



# PUA DOCUMENTATION REQUIREMENTS

## PROOF OF EMPLOYMENT/ SELF-EMPLOYMENT DOCUMENTATION REQUIREMENT

The federal Pandemic Unemployment Assistance (PUA) program now requires all claimants to provide supporting documentation of their employment/self-employment, or the planned commencement of employment/self-employment to qualify for benefits. This documentation demonstrates a recent attachment to the labor force and serves as an important tool against fraud.

### TYPES OF ACCEPTABLE DOCUMENTATION SUBSTANTIATING EMPLOYMENT/ SELF-EMPLOYMENT:

Acceptable forms of documentation will vary from claimant to claimant and depend on the unemployment situation.

**Please refer to the table below:**

TYPES OF ACCEPTABLE DOCUMENTATION SUBSTANTIATING EMPLOYMENT/ SELF-EMPLOYMENT:	
For proof of:	Types of acceptable documentation include, but are not limited to:
Employment	Paycheck stubs, earnings and leave statements showing the employer's name and address, and W-2 forms when available.
Self-employment	State or Federal employer identification numbers, business licenses, tax returns, business receipts, and signed affidavits from persons verifying the individual's self-employment.
Employment with organizations such as the Peace Corps, AmeriCorps, and educational or religious organizations	Documentation provided by these organizations and signed affidavits from persons verifying the individual's attachment to such organizations.
Planned commencement of employment	Letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment.
Planned commencement of self-employment	Business licenses, state or Federal employer identification numbers, written business plans, or a lease agreement.

### SUBMISSION DEADLINES FOR DOCUMENTATION SUBSTANTIATING EMPLOYMENT/ SELF-EMPLOYMENT:

Individuals must send or upload documentation prior to the submission deadline. The submission deadlines vary for applicants depending on their application date. **Please refer to the table below:**

For individuals who:	Documents must be submitted within:
Submitted a new PUA application on or after January 31, 2021	<b>21 days</b> from the application date.
Had an existing PUA claim as of December 27, 2020	<b>90 days</b> from the application date or by January 29, 2021*, whichever is later.
Submitted a new PUA application before January 31, 2021	<b>90 days</b> from the application date or by January 29, 2021*, whichever is later.

\*90 days or the date the applicant is instructed to provide such documentation by the state agency (in Arkansas, that date is January 29, 2021).



# PUA DOCUMENTATION REQUIREMENTS

## PROOF OF WAGES FOR WEEKLY BENEFIT AMOUNT REDETERMINATION REQUIREMENT

PUA claimants may submit documentation of income to have their weekly benefit amount raised above the minimum \$132. Until ADWS receives documentation, the minimum \$132 will apply. It is important for PUA claimants to know that the requirement to submit proof of wages documentation to have their WBA redetermined is different than the requirement to submit documentation to substantiate employment/self-employment.

### TYPES OF ACCEPTABLE DOCUMENTATION FOR PROOF OF WAGES:

If you file your application in 2021, you must provide proof of base period wages for calendar year 2020.

If you filed your application in 2020, you must provide proof of base period wages for calendar year 2019.

Acceptable documentation of wages can include but is not limited to:

- 2019 or 2020 tax returns (Depending upon the year in which you filed your PUA application);
- your 2019 or 2020 1099 form(s) (Depending upon the year in which you filed your PUA application);
- paycheck stubs;
- bank receipts;
- ledgers;
- contracts;
- invoices; and/or billing statements.

### HOW TO SUBMIT DOCUMENTATION FOR BOTH REQUIREMENTS:

Claimants should include their name, contact information and application number on each document submitted.

ADWS does not accept videos for documentation purposes.

Documents may be submitted using the following methods:

- Upload using the PUA website
- Email to [PUA.documents@arkansas.gov](mailto:PUA.documents@arkansas.gov)
- Fax to 501-325-9650
- Mail to PUA Documents

P.O. Box 8120  
Little Rock, AR 72203-8120

More information is available online at [www.ARunemployment.com](http://www.ARunemployment.com) or through the PUA website at [www.pua.arkansas.gov](http://www.pua.arkansas.gov).

### BACKGROUND INFORMATION:

Pandemic Unemployment Assistance (PUA) - Extension Requirements

The Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act), signed into law on December 27, 2020, extends some federal unemployment programs authorized by the CARES Act, including Pandemic Unemployment Assistance (PUA).

PUA provides unemployment benefits to eligible individuals who are self-employed, independent contractors, nonprofit employees and gig economy workers, as well as to some individuals working part-time, or who otherwise would not qualify for regular Unemployment or PEUC **and have had their employment impacted by COVID-19**. *All applications and existing claims that are reopened will be reviewed to determine if eligible for regular state unemployment benefits.*