

## ***Information for Furloughed Federal Workers***

### ***Unemployment Compensation for Federal Employees (UCFE)***

While on furlough, Federal employees may become eligible for unemployment benefits under the Unemployment Compensation for Federal Employees (UCFE) program. UCFE is paid by the states under the same terms and conditions as regular state unemployment compensation (UC). You will need to contact the state of your last duty station to file an UCFE claim. To qualify for benefits, you must have earned sufficient wages during the prior 12–18 months, as determined under the state UC law. The state will advise you of whether or not you are eligible for benefits.

#### **Be Prepared**

It is important to have certain key documents ready when you file your claim. States may take claims over the Internet, telephone, or in-person. Follow instructions provided on the state's Web site. Information on where and how to file can be found on the U.S Department of Labor Web site at [www.dol.gov](http://www.dol.gov).

You will need to know your department or agency's correct name and payroll address, and, if available, the agency's Federal Identification Code. Documents that have this information and will help you to correctly file your UCFE claim include:

- Standard Form 8 (SF-8)
- Earnings and Leave Statement
- W-2 Form

Workers who are otherwise eligible for benefits must first serve a one-week waiting period in most states. You will have to check with the state in which you file your claim for specific information. Generally, this means that you will not be paid for your first week of unemployment. Once you file your UCFE claim, you will have to file eligibility certifications weekly or bi-weekly. Most states accept these weekly certifications via a telephone interactive voice response system or the Internet. To be eligible in most states you must be able and available for work. You will be provided information on how to file your weekly certification at the time you file your claim. Depending on state law, furloughed workers may not be required to actively search for work because you are on a temporary lay-off.

If you work and earn wages (during the same period that you may also have a furlough day(s)), and you file a UCFE claim for the same weeks, you must report your earnings. Depending upon how much you earn, your weekly UC amount may be reduced (in some cases, it may be reduced to zero). If you fail to report earnings, you may be determined to have been overpaid these benefits and required to repay the state. If that happens, the state will issue an overpayment notice to you and it will contain appeal rights. You have the right to file an appeal if you disagree with the determination. State law governs the time period in which that appeal must be filed. In addition, if the Federal government retroactively pays Federal employees for the period of the furlough, any UCFE benefits received with respect to that period may be subject to repayment depending on state law.

Some states may increase normal working hours in order to process the high volume of UCFE claims, if necessary. Check your state's web site for hours of operation. Some Internet filing may be available 24/7. Note that states will need to request wage information from the Federal government to file claims. This may cause a slight delay and you may receive an initial determination that shows no wages.

You should expect longer than normal wait times due to the large volume of UCFE claims that may be filed. Please be patient, states will be doing all they can to accommodate you and to help you correctly file your claim. Generally, eligible individuals may expect to receive their first benefit payment within 14-21 days from the date that the claim is filed claim.

**Taxable Income**

Unemployment compensation you receive under the unemployment compensation laws of the United States, or under a state law, is taxable income. If you receive unemployment compensation, you will be sent Form 1099-G from the state where you filed your claim showing the amount you were paid and any federal income tax you elected to have withheld. For more information, see Publication 525, Taxable and Nontaxable Income on the IRS Web site at: [www.irs.gov](http://www.irs.gov).

**TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM**

**UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM**

**NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE**

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent employed by a Federal agency. SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

**FEDERAL AGENCY** will insert in the box:

**1st line** - Parent Federal Agency

Name and 3 digit code number

**2nd line** - Major Component (if any)

**3rd and 4th line** - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

3 Digit  
Identification  
FEDERAL AGENCY

DEPARTMENT OF COMMERCE	CODE NO. 450
National Oceanic and Atmospheric	

To be completed by the *Federal Agency*:  
Contact Name/Office

\_\_\_\_\_  
Telephone No. (include area code)

**KEEP THIS FORM** and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

## UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

### UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

#### TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

#### GENERAL INFORMATION:

##### 1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

##### 2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

##### 3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

##### 4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*