

# Definitions

## Reemployment Assistance Process Guide



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# Definitions

## Reemployment Assistance Process Guide

This guide includes definitions of commonly used words and phrases throughout the reemployment assistance process.

### **Adjudication**

Review of any issues raised when the application for benefits was filed or when requesting benefit payment.

### **Appeal referee**

A hearing officer who conducts the appeal and will decide the outcome of the issue being appealed.

### **Appellant**

The party filing an appeal to an adverse determination and/or decision.

### **Appellee**

The non-filing party involved in an appeal of a determination and/or decision.

### **Balance**

The remaining amount that is payable on a claim.

### **Base period**

The covered wages earned during a certain period. These wages are used to determine if a claimant qualifies monetarily for reemployment assistance and the amount to which he or she is entitled to receive. Comprised of the first 4 of the last 5 completed calendar quarters preceding the benefit year beginning date.

### **Benefit Year Beginning**

Effective (beginning) date of a new reemployment assistance claim. The Sunday of the week in which the claimant filed their new claim. If the claimant had a prior claim ending during that week or if the calendar quarter changed during the week, the effective date may be a date other than Sunday.

**Benefit Year Ending**

Ending date of a reemployment assistance claim. It is always one year from the Benefit Year Beginning date minus 1 day. Example: A claim effective February 3, 2019 would have an end date of February 2, 2020.

**CareerSource Center**

A local Florida Workforce Services office where claimants can go for assistance in obtaining employment.

**Claimant**

Any individual seeking Reemployment Assistance from the State of Florida.

**Claimant ID**

A unique identification number assigned to the claimant. It ties the claimant record and benefit claim record together across all programs and claims in the system.

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**CONNECT**

Online claim system used to calculate, track, and dispense reemployment assistance benefits.

**Continued claim**

After the initial claim is determined to be eligible for reemployment assistance, all further claims are considered continued claims.

**Debit card**

Florida Reemployment Assistance Debit Card, called the Way2Go debit card. Is Issued to claimants who choose this payment method. Weekly benefit payments are transferred to this card for use by the claimant.

### **Disqualified**

The claimant has been issued a determination/decision advising he or she is ineligible for benefits.

### **Earnings Disregard**

If the claimant's gross earnings during a week are less than the Weekly Benefit Amount (WBA), the Earnings Disregard Amount (8 x Federal minimum wage) is subtracted from the earnings and the remainder is deducted from the WBA to determine the amount payable to the claimant.

Example 1: Claimant WBA is \$100, claimant gross earnings are \$100. No payment is due to the claimant.

Example 2: Claimant WBA is \$100, claimant gross earnings are \$98. Earnings disregard of \$58 is deducted from \$98, leaving \$40 to be deducted from the claimant's WBA. A payment of \$60 will be issued to the claimant.

### **Eligibility Review Program**

An in-depth review of claimant responses to a questionnaire sent to selected claimants to determine their continued eligibility to receive unemployment benefits.

### **Eligible**

Claimant meets the monetary qualifications to establish claim. To be monetarily eligible for benefits, you must have been paid wages in two or more calendar quarters in the Base Period, your total Base Period wages are equal to or more than one and half (1 ½) times your high quarter wages and the total wages you have earned in your qualified quarters of your claim must be equal or higher than \$3400.

### **Full-time**

A claimant is considered by their employer to be a full-time employee if his or her work schedule is 32 hours or more per week

### **Hearing officer**

Appeals referee/Special deputy assigned to schedule and conduct a hearing

**High quarter earnings**

In a claimant's base period the total earnings in each quarter are compared to determine which quarter has the highest earnings. The 'high quarter' earnings are multiplied by 1.5 and if the total wages in the base period do not equal or exceed this amount, the claimant would not qualify for a claim.

