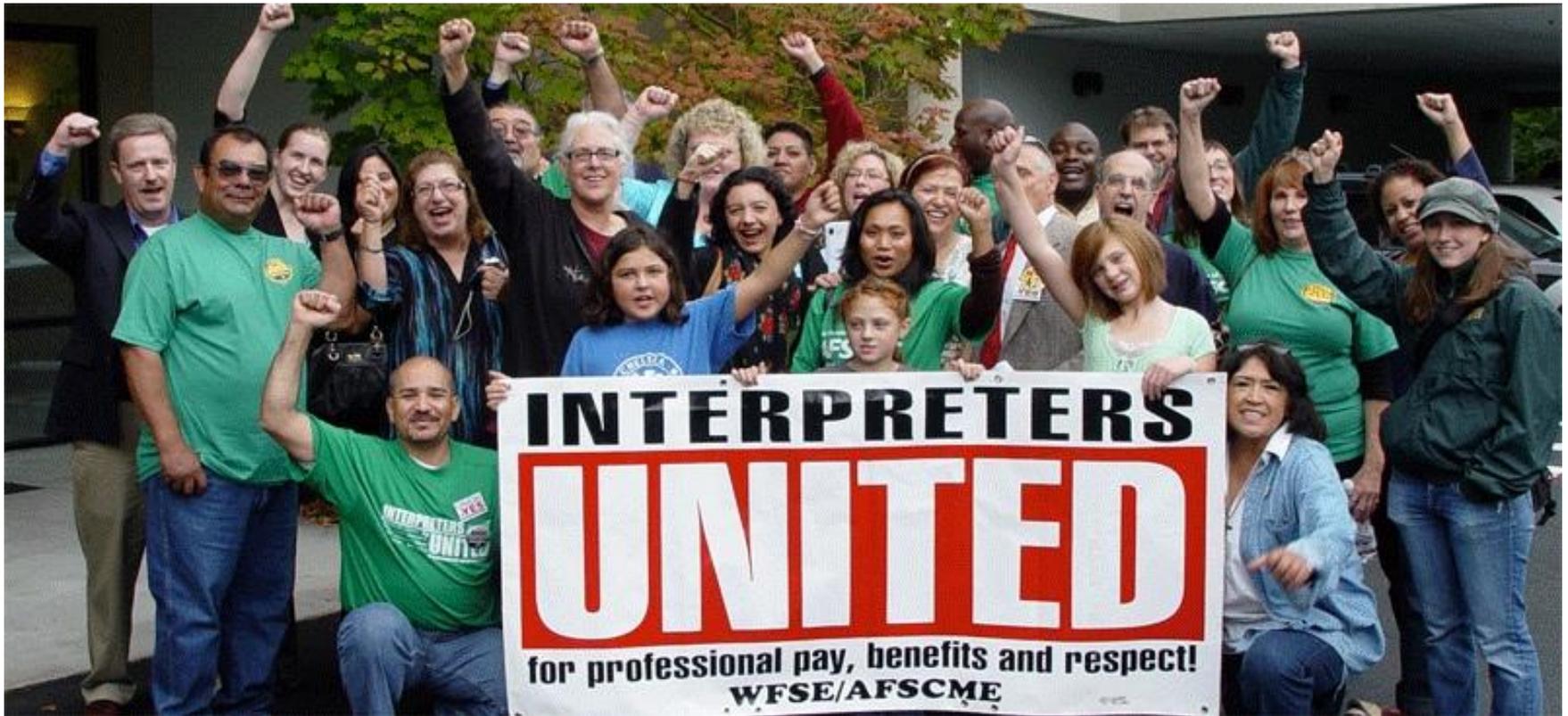
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PART ONE:

Background Information



About Your Union, Interpreters United / WFSE



Who We Are: Interpreters United and WFSE

- **Interpreters United** is the first and biggest union of freelance interpreters in both Washington State and the entire U.S.A.
- Any credentialed interpreter who works in Washington State can become a member.
- **WFSE** (the Washington Federation of State Employees) is our parent union. WFSE is the biggest union of state employees in Washington – over 45,000 members strong!
- **Interpreters United** is WFSE's interpreter organizing program. We represent HCA-Medicaid, DCYF, and DSHS appointments. We are currently organizing to represent Labor & Industries (L&I) interpreting appointments.



Our Union's Mission

- **Interpreters United is a union of interpreters, run by interpreters, for interpreters. The mission of Interpreters United, is about the many, not the few.**
- This presentation was made by our union's staff and member leaders to benefit ALL interpreters. **It would not have happened without the existence of Interpreters United.**
- **We advocate for interpreters 24 hours a day, 7 days a week!** Here are recent examples of some of our hard work advocating for interpreters:
 - We won Healthcare For Interpreters and an Improved Web Portal bill
 - We won unemployment benefits for interpreters who are independent contractors
 - We won rate increases and hourly minimums for our jobs
 - We won pattern bargaining of in-person rates for remote appointments during the COVID Pandemic
- Many interpreters who are not members of our union, often do not realize they are not already members. **If you're not a member yet, add your individual membership power to our union to help Interpreters United win more collective victories!**



Union Membership Is The Best Investment Interpreters Can Make!

