

Guidance for certification questions for furloughed workers:

How do I answer the certification questions?

In order for us to process your weekly payment without delay, please follow our guidelines when certifying for your benefits – to get your money – each week. See our certification guide [here](#) and below; please note comment below to furloughed state workers, on Question 5:

- Question 1: Were you able and available for work? The answer to this question should be YES if:
 1. You were physically able to do your work before you were furloughed by the State of New Jersey
- Question 2: Were you actively seeking work?
 - If you are waiting to be recalled to your present job and resume full working hours after furloughs end, you should answer YES.
- Question 3: Did you refuse any work?
 - Workers furloughed by the State of New Jersey should answer NO.
- Question 4: Were you attending school or job training?
 - If you are a student and just filed this unemployment claim as a result of the coronavirus emergency, and the Division of Unemployment Insurance has not reviewed your school status, please answer NO to this question (even if you are attending school online) at this time.
 - If you are a student who filed an Unemployment Insurance claim prior to this emergency, and have already provided the department with your school information, and your school is currently closed due to the coronavirus, please answer this question in the same manner (Yes or No) you would have prior to the school closing.
- Question 5: Did you receive holiday or vacation pay for the week beginning mm-dd-2020 and ending mm-dd-2020?
 - Furloughed state workers take note – if you will receive holiday pay, vacation pay, or any other pay during a week in which you are also taking furlough days, you must report it here. Please answer YES and report it here. Please note Friday, July 3 is a paid holiday and will not be an unpaid furlough day.
- Question 6: Are you receiving or have you applied for a pension or other retirement pay from any of the employers listed below?
 - If you are currently paying into a pension or other retirement plan but you are not receiving payments, you should answer “NO.”
 - If you are receiving pension payments from an employer who is not listed you should also answer “NO.”
 - You should answer “YES” if you are currently receiving pension or other retirement benefit payments from one of the employers in the list.
- Question 7: Did you work between mm-dd-2020 and mm-dd-2020?
 - If you did any work (or received any payment for work previously completed) between the designated dates, answer YES and report what you earned.
 - IF YOU ARE RECEIVING PUA (independent contractor benefits), to avoid payment delay, use ONLY question 7B – “Other than self-employed income” – to report ALL types of wages/commissions you received this week (even if the earnings were in self-employment). In 7A, choose “NO.”
 - If you know you will not have work the following week, immediately (no later than Saturday of the week in which you are claiming) follow steps to REOPEN/REASSERT THE CLAIM. If you received holiday/vacation/sick pay from your employer during this week, report that information here.
 - The certification guide can also be found online [here](#), but note the comment on Question 5 above: