

**State Workforce Agency (SWA) Operations Checklist for  
Continued Assistance for Unemployed Workers Act Program Operations**

**Mixed Earners Unemployment Compensation (MEUC) Program Operations Checklist**

State:		Name and title of agency representative completing the checklist:			
		Date Completed:			
MEUC Operations Checklist		Yes	No	N/A	Comments
1.	Appropriate staff has copies of the law, Section 261 of the Continued Assistance to Unemployed Workers Act of 2020, and copies of the ETA guidance for MEUC (UIPL No. 15-20, change 3 and any subsequent changes).				
2.	State has correct beginning period (week ending January 2, 2021 (if the week of unemployment ends on Saturday) or January 3, 2021 (if Sunday week ending date)) and correct ending period (week ending September 4, 2021 (if Saturday week ending date) or September 5, 2021 (if Sunday week ending date)) for the MEUC program as identified in guidance.				
3.	<p>State identified all appropriate eligible programs to add MEUC (regular UC, UCFE, UCX, PEUC, EB, STC, TRA, DUA, and SEA; <u>excludes Additional Benefits and PUA</u>) and has operational processes to ensure MEUC is properly paid with respect to these programs.</p> <p>State ensured MEUC was issued to:</p> <ul style="list-style-type: none"> <li>• individuals <u>eligible</u> for at least \$1 for the underlying benefit payment(s);</li> <li>• individuals who have \$5,000 in self-employment <u>net earnings</u> in the prior tax year (tax year prior to the parent claims date); and</li> <li>• individuals <u>eligible</u> for an underlying benefit payment(s) that was intercepted (e.g., overpayment offset or other intercept) even if it reduces the underlying benefit payment(s) to \$0.</li> </ul>				
4.	State has procedures to require, analyze, and issue determinations based on the claimant's submission of documentary evidence of their self-employment income or documentation submitted by a third party pursuant to the claimant's direction.				

5.	<p>The state issues notices of entitlement to potentially eligible claimants regarding MEUC, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount of supplemental MEUC payment available each week (\$100);</li> <li><input type="checkbox"/> Beginning and ending dates for the MEUC program;</li> <li><input type="checkbox"/> Information about the possible consequences of MEUC receipt for purposes of Medicaid and CHIP eligibility;</li> <li><input type="checkbox"/> Instructions on how to apply for MEUC, which includes information on how and when to submit documentation to verify that the individual meets the self-employment threshold;</li> <li><input type="checkbox"/> Information about the consequences of committing fraud in connection with an application for MEUC; and</li> <li><input type="checkbox"/> Information that, if the individual is found eligible, this will be paid automatically (with no extra action required of the individual) if the individual is eligible to receive the underlying unemployment benefit for the week in question.</li> </ul>				
6.	State identified all individuals potentially eligible for retroactive MEUC payments, as needed (i.e., where the program was implemented by the state after the beginning date of the claim).				
7.	State has operational processes to ensure MEUC is properly paid during the continued claims series/duration (e.g., MEUC paid to eligible individuals as supplemental payment to underlying program benefit(s), and <b>not paid</b> when individual is determined ineligible for the underlying benefits (e.g., lack of documentation showing \$5,000 in net income from self-employment, deductible and disqualifying income, nonmonetary and/or fraud determinations)).				
8.	State uses its regular payment process (batch/real-time) for issuing MEUC payments and its normal payment method (check, debit card, direct deposit, etc.).				
9.	State has methods in place to detect and recover both fraud and non- fraud MEUC overpayments.				
10.	State has capability to withhold Federal taxes and child support.				
11.	Separate accounting of MEUC is in place whether MEUC payments are issued as one payment with underlying payment or as a separate payment.				
12.	MEUC required reports have been established and submitted in accord with guidance.				