- **Since Interpreters United / WFSE first started negotiating union contracts for Medicaid and social services jobs, our union has nearly doubled interpreters' hourly pay rates.** Before our first union contract in 2010, our hourly rate was \$21 per hour. Now our hourly pay rate is \$41, an increase of \$20 over 10 years.
- **Meanwhile, the cost of union dues during this same time period has only gone up by a total of 30 cents per hour,** from 32 cents per hour in 2010, to 62 cents per hour today – a mere 30 cent increase!
- **In other words, interpreters pay a maximum of 62 cents per hour in union dues, in order to win an extra \$20 per hour in our hourly pay rate. This equals a Return-On-Investment (ROI) of 3,200% over 10 years** (ROI formula = \$20 dollar per hour increase to our negotiated hourly pay rate, ÷ by 62 cent maximum hourly cost of union dues, x by 100%).



These Are Unprecedented Times...

- Federal and state law usually doesn't allow freelance interpreters to file for unemployment benefits as independent contractors don't pay the tax for it.
- COVID-19, combined with the power of our union, changed all that.
- Our union's bi-partisan political power at the Federal level (in both parties) passed a \$2 trillion benefits package. Your donations to our union's P.E.O.P.L.E. political program helped do this.



Who's Eligible?

- Interpreters are eligible for unemployment insurance benefits as independent contractors!
- Green Card and DACA status holders are eligible
- Interpreters are still eligible if you are under-employed (i.e. if you are still working with reduced hours). You can get pro-rated unemployment benefits for hours you were not able to work!



What Are The New, Additional Benefits?

- Expanded, new benefits – an additional \$600 added to benefits per week (\$2,400 per month)
- This \$600 per week of added benefits is on top of what you could get through your unemployment application
- Extension of paid benefits from 26 weeks (~6 months) up to 39 weeks (~9 months)



Debunking Myths

Myth 1: I need to pay unemployment taxes for 2019 in order to qualify for unemployment benefits.

Truth: No, freelance interpreters are not required to pay those taxes, and you are still eligible for unemployment benefits under the new COVID laws.

Myth 2: I must not work any hours at all in order to receive unemployment benefits.

Truth: No, you can continue working and file a claim for “reduced hours,” and you are still eligible for pro-rated unemployment benefits for hours you didn’t work.



Stimulus Bill

CARES Act of 2020

- Pandemic Unemployment Assistance (PUA) expands unemployment benefits to those who are generally not covered by regular unemployment, such as **self-employed, independent contractors**, and those who worked less than 680 hours.
- Expanded payments of \$600 per week in added benefits (\$2,400 per month), on top of regular unemployment insurance until July 31, 2020.
- Extension of paid benefits from 26 weeks (~6 months) up to 39 weeks (~9 months).
- All benefits will be retroactive back to the effective date given by the Department of Labor (DOL). The DOL has not yet set an exact retroactive effective date. ESD expects this date to be in March, 2020.



What About The One-Time Check for \$1,200?

- If you are married, it is actually more than \$1,200 – it is \$2,400 for couples, with an additional \$500 for each child. Estimate your check using [this calculator](#).
- This is a one-time payment to families that earn lower to middle incomes, but it is in no way connected to unemployment. This money will come directly from the Federal government.
- Learn more from the [IRS](#).



Why Does Our Union Engage in Politics?

- Our union advocates around economic issues that impact our members, such as unemployment support for interpreters. **We do not advocate on social or religious issues.**
- The Stimulus Bill / CARES Act, and its benefits for interpreters (expanded unemployment and cash checks) was passed by Congress. **This was a *political* process.**
- As independent contractors who work publicly-funded interpreting jobs, **political decisions have a direct impact in our lives.** Additionally, politicians control the public funds that pay for most of our interpreting jobs.
- As interpreters who take publicly-funded appointments (HCA-Medicaid, DCYF/DSHS), **we have a lot of real and serious issues at stake in politics.**



Our Union's P.E.O.P.L.E. Program

- AFSCME P.E.O.P.L.E. is our union's political fund. It stands for "Public Employees Organized for Political & Legislative Equality."
- **This is a 100% voluntary fund.** Our union's normal dues money do not go to this fund. All of the money contributed to this fund comes from voluntary donations from members just like you.
- **Our advocacy in politics is vital to improving our jobs as interpreters.** AFSCME's P.E.O.P.L.E. program pools lots of small voluntary contributions from union members.
- The Stimulus Bill / CARES Act was made possible because our union lobbyists advocated for broad worker protections, **including expanding unemployment benefits for independent contractors.**
- Learn more about our union's P.E.O.P.L.E. program here:
<https://www.afscme.org/priorities/afscme-people>



I Have Bills Due Now!

