

# How to complete your weekly claim for Disaster Unemployment Assistance

You must complete a weekly claim for Disaster Unemployment Assistance form for every week you want to claim benefits. Use a separate form for each week you want to claim DUA benefits. You can mail, fax or submit the form online. See below.

## Section A. Applicant information

For Disaster Unemployment Assistance purposes, a week is Sunday through Saturday. When you file your weekly claim, you are filing for the week that ended the prior Saturday at 11:59 p.m.

For example, the week that ends 4/25/2026, covers Sunday, 4/19/2026, through Saturday, 4/25/2026 File your claim for the week ending 4/25/2026 anytime starting 4/26/2026 We will return the form to you if it is submitted or postmarked too early.

To prevent a delay in processing your weekly claim, please give complete information on the form. Answer all questions and provide more information, if needed.

## Section B. Work search information

Questions in this section need to be completed if you:

- Worked for an employer; or
- Worked in self-employment and are now looking for work with an employer.

## Section C. Self-employment update information

Questions in this section need to be completed if you were self-employed and are making efforts to resume your self-employment. Describe what you are doing to resume your self-employment.

## Section D. Application certification

Read the certification. Sign and date the form. We cannot accept a form that is not signed.

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Submit your weekly claim form by on our website or by fax or postal mail:

- Online: Go to [esd.wa.gov/dua](https://esd.wa.gov/dua) and look for the secure upload link.
- Fax: 844-395-6712.
- Mail:

Employment Security Department  
Disaster Unemployment Assistance  
PO Box 19019  
Olympia, WA 98507-0019

To submit your weekly claim by phone or ask questions, call the Disaster Unemployment Assistance Unit at 855-952-9988.



**Employment Security Department**  
WASHINGTON STATE

Disaster no.:

FEMA - 4906 - DR

**WEEKLY CLAIM FOR DISASTER UNEMPLOYMENT ASSISTANCE**

Social Security number:

Applicant name:

Mailing address:

*Use a separate form for each week you want to claim.  
Additional forms available at [esd.wa.gov/dua](http://esd.wa.gov/dua).  
Filing for the week ending (must be a Saturday date):*

**Please write legibly. Your benefits may be delayed or denied if you fail to answer all questions or if we can't read your entry.**  
Answer the following questions for the week you are claiming. If you need more space, use a separate piece of paper and attach it.

**A. Applicant information**

1. Did you work for an employer during the week? *If "Yes," enter the gross earnings for the number of hours you worked in the week you are claiming.*  Yes  No

Earnings	Number of hours

Employer's name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Phone number: \_\_\_\_\_

2. Did you work in self-employment during the week? *If "Yes," enter the net earnings for the hours you worked in the week you are claiming.*  Yes  No

Earnings	Number of hours

3. Were you able to, and available for, work each day during the week you are claiming? *If "No," explain why not in the box to the right.*  Yes  No

4. Did you apply for, or receive any of, the following during the week?  
*If "Yes," complete section to the right of question.*

Amount	Type/Source of payment	Period covered	
		From	To

- a. Vacation, sick or holiday pay?  Yes  No
- b. Unemployment benefits under any state, federal or railroad law?  Yes  No
- c. Loss of wages due to illness or disability (worker's compensation)?  Yes  No
- d. Private income protection insurance or supplemental unemployment benefits?  Yes  No
- e. Retirement pay, such as 401(k) or pension? Do not report Social Security.  Yes  No

To be eligible for a week of Disaster Unemployment Assistance benefits, you must show that you are making every reasonable effort to find work or resume your self-employment.

**B. Work search information**

Only fill out this section if you worked for an employer, or you were self-employed and are now looking for a job with an employer.

1. Were you offered work during the week?  
*If "Yes," answer question 2.*  Yes  No

2. Did you accept all work you were offered during the week?  
*If "No," explain:*  Yes  No

\_\_\_\_\_

\_\_\_\_\_

3. Did you contact your last employer to see if work was available during the week?  
*If "No," explain:*  Yes  No

\_\_\_\_\_

\_\_\_\_\_

4. List the employers you contacted for work during the week you are claiming. Enter all the information requested in each column.  
*You must complete 1 activity, rows 2 and 3 are optional.*

Date of contact	Employer's name and address	Name of the person you talked to	How you made the contact (in person, online, phone)	Type of work you asked for	What did the employer tell you about the possibility of a hire?	Did you submit an application or resume? (Yes/No)	Was this a new contact? (Yes/No)

**C. Self-employment update information**

Fill out this section only if you were self-employed.

Please describe in detail what measures you are taking to resume your self-employment during the week. If you are not trying to resume your self-employment, explain what you are doing to find a job *and* complete section B above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Application certification**

I certify that the information I have given on this form is correct and that I have supplied the information voluntarily in order to obtain Disaster Unemployment Assistance. I know that federal funds are provided and that penalties are prescribed by law for willful misrepresentation or concealment of material facts in order to obtain assistance payments to which I am not entitled to receive under the Act.

Signature:

Phone:

Date: