



**EVOLVE EXPANDE XCEL**  
**Emerge to Greater Heights**

**2022** DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



# UC Basic Foundation Course

Derrick Holmes | September 27, 2022

# Agenda

- Unemployment Compensation Benefits (UC)
- Unemployment Compensation for Federal Employees (UCFE)
- UCFE Responsibilities
- UCFE Claims and Billing Process
- Resources

# Overview

- At the end of this session, attendees should be able to:
  - Generally understand the Unemployment Compensation (UC) program and the Unemployment Compensation for Federal Employees program (UCFE).
  - Know the UCFE responsibilities of the Department of Labor (DOL), the states, and federal agencies.
  - Understand the UCFE claims and billing process.

# What is Unemployment Compensation

- The UC program, also referred to as unemployment insurance (UI), was established in 1935 by the Social Security Act.
- UC provides temporary financial assistance to individuals who have become unemployed through no fault of their own in accordance to state UC law.
- Individuals must meet state monetary requirements for the base period (a recent one-year period defined by state law).
- Individuals must also be able and available for work, actively seeking work, and meet other state eligibility requirements.
- Individuals who apply for UC benefits are referred to as claimants.



# The Federal-State Partnership

- The Federal government provides broad requirements for the UC program.
- States are free to design laws, within the requirements of Federal law, that meets the needs of the state.
- Most wage and salaried employees are covered for UC purposes.
- The UC program is funded from a tax levied on most employers. Certain business, such as non-profits, reimburse the state for all UC benefits paid to former employees.
- All 50 states, the District of Columbia (DC), the U.S. Virgin Islands (VI), and Puerto Rico (PR) have UC programs.

# UC Benefits

- An established UC claim is good for a one-year period referred to as the benefit year.
- Generally eligible claimants can receive up to 26 weeks of UC benefits.
- During times of high unemployment, states may “trigger on” to Extended Benefits, which can provide up to 20 additional weeks of benefits depending on state law.

# UC Benefits

- Additional weeks of benefits may be available through an act of Congress during times of extremely high unemployment.
- The weekly amount of benefits a claimant can receive depends on the amount of wages earned during the base period and state law.
- Claimants must certify with the state that they are still unemployed, actively seeking work, and available for work to continue to receive UC benefit payments.

# Knowledge Check

During times of low unemployment, generally, individuals can received up to how many weeks of benefits?



Answer

26

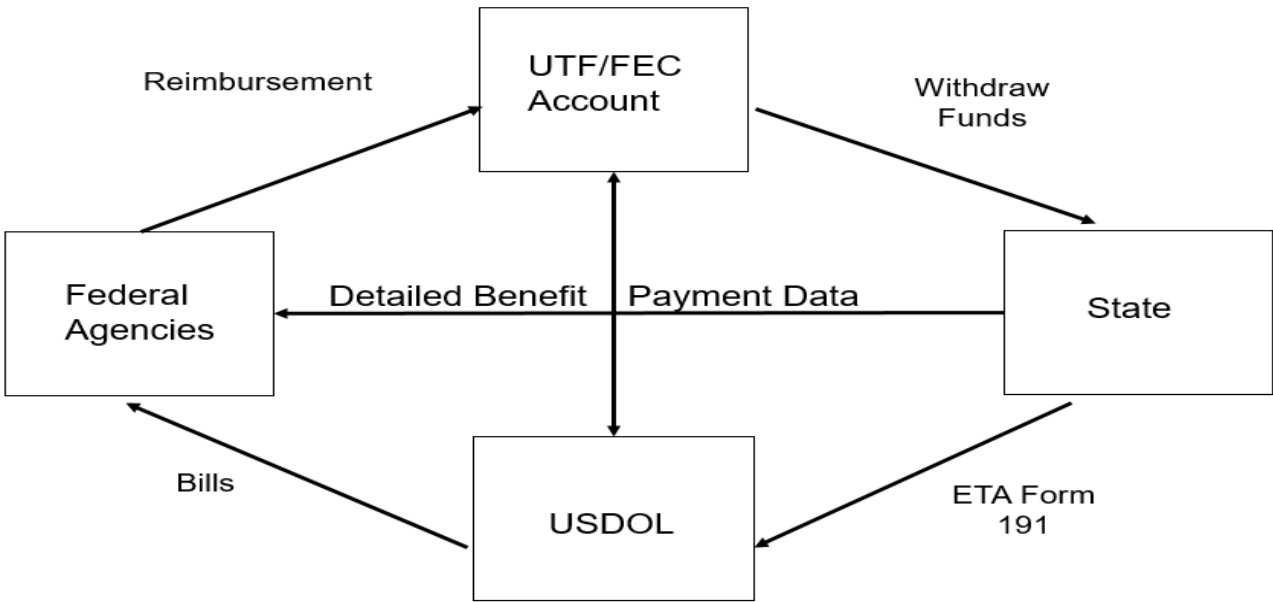
# What is UCFE?