Gov. Inslee put in place important [emergency measures](#) to provide relief to you in this crisis, which our statewide union WFSE was also key in advocating for, including:

- A temporary moratorium on evictions for renters
- Help with utilities
- Cash assistance for families with and without children
- Free school lunches

All WA State resources can be accessed online here:

<https://coronavirus.wa.gov/you-and-your-family>



When Should I Apply For Unemployment Benefits?

Two things affect the start date for your benefits:

- The date you became unemployed and eligible – not the date you applied or were approved.
- The start date for the particular unemployment program, like Pandemic Unemployment Assistance (PUA). ESD expects that the Department of Labor (DOL) will set a date in March, 2020 for PUA benefits to begin. The DOL has not yet set an exact effective date for PUA benefits to begin.



Do You Take L&I Appointments?

Interpreters United is Organizing L&I

- **Big changes are coming to interpreters who take Labor & Industries (L&I) appointments.** By September, L&I will have launched a new online scheduling system, which will reform corrupt direct billing practices and predatory behavior by a few language companies and a few interpreters (Note: we are not talking about all direct billers or language companies, only of a few rotten apples).
- These corrupt direct billers and predatory language companies **want to control these jobs for a privileged few interpreters** – themselves and themselves alone. **Interpreters United is all about the many, not the privileged few.**
- We are organizing L&I jobs to win fairness for ALL interpreters.



Sign A Card For Interpreters United To Represent L&I Interpreters!

- **Interpreters United / WFSE fixed the broken broker system, doubled our hourly pay, won 75% reimbursement for no shows & late cancellations, and safeguards against Claw Backs.**
- **We will bring our union's power to L&I appointments, to win higher hourly rates, hourly minimums, reimbursements for no show and late cancellations, protections against Claw Backs, and much more!**
- Download our card at <https://tinyurl.com/WFSE-LNI-Card>. Print out the card, sign it, and send it back to us via email at organize@wfse.org. Or tape it to send it in the mail (postage paid for free). You can even text us a picture at (503) 660-8690.





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PART TWO:

Unemployment Application



Before You Start: Important Information

- The Employment Security Department (ESD)'s system is being continually updated. As of April 18, 2020, independent contractors have to fill out two unemployment applications – 1) an initial application in Part Two of this guide, and 2) a COVID-19 PUA Claim application in Part Three.
- **Your initial application is likely to get denied, but your second COVID-19 PUA Claim will correct this problem and allow ESD to process your claims.**
- While you are waiting for your application and/or appeal, you must still submit Weekly Claims each week in order to be paid back-pay. **If you don't submit Weekly Claims – even when you're waiting for your appeal – you will NOT automatically be paid back-pay.**
- In the event you get denied after submitting a COVID-19 PUA Claim, then **APPEAL**, **APPEAL**, and **APPEAL**. Your application will be reviewed by an ESD staff person, who will flag it as coming from an independent contractor and they will contact you.



Gather Your Documents

- Driver's License or ID
- All your 1099 forms for 2019
- All your W-2 forms (some people have part-time jobs) for 2019
- All your payment statements from language companies detailing your "paid hours"
- All the payments you received in January, February, and March of 2020
- Your UBI number, business name, and business address (most likely your home address)



More Info To Gather That Will Help

Also gather information on:

- What year you first started interpreting
- How many hours you worked per week in the last year and a half
- Which employers (full/part time jobs and language companies) you worked for



Calculate Your Base Year

- Base year = the last 4 **previous** quarters
 - 1st Quarter: Jan 1 – Mar 31, 2020
 - 2nd Quarter: Oct 1 – Dec 31, 2019
 - 3rd Quarter: Jul 1 – Sep 30, 2019
 - 4th Quarter: Apr 1 – Jun 30, 2019
- Add total gross income from all your 1099s and W-2s
- Add all the “paid hours” found in your payment statements from language companies and other payers
- Hours per week = Divide total “paid hours” in last year by 52 weeks



Where To Apply For Unemployment Benefits?

- Use *Google Chrome* as your browser (WFSE's member leaders at ESD say this works the best...)
- Go to the Employment Security Department website: <https://esd.wa.gov/unemployment>
- To apply, you must create a “SAW” account



Creating Your “SAW” Account

Part 1 of 4

Go to <https://secureaccess.wa.gov/myAccess/saw/select.do>

To unlink your SSN from your unemployment insurance account, you must call 855-682-0785. SAW support staff cannot unlink your SSN.

WELCOME
to your login for Washington state.

SIGN UP! **GET HELP** **TIPS ON**

LOGIN

USERNAME

PASSWORD

SUBMIT

ON BEHALF OF

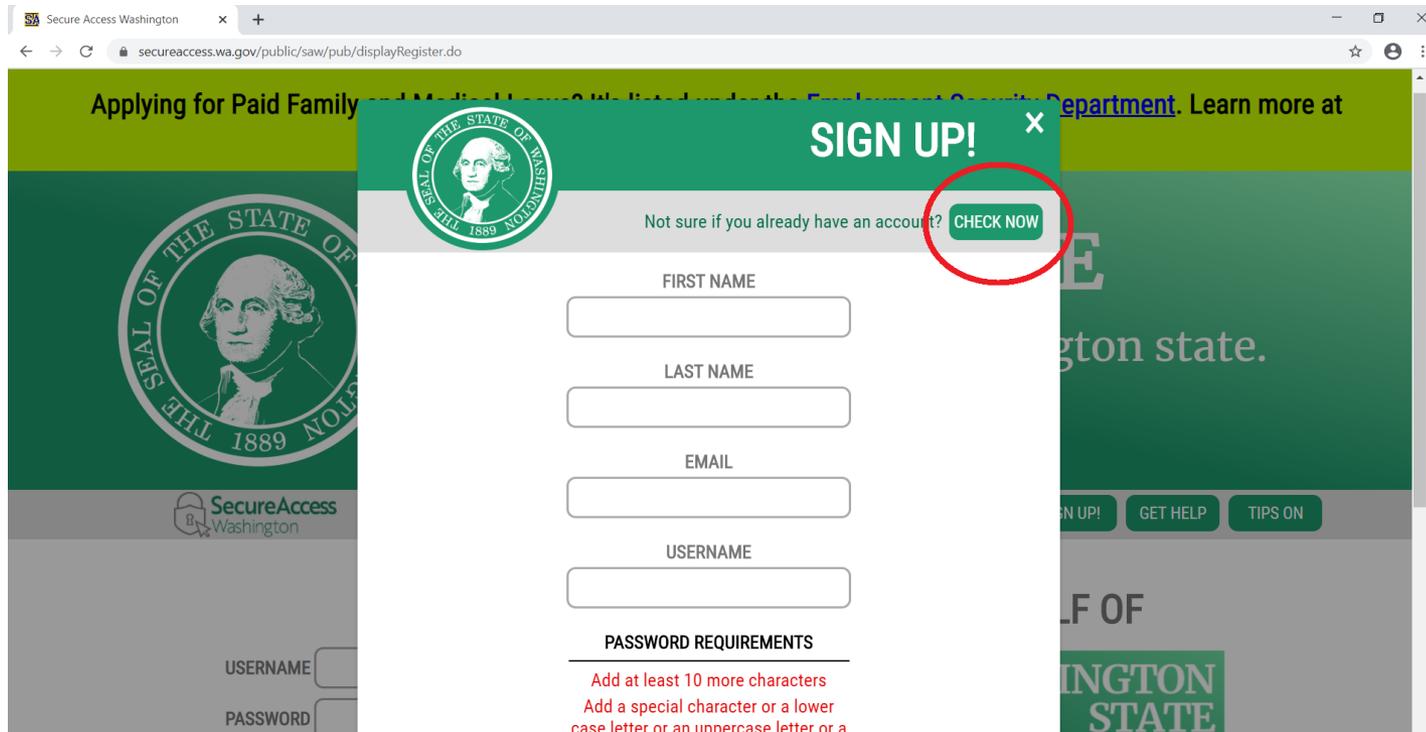
WASHINGTON STATE AGENCIES

Click on
“SIGN UP!”

Creating Your “SAW” Account

Part 2 of 4

Fill out the form if you do not already have a SAW account.



Secure Access Washington

secureaccess.wa.gov/public/saw/pub/displayRegister.do

Applying for Paid Family and Medical Leave is listed under the Employment Security Department. Learn more at

SIGN UP!

