Filing your weekly Louisiana Unemployment claim

Go to 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

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 DWC 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. Wrong, 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 DWC 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 receiving unemployment benefits.
- You will be referred to 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.
- Items 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.

5. Verify your contact information and press NEXT

6. On this page click yes to verify you are a member of IATSE — This page might not show up anymore
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 instructions.

– 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.

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

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

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.

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.
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.

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

- **Severance Pay**
  - **What is the name of the employer that provided you with Severance Pay?**
    - Cast & Crew
  - **List the hours and days you were scheduled to work.**
    - M-F 6am - 7pm
  - **What was your hourly pay rate?**
    - $26.99
  - **What was your gross weekly salary (before deductions and without overtime)?**
    - $1,079.60
  - **How were you paid?**
    - Hourly
  - **Date you received or will receive severance pay?**
    - 04/03/2020
  - **Enter the gross amount of the severance pay.**
    - $1,079.60
  - **How many days or weeks does this payment cover?**
    - one

**Click Next**

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