- In 1954, Public Law 83-767 added Title XV, which added the Unemployment Compensation for Federal Employees program to the Social Security Act.
- UCFE provides temporary financial assistance to eligible former Federal civilian employees.
- States act as agents of the Federal government in administering the UCFE program.
- States operate the UCFE program under the same terms and conditions as the regular UC program.

# UCFE Eligibility

- Have federal service and federal wages in the applicable state's base period.
- Meet the employment and wage eligibility requirements of the applicable state.
- Have filed an initial claim for UCFE benefits.
- Be totally or partially unemployed and able to work, available for work, and seeking work under the conditions of the applicable state law.
- Be personally present in a State, DC, VI, or PR when the claim is filed.

# How is UCFE Financed



# Knowledge Check

Name 2 UCFE eligibility requirements

# Answer

Have federal service and wages

Meet the states base period wage requirements

Meet employment requirements of the applicable state

Be able to work

Be available for work

Seeking work under the conditions of the applicable state law

Be personally present in a state, DC, VI, or PR

# Department of Labor Responsibilities

- Implement the UCFE regulations and provide guidance to states and Federal agencies.
- Maintain agreements with the states, DC, VI, and PR on the administration of the UCFE program.
- Issue UCFE coverage rulings for Federal agencies.
- Maintain a directory with contact information for all federal agencies for UCFE purposes.
- Bill federal agencies for UCFE benefits paid to former employees.

# State Responsibilities

- Develop operational procedures to administer the UCFE program.
- Process claims, determine eligibility and ensure timely benefit payments.
- Submit quarterly detailed benefit payment data to Federal agencies by the 25<sup>th</sup> day following the end of the quarter.
- Maintain an up-to-date version of the Federal Agency Directory.



# Federal Agency Responsibilities

- Notify DOL of any changes to the Federal agency's address or contact information.
- Provide all separating employees with a SF-8 and SF-50.
- Respond to all UCFE documents received from the states within 12 days of the mailing date.
- Reimburse the Federal Employees Compensation (FEC) account.
- Inform new employees that if they are receiving UC benefits to notify the state agency that they are now employed.

# UCFE Claims Process

- Claimant files a claim in the state of their last official duty station.
- The state sends a request for wage and separation information (ETA-931) or a request for information on an additional claim (ETA-931A) to the federal agency.
- The federal agency responds to the ETA-931 or ETA-931A within 12 days of the mailing date of the form.
- The state uses the information on the ETA-931 or ETA-931A to assist with making a determination for UC benefit eligibility.
- If the federal agency does not respond within the 12 days, the state makes a determination based on the information provided from the claimant.



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# UCFE Claims Process

- The state sends an eligibility determination to the claimant and the federal agency.
- The claimant or the federal agency can appeal the determination.
- If an appeal is filed, both the claimant and the federal agency will be notified of the date, time, and place of the hearing.
- Depending on state UC law, an adverse decision can be filed to the second level appeal authority or the appropriate circuit court.

# UCFE Billing Process

- Quarterly the federal agency pays for the UC benefits that former employees receive.
- States send the federal agency a summary of all benefits paid.
- The federal agency reviews the summary and protests any charges that it feels are incorrect.
- DOL sends an invoice with the aggregate totals of each state's charges.
- The federal agency has 30 days to pay the full amount of the invoice.

# Knowledge Check

What is the ETA-931?

# Answer

A form used by states to request wage and separation information on a UCFE claimant.

# Knowledge Check

What is the SF-8?

# Answer

A form that provides information to federal civilian employees about unemployment insurance benefits. The form must be given to all separating federal civilian employees, federal civilian employees transferring from one payroll office to another, and when placed in a non-pay status for 7 or more consecutive days.



# Knowledge Check

How is the UCFE program financed?

# Answer

Federal agencies reimburse the states dollar for dollar for all benefits paid to current or former federal civilian employees receiving benefits.

# Resources

- 20 CFR Part 609
- UCFE Instructions for Federal Agencies  
<https://oui.doleta.gov/unemploy/pdf/UCFE.pdf>
- UCFE Determinations Guide – Federal Agencies Responsibilities  
[https://oui.doleta.gov/unemploy/ucfe/ucfe\\_fed\\_agency\\_responsibilities.pdf](https://oui.doleta.gov/unemploy/ucfe/ucfe_fed_agency_responsibilities.pdf)
- UCFE Training for Federal Agencies  
<https://oui.doleta.gov/unemploy/ucfe/presenter/index.htm>

# Resources

- Comparison of State UI Laws  
<https://oui.doleta.gov/unemploy/statelaws.asp#RecentStatelaw>
- CareerOneStop  
<https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/unemployment-benefits.aspx>
- DoD Instruction 1400.25, Volume 850
- Electronic SF-8 <http://www.gsa.gov/portal/forms/download/116362>

Questions?