Not sure if you already have an account? **CHECK NOW**

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS

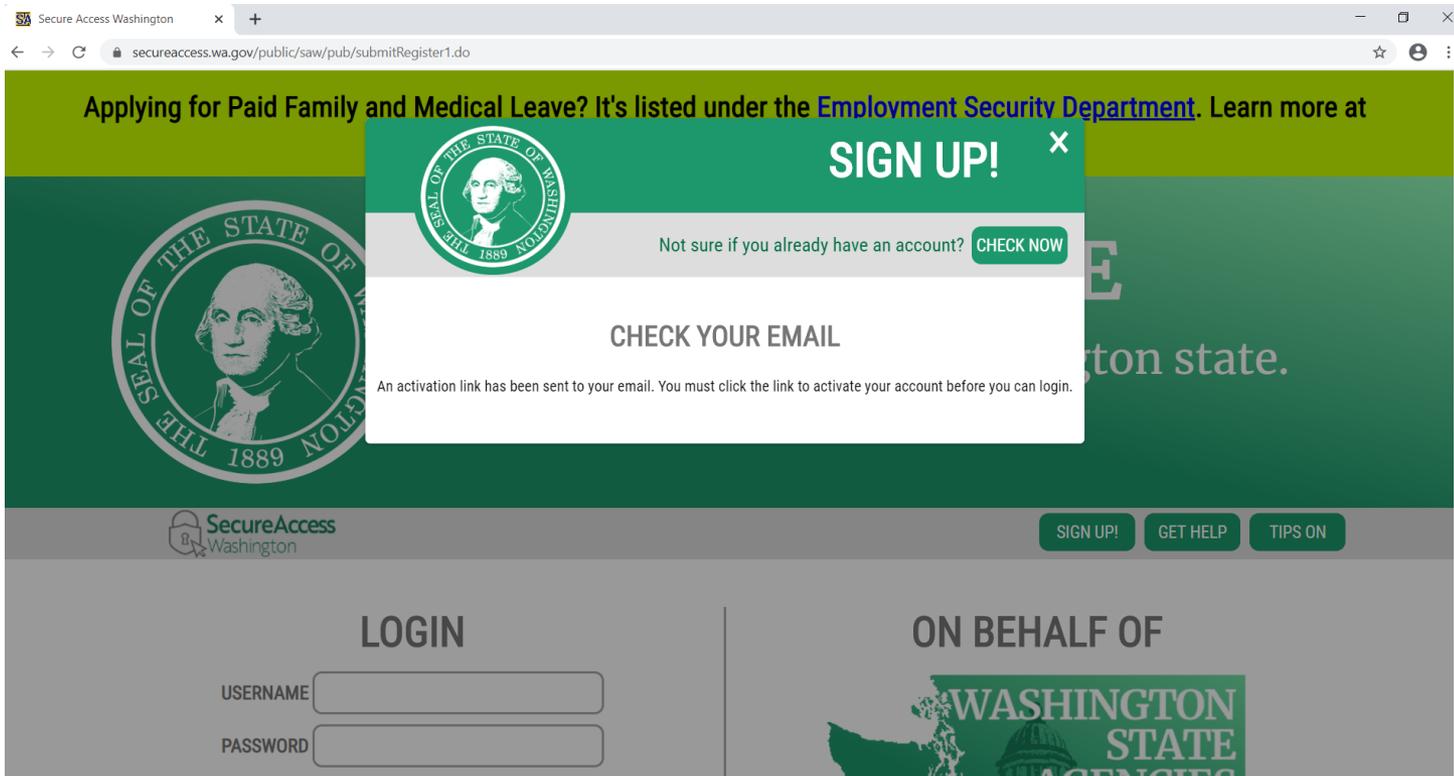
- Add at least 10 more characters
- Add a special character or a lower case letter or an uppercase letter or a

Note: If you think you might already have a SAW account, click “CHECK NOW”

Creating Your “SAW” Account

Part 3 of 4

After you successfully fill out the form, you will get this response:

