**PUA-How to Apply**

1. APPLY ONLINE
	* File an application for PUA by creating an account or logging in at [https://my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov/).

[**Apply for PUA Here**](https://my.unemployment.wisconsin.gov/)

* + Go to your UI summary page.
	+ Select link "Click here to file for Pandemic Unemployment Assistance".
	+ **Have the following information available:**
		- Social Security Number
		- Wisconsin Driver's License, if you have one
		- A list of all employers you worked for in the past 18 months, their complete addresses (including zip codes), telephone numbers and the dates you began and last worked for them.
		- Those who don't monetarily qualify for a UI claim will need proof of wages/self-employment from the most recent tax year.
		- Farmers should also have: # of acres, # of acres in CRP, # of livestock, # of livestock sold due to COVID-19 pandemic, # of cows being milked
	+ **Hours of Operation:** Apply for PUA online during the following times:

|  |  |
| --- | --- |
| **Sunday** | 9:00 AM - Midnight |
| **Monday – Friday** | Available 24 Hours |
| **Saturday** | 1:00 AM - 3:00 PM |

1. SUBMIT PROOF OF INCOME
	* After you have submitted the PUA application, submit proof of your income **within 21 days.**
		+ Send copies of your completed 2019 federal tax forms (e.g. 1040, 1040a, 1040ez, W-2, schedules c, f, se, k1 or e).
		+ If you worked in employment and have check stubs to prove quarterly wages, include these as well.
		+ If you haven't filed your 2019 federal taxes, supply proof to substantiate earnings from employment/self-employment. If you are able to substantiate your employment/self-employment but don't include tax forms, your PUA weekly benefit rate will be the minimum PUA weekly benefit rate.
	* Submit proof of your income by mail or fax:
		+ **Mail:**
		Pandemic Unemployment Assistance (PUA) Program
		PO Box 7905
		Madison WI 53707
		+ **Fax:**
		(608) 327-6193
		Include a cover sheet; Write **ATTN: PUA** on the cover sheet, and include: 1) the number of pages you are faxing (excluding cover sheet), 2) your complete name and 3) social security number.
2. PLEASE BE PATIENT WHILE WE PROCESS YOUR APPLICATION
	* Due to the new program and unprecedented volume of applications, it may take additional time to process your application.
	* Unless you have been directed to call, **you do not need to call the department**. If there is a question or problem with your application, we will contact you by phone or by mail. If you have not heard from us, it means your application is still being processed.
	* **No additional action is needed by you unless we contact you directly.**
3. ELIGIBILITY DETERMINED
	* Once your PUA Application is processed, we will send you a determination.
	* If you qualify for PUA, your determination will provide instructions on how to file your weekly claims.
4. FILE A WEEKLY CLAIM
	* **You cannot file weekly claims for PUA until your eligibility has been determined.** If you qualify for PUA, your determination will provide instructions on how to file your weekly claims.
	* After you are told you can start filing your weekly claims, you must file a weekly claim for each week you want to receive benefits.
	* If you are eligible for weeks that have already passed, you will be able to file for those at that time as well. **\*\*You will be retroactively paid weeks due.**