

INSTRUCTIONS FOR COMPLETING DISASTER UNEMPLOYMENT ASSISTANCE (DUA) APPLICATION FORMS

Initial Application (ETA 81)

DO NOT fill in the shaded portion at the top.

1. **Applicant's name.** Enter your last name first followed by your first name and middle initial.
2. **Date of Birth.** Enter the month, day and year of your birth.
3. **Phone number.** Enter your telephone number including area code.
4. **Social Security Number.** Enter your Social Security Number issued by the Social Security Administration.
5. **Citizen.** Mark the appropriate response to indicate whether or not you are a citizen of the United States. If you are not a citizen, it is a federal requirement that you take proof of satisfactory immigration status (such as your "green card") to your local Workforce Development Center.
6. **Sex.** Mark the box identifying your gender.
7. **Marital Status.** Enter M for married, S for single and D for divorced.
8. **Number of Dependents.** Enter the number of dependents you can legally claim on your federal income tax return. **DO NOT INCLUDE YOURSELF IN THIS NUMBER.**

Section A - Applicant Request

Enter the last day you actually worked in your USUAL EMPLOYMENT. This does not include clean up or recovery efforts related to the disaster. The second date is the date the disaster caused you to stop or reduce your USUAL EMPLOYMENT. The remaining area is for you to explain how the disaster has affected your work. This description must be in some detail. Simply entering "Flood" or "Wet ground" is not sufficient and will result in denial of DUA benefits because there is not enough information on which to base a determination.

Section B – Applicant Employment

Enter the names and addresses of all employers for whom you have worked since January 1, 2007. We **must** have the name of the county in which you worked (or in which you were scheduled to start work) at the time of the disaster.

Section C – Privacy Act Statement/Application Certification

Please read this section. Once you understand the statements in Section C, sign and date the application.