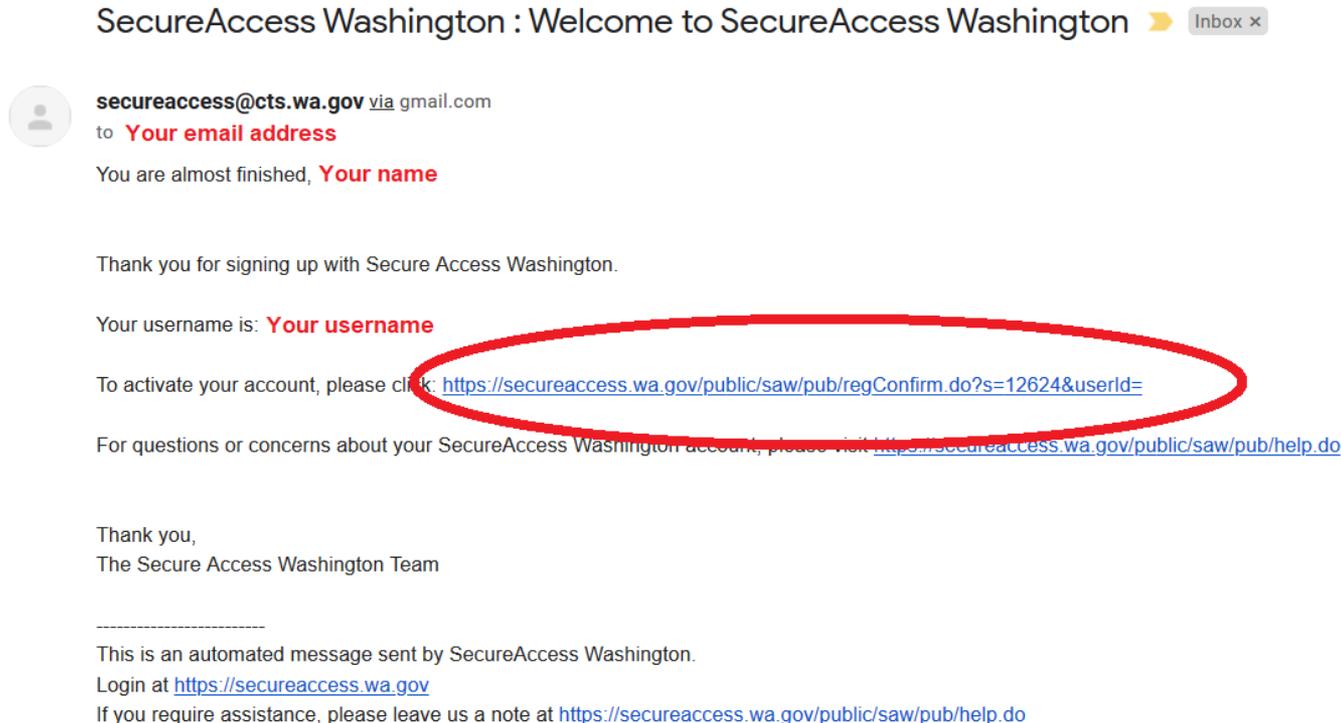


**Go to
your email
to finish
activating
your SAW
account...**

Creating Your “SAW” Account

Part 4 of 4

To activate your SAW account, go to your email and click on the link that they send you. It will look like this:



**Click on
the red
circled link
to activate
your
account...**



Watch ESD's Video

- To unlock this step-by-step presentation of how to apply for unemployment benefits, become a union member of Interpreters United today! **Fill out a card online here:** <https://actionnetwork.org/forms/wfse-member-card>.
- **It's simple:** The more union members we have, the stronger our ability to bargain higher hourly rates, negotiate better working conditions for interpreters, and make resources like this presentation on how to apply for unemployment benefits.
- After you sign up as a member, email organize@wfse.org to receive a full copy of this presentation.



Unemployment Application: Important Tips

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Unemployment Application: Important Tips Continued...

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Let's Begin!

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Log Into ESD's Unemployment Application With Your SAW Account

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Verifying Your Identity

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Click on First Link Under eServices “For yourself”

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Start Applying By Clicking On “Submit an application”

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Step 1: “Time Estimate”

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Step 2: “Certification”

- To unlock this step-by-step presentation of how to apply for unemployment benefits, become a union member of Interpreters United today! **Fill out a card online here:** <https://actionnetwork.org/forms/wfse-member-card>.
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Step 2 “Certification” Explained: Requirements to Qualify

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Step 2 “Certification” Explained: DV / SA Victims

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Step 2 “Certification” Explained: Documents You Will Need

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Step 3: “Certification cont’d”

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Step 4: “Certification cont’d”

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Step 5: “Your Identity”

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Step 6: “Driver’s license”

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Step 7: “Benefits in other states”

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Step 8: “Injury or illness”

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Step 9: “Federal jobs”

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Step 9 “Federal Jobs” Explained

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Step 10: “Military jobs”

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Step 10 “Military” Explained

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Step 11: “Work in other states”

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Step 11 “Work in other states” Explained

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Step 12: “Claim start date”

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Step 12 “Claim start date” Explained

New Information in Version 2!

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Step 12 “Claim start date” Explained: Weekly Claims

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Step 13: “Anti-harassment”

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Step 13 “Anti-harassment” Explained

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Step 14: “Contact information”

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Step 14 “Contact information” Explained: Entering Your Address If You Live in a House

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Step 14 “Contact information” Explained: Verifying Your Address 1 of 4

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Step 14 “Contact information” Explained: Verifying Your Address 2 of 4

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Step 14 “Contact information” Explained: Verifying Your Address 3 of 4

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Step 14 “Contact information” Explained: Verifying Your Address 4 of 4

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Step 14 “Contact information” Explained: P.O. Boxes & How ESD Contacts You

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Step 15: “Demographics”

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Step 16: “Washington employers”

New Information in Version 2!

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Step 16: “Washington employers”

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Step 16 “Washington employers” Explained: How To Enter Information If An Employer Is Listed

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Step 16: Do Not “Add missing employer”

New Information for Version 2!

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Step 17: “Your occupation”

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Step 17 “Your occupation” Explained 1 of 8

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Step 17 “Your occupation” Explained 2 of 8

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Step 17 “Your occupation” Explained 3 of 8

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Step 17 “Your occupation” Explained 4 of 8

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Step 17 “Your occupation” Explained 5 of 8

New Information for Version 2!

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Step 17 “Your occupation” Explained 6 of 8

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Step 17 “Your occupation” Explained 7 of 8

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Step 17 “Your occupation” Explained 8 of 8

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Step 18: “Getting paid”

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Step 18 “Getting paid” Explained 1 of 2

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Step 19: “Claim Summary”

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Step 20: “Submit application”

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A union of interpreters, run by interpreters, for interpreters.