**Ineligible**

The monetary determination has been issued, and there are no pending wage requests thus the claimant does not meet the monetary requirements to establish a claim. You will be monetarily ineligible for benefits if you have not been paid wages in two or more calendar quarters in the base period, your total base period wages are less than one and one half (1 ½) times your high quarter wages or the total wages you have earned in your qualified quarters of your claim are not equal or higher than \$3400.

**Initial claim**

First time a claimant files for reemployment assistance benefits.

**Maximum Benefit Amount**

The largest amount of benefits eligible to receive on a regular claim.

**On-call**

A claimant who works variable hours as needed under a verbal or written contract.

**Pension**

A sum of money paid regularly as a retirement benefit.

**Promised Hire Date**

The claimant provided a date (must be within six weeks) to begin work with an employer.

**Reopen Claim**

Action to reopen an inactive claim. An application must be completed and if there was employment since the claimant last filed for benefits, that employment information must be provided.

**Reemployment Assistance**

A benefit for Floridians who have lost their job through no fault of their own, are able and available for work, and actively seeking employment.

**Request for Reconsideration**

A request to have a determination ended or reversed due to new information made available.

**Requesting Benefit Payments**

Completing a continued claim application in order to request payment for the week in question. Claimant must meet all monetary and non-monetary eligibility criteria in order for a payment to be issued.

**Return to Work Date**

Date on which an employee is scheduled to return to work with a former employer or start work with a new employer.

**Severance**

Severance pay is compensation for the loss of a job. It is a matter of agreement between an employer and an employee. Severance pay provided to an individual regardless of the reason will affect a claimant's eligibility for benefits.

**SIDES - State Information Data Exchange System**

A nationally recognized program that allows employers from across the country to respond to state unemployment insurance (UI) requests for information. This electronic tool provides an easier and more streamlined method to submit responses for separation information and earnings verifications.

**Third-Party Representative**

An individual or business entity that represents the claimant in conducting tax, reimbursable, or appeals business on behalf of the claimant.

**Untimely Appeal**

An appeal filed due to an adverse determination after the 20 calendar day time frame provided under the law.

**Wages in Lieu of Notice**

Wages paid instead of a notice of lay off or discharge. When an Employer terminates a worker, instead of allowing the person to work a notice, the employer will give wages for the notice period.

**Waiting Week**

Waiting week is the very first week of RA program claimed, which has no earnings or, earnings are less than weekly benefits amount, for which benefits will not be paid. There is only one non-payable waiting week per claim filed within the same benefits year.

**Weekly Benefit Amount**

The maximum amount a claimant is eligible to receive per week before any deductions are taken.

**Work Search Requirement**

Number of job contacts that a claimant must make each week in order to be eligible to receive benefits for a week of unemployment. The number is determined by the size of the county in which a claimant resides.

**Workers' Compensation**

Workers' compensation is a government-mandated insurance that provides benefits to covered employees and their dependents if the employee suffers job-related injury, disease, or death.

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## Need More Help?

**Public Library:** Libraries can help with many things, including letting you use a computer, printer, copier, scanner, or fax machine. Some libraries also have staff available who may be able to help guide you through the application process.

Find your local library at <https://myfloridalibrary.com/find/>.

**Florida Department of Economic Opportunity (DEO):** You can contact DEO (<https://floridajobs.org>) in several ways:

### Online Contact Form

To contact DEO through their online contact form, go to their website at <https://www.floridajobs.org> and choose **Reemployment Assistance Resources**. Then choose **? Reemployment Assistance Help Center**. Complete the form based on your question.

### Call DEO

You can call the Reemployment Assistance Customer Service Center at 833-352-7759 or 850-245-7105.

DEO offers special assistance to people who do not speak English as their primary language and those who have a limited ability to read, speak, write, or understand English. They also provide special assistance to people who need help filing a claim online because of legal reasons, computer illiteracy, language barriers, or disabilities.

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*We hope that you found this information helpful. Visit our YouTube channel at <https://tinyurl.com/2naxd95v> for more videos on applying for reemployment assistance benefits in Florida.*