

**Sec. 31-230-2. Alternate base period determinations**

(a) When the Administrator determines that an individual is ineligible for benefits using his regular base period, the Administrator shall determine whether the individual is eligible for benefits using an alternate base period. The Administrator shall not require the individual to initiate a request for a determination of eligibility using an alternate base period in such cases.

(b) The Administrator shall ascertain from any individual who is ineligible for benefits using his regular base period whether he was paid wages during the most recent completed calendar quarter in his alternate base period.

(c) Where wages paid to the individual during the most recent completed calendar quarter have already been reported by an employer to the Administrator and can be identified on the Administrator's automated wage files, the Administrator shall promptly issue a written determination of eligibility or ineligibility for benefits using the individual's alternate base period.

(d) Where wages paid to the individual during the most recent completed calendar quarter cannot be identified on the Administrator's automated wage files, the Administrator shall institute an investigation and contact the employer or the employer's agent directly to secure the requested wage information. The Administrator shall exercise such administrative and investigative powers as are authorized under Chapter 567 of the Connecticut General Statutes and are necessary to accurately establish the correct amount of wages paid to the individual during the subject quarter.

(e) Once all wages paid to the individual during the most recent completed calendar quarter have been established pursuant to subsection (d) of this section, the Administrator shall promptly issue a written determination of eligibility or ineligibility for benefits using the individual's alternate base period.

(f) Any determination issued pursuant to this section shall specify:

- (1) the individual's benefit year;
- (2) the individual's alternate base period;
- (3) wages paid to the individual during his alternate base period;
- (4) employers who paid such wages during the individual's alternate base period;
- (5) the individual's total unemployment benefit rate pursuant to section 31-231a of the Connecticut General Statutes;
- (6) the individual's maximum limitation on total benefits pursuant to section 31-231b of the Connecticut General Statutes;
- (7) the individual's dependency allowance, if any, pursuant to section 31-234 of the Connecticut General Statutes; and
- (8) the individual's appeal rights.

(g) Any determination issued pursuant to this section may be appealed to the Employment Security Appeals Division within the time limits and under the conditions prescribed in section 31-241 of the Connecticut General Statutes.

(Adopted effective September 30, 2003)