PART THREE:

COVID-19 PUA Claim



COVID-19 PUA Claim

ESD's updated system has created a new, separate application for independent contractors to fill out, called the "**COVID-19 PUA Claim.**" PUA stands for Pandemic Unemployment Assistance.

This is yet another application that interpreters must fill out after filing your initial unemployment application.

Part Three of this guide will walk you through how to fill out this COVID-19 PUA Claim step-by-step.



What You Will Need

To complete the COVID-19 PUA Claim, here's what you'll need:

- Documentation of your self-employment earnings as an interpreter
- Examples: IRS forms like Schedule C, K, SE, or F, or WA State Department of Revenue Quarterly Reports
- You will need to break down your earnings as an interpreter into four separate quarters, e.g.
 - Q1 = January 1, 2019 – March 31, 2019
 - Q2 = April 1, 2019 – June 30, 2019
 - Q3 = July 1, 2019 – September 31, 2019
 - Q4 = October 1, 2019 – December 31, 2019



Let's Begin (again)!!

Go to <https://secure.esd.wa.gov/home/> and scroll down. Find the below box to log into eServices with your SAW account (see pages 32 – 36 in Part Two if you need help):

SecureAccess Washington (SAW)

Use your SecureAccess Washington (SAW) username and password
[What is SAW?](#)

Employers: If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

Username:
[Check to see if you have a SAW account](#)

Password:
 

[Click here if you are having trouble signing in](#)



Click On “Apply for a COVID-19 PUA Claim”

Claimant eServices Welcome, Settings

Home

i We are processing an unprecedented number of unemployment claims and our highest priority is getting benefit payments out to customers as quickly as we can. As a result, we are unable to respond to all questions submitted online in a timely manner and we apologize. Many questions can be answered on our website at esd.wa.gov/unemployment. You may also want to subscribe to email updates about our response to COVID-19. Thank you for your patience.

Alerts

- You have unread letters
- Apply for benefits
- Apply for a COVID-19 PUA Claim**
- You have a UI weekly claim to file

I want to

- Manage my active claim
- Change federal withholding preference
- Send a message/ask a question
- Update union information
- Upload a document

Summary | Online activity | Notices/letters | Name/address | Job Search Log | 1099s | Applications/Forms

My accounts All accounts

Manage my active UI claim

- Claim ID
- Benefit year begin
- Benefit year ending
- Weekly benefit amount
- Status
- You have a UI weekly claim to file**

Click on the link circled in red.

Step 1: “PUA Information”

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Step 2: “Certification”

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Step 3: “Eligibility Questions”

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Step 4: “Establishing Claimant Identity”

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Step 5: “Personal information”

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Step 6: “Driver’s license”

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Step 7: “Benefits in other states”

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Step 8: “Federal jobs”

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Step 9: “Military jobs”

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Step 10: “Work in other states”

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Step 10 “Work in other states” Explained

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Step 11: “Anti-harassment”

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Step 11 “Anti-harassment” Explained

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Step 12: “Contact information”

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Step 13: “Demographics”

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Step 14: “Your employers” 1 of 4

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Step 14: “Your employers” 2 of 4

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Step 14: “Your employers” 3 of 4

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Step 14: “Your employers” 4 of 4

This Is An Important Step!

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Step 14 “Your employers” 4 of 4

Part 4 Explained

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Step 15: “Your occupation” 1 of 8

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Step 15: “Your occupation” 2 of 8

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Step 15: “Your occupation” 3 of 8

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Step 15: “Your occupation” 4 of 8

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Step 15: “Your occupation” 5 of 8

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Step 15: “Your occupation” 6 of 8

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Step 15: “Your occupation” 7 of 8

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Step 15: “Your occupation” 8 of 8

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Step 16: “Getting paid”

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Step 17: “Claim Summary”

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Step 17 “Claim Summary” Explained 1 of 2

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Step 17 “Claim Summary” Explained 2 of 2

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Step 18: “Submit application”

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A union of interpreters, run by interpreters, for interpreters.

PART FOUR:

Appeals & Weekly Claims



Unemployment Claim Determination Letter

 **Employment Security Department**
WASHINGTON STATE
P.O. Box 9046, Olympia, WA 98507



Your name and information will appear here

Date:
Letter ID:
Claimant ID:

Unemployment Claim Determination

We have determined:

- You may receive up to \$0 each week you are eligible for unemployment benefits.
- The total amount you can receive for your benefit year is \$0.
- Your benefit year is
- We may need to adjust the amount based on a number of factors.

This notification is not an approval or denial of benefits. It is a statement of how much you may receive as long as you otherwise qualify.

