



Unemployment Compensation for Federal Employees (UCFE)

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Agenda

- UCFE Background
- UCFE General Eligibility
- UCFE Filing Methods
- UCFE Forms
- UCFE FAQs



Background

- All 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands operate Unemployment Insurance (UI) programs under the state UI law.
- The program that covers Federal workers when they become unemployed is the UCFE program
- States administer the UCFE program on behalf of the Federal government.
- UCFE benefits are paid on the same terms and under the same conditions as regular UI.



Assignment of UCFE Wages

- An individual's Federal civilian service and Federal wages are generally “assigned” to the State in which the individual had his or her **last official duty station** prior to filing a first claim unless:
 - after federal service, the individual performed other covered work in a particular state, or
 - the individual performed his/her Federal service outside the United States.
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General Eligibility Requirements

▪ Monetary Entitlement

- Must earn sufficient wages in the “base period” (the recent one-year period, which is generally, the last 15-18 months or the first four of the last five completed calendar quarters of wages)

▪ Nonmonetary Entitlement

- Must have a job separation that is non-disqualifying under the state law;
 - Must be able to work/available for work; and actively seeking work
 - Must meet other state UI eligibility provisions.
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Monetary Eligibility

Regular Base Period

- Used on most claims and consists of the first four of the last five completed calendar quarters.

Oct23-Dec 23	Jan24-Mar 24	Apr24-Jun 24	Jul24-Sep 24	Oct24-Dec 24	Jan25-Mar 25	Apr25-Jun 25
Base Period = Oct 2023 thru Sep 2024					Claim Filed	
	Base Period = Jan 2024 thru Dec 2024					Claim Filed



Monetary Eligibility

Alternate Base Period

- Consists of the last four completed calendar quarters.
- Generally used only when an individual does not qualify using the Regular Base Period.
 - DC, MD, and VA all have Alternate Base Periods

Oct23-Dec23	Jan24-Mar24	Apr24-Jun24	Jul24-Sep24	Oct24-Dec24	Jan25-Mar25	Apr25-Jun25
	Base Period = Jan 2024 thru Dec 2024				Claim Filed	
		Base Period = Apr 2024 thru Mar 2025				Claim Filed



Monetary Eligibility

- States vary on the amount of benefits paid per week.
 - The average weekly benefit amount (WBA) for the 12 months ending 10/30/2024 is \$452.48.
 - Maryland - \$430/week
 - Virginia - \$378/week
 - District of Columbia - \$444/week
- In most states, the maximum number of weeks is up to 26. DC, MD, and VA all have a maximum of 26 weeks.
- For information on the different state laws, see the *Comparison of State Unemployment Insurance Laws*:
 - <https://oui.doleta.gov/unemploy/comparison/2020-2029/comparison2023.asp>



Non-monetary Eligibility

■ Reason for Separation

- Lay off due to lack of work (non-disqualifying).
- Most other separation reasons must be adjudicated.

■ Able to Work and Available for Work

- Must meet this requirement for each week claimed.

■ Actively Seeking Work

- All states require individuals to look for work each week they claim benefits.



Appeals

- Claimants (and employers, if they are an interested party in the determination) may appeal the state's determination of eligibility.
- Appeal levels:
 - Before a referee or hearing officer;
 - Decision made by a review board, if the state has a second level (i.e., higher authority*) appeals body.
 - May appeal in state and federal courts.

* District of Columbia does not have a second level appeals body



Filing Methods

Most states take claims over the phone and Internet.

* District of Columbia

- * Phone: (202) 724-7000
- * <https://does.dcnetworks.org/initialclaims/>

* Virginia

- * Phone: (866) 832-2363
- * <https://www.vec.virginia.gov/unemployed/>

* Maryland

- * Phone: (667) 207-6520
- * <https://beacon.labor.maryland.gov/>

For all other states, use the Service Locator:

- <https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/Find-Unemployment-Benefits.aspx>
- Select the state where your last duty station was located, or if you worked after your separation, the last state where you worked.



UCFE Forms

▪ **Employee Forms**

- SF-8: Notice to Federal Employee about Unemployment Compensation
- SF-50: Standard Form 50

▪ **Federal Employer Forms**

- ES-931: Request for Wage & Separation Information
- ES-931A: Request for Separation Information for Additional Claim
- ES-934: Request for Additional Information or Reconsideration of Federal Findings-UCFE

▪ **Affidavit Form**

- ES-935: Claimant's Affidavit of Federal Civilian Service, Wages and Reason for Separation
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Frequently Asked Questions

- **Do I need the information on the SF-8 and SF-50 to file a UCFE claim?**
 - Although not required, the forms are helpful.
 - The SF-8 provides the correct mailing address for the Federal agency, which the state will use to mail needed documents to the employer.
 - The SF-50 provides wage information the state may need to determine your weekly benefit amount.
- **Where will the Form 931 be sent for my agency?**
 - The state will use the address on the employees' copy of the SF-8 or listed in the Federal Agency Directory USDOL maintains for states' use to process UCFE claims.



Frequently Asked Questions

- **What if the Federal agency does not respond timely to the 931 request for wages and separation information?**
 - If the Federal agency does not respond to the 931 request within 12 days, the state may use form 935 (an affidavit) to determine UCFE eligibility.
- **How long, after filing for UCFE benefits, does it take to receive benefits?**
 - The first payment is usually made around 14-21 days after the claim is filed.
 - In many states, including DC and VA, individuals are required to serve a waiting week for which no payment is provided. Other states, like MD, do not have a waiting week.



Frequently Asked Questions

■ In what state should I file a UCFE claim?

- Generally, a person files a UCFE claim with the state where the last official duty station is located.

■ What happens if I am denied benefits?

- Individuals have a right to file an appeal if they are denied benefits. A Federal agency may also appeal a state's determination regarding a former employee's eligibility for benefits.
- Both parties will be notified of an appeals hearing, as appropriate (e.g., a hearing related to an employment separation).



References

- Title 5, United States Code, Chapter 85, (8501-8509) Code of Federal Regulations, Title 20, Part 609.3
- ET Handbook No. 391, UCFE Handbook for State Agencies
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2233
- UCFE Instructions for Federal Agencies
<https://www.dol.gov/agencies/eta/advisories/handbooks/ucfe-instructions-federal-agencies>



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