The amount you may get each week (called your weekly benefit amount) and the total amount you can receive (called your maximum payable amount) are based on the hours you worked and wages you received between Jan 1 2019 to Dec 31 2019. This period is called your base year. Employers pay the entire cost of unemployment benefits.

How to request an adjustment

If any information looks wrong or is missing, refer to the "Benefit payments" section of the Handbook for Unemployed Workers or call the claims center between 8 a.m. and 4 p.m., Monday through Friday at 800-318-6022, if you need help.

If this information is correct and you aren't eligible for unemployment benefits, you can ask for an alternate base year (ABY) claim. This type of claim uses the last four completed calendar quarters. Call the claims center to request an ABY. For more information, refer to eServices or the "Benefits payments" section of the Handbook for Unemployed Workers.

Be sure to continue to file your weekly claims, even if you are waiting for an answer from us.

Anytime there is an adjustment to your determination, we will send you a *Redetermination of Unemployment*. Search more than 60,000 Washington jobs on WorkSourceWA.com. Visit WorkSource for free employment workshops and expert job-hunting advice. Read the Handbook for Unemployed Workers at esd.wa.gov to find everything you need to know about benefits, including training for a new career.



MONETARY DETERMINATION

Page: 1 of 3

After you submit your unemployment application, you will get what is called an Unemployment Claim Determination letter. This letter looks like this (see left).

As an independent contractor, it is likely that your determination may say \$0.

This is OK and do not panic. With the launch of ESD's new COVID-19 PUA Claim application, if you get a letter like this, what you should do is submit a COVID-19 PUA Claim. Go to Part Three of this guide (pages 94 – 131) to start this process.



Appeals

Because of ESD's updates to their system – with the launch of the new COVID-19 PUA Claim – the first thing you should do is make sure you submit a COVID-19 PUA Claim application.

Before this application went live, you would have previously had to request an Alternate Base Year (ABY) calculation before you were able to appeal. **Now this is not necessary.** If you have not submitted a COVID-19 PUA Claim yet, go to Part Three of this guide (pages 94 – 131) to start this separate application.

If ESD's new system works correctly, submitting a COVID-19 PUA Claim should not make an appeal necessary. Although, when in doubt, we recommend **ALWAYS APPEALING** if you get denied.



Weekly Claims

After you submit your unemployment application, **you must submit a weekly claim for every week** that you wish to receive benefits, including previous weeks that you are requesting back-pay for.

ESD calculates a week from Sunday at 12:00am through the following Saturday at 11:59pm.

The rest of this section will walk you through how to fill out Weekly Claims.



Watch ESD's Video

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Let's Begin (for the last time :)!!!

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Click On “You have a UI weekly claim to file”

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Choose Which Weekly Claim To Work On

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Step 1: “How to submit”

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Step 2: “Fraud warning”

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Step 3: “Paid time off”

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Step 4: “Paid after last day worked”

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Step 5: “Work for employers”

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Step 6: “Self-employment”

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Step 7: “Casual labor”

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Step 8: “Self-employment earnings”

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Step 9: “Jury duty”

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Step 10: “Workers’ compensation”

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Step 11: “Retirement pay”

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Step 12: “School and training”

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Step 13: “Able and available”

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Step 14: “Job search”

This Is An Important Step!

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Step 15: “Refused work”

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Step 16: “Summary”

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Step 16 “Summary” Explained 1 of 2

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Step 17: “Submit”

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You Must Submit Weekly Claims For Every Week That You Claim Benefits

Remember: you must submit a separate Weekly Claim for every week that you are claiming unemployment benefits. **Start the process again each week by following the steps in Part Four of this guide.**

We strongly recommend that you pick one day each week to always submit your Weekly Claims (before the end of your Weekly Claim week, which is Saturday at 11:59pm). If you submit your claim on a Saturday afternoon, make sure to submit your next claim on the following Saturday afternoon, etc.



Final Thoughts

- ESD's new COVID-19 PUA Claim is your first remedy before appealing. If you have been given a \$0 Unemployment Claim Determination letter and you have not yet submitted a COVID-19 PUA Claim, submit an application for a COVID-19 PUA Claim.
- If you are otherwise denied benefits, or if you are in doubt, **APPEAL**, **APPEAL**, and **APPEAL**.
- You must always submit your Weekly Claims every week. If you submitted your first Weekly Claim on a Saturday afternoon, we recommend submitting your next Weekly Claim on the following Saturday, and then again the next Saturday, and so on until things go back to normal.
- Yes, it's a square peg in a round hole, which is why your applications should get flagged if there are problems, and ESD should hopefully contact you.



This Too Shall Pass

- You are not alone. Your fellow union members are fighting this with you. Together, **Interpreters United makes us stronger!**
- Become a union member today, by filling out a card online at: <https://actionnetwork.org/forms/wfse-member-card>

Contact Information:

Email: organize@wfse.org

Text: +1 (503) 660-8690

Phone: +1 (206) 712-6091

