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Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



ETA-931, ETA-931A, and ETA-934

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Agenda

- ETA-931 – Request for Wage and Separation Information
- ETA-931A – Request for Information on an Additional Claim
- ETA-934 – Request for Additional Information Regarding Federal Findings-UCFE
- Additional Forms Information

Overview

- At the end of this session, attendees should be able to:
 - Understand the purpose of the ETA-931, ETA-931A, and ETA-934
 - Know the requirements of the ETA-931, ETA-931A, and ETA-934 forms
 - Know how to complete the ETA-931 and ETA-931A response in DIUCS

What is the ETA-931?

- Request for Wage and Separation Information.
- States send this form to the claimant's separating federal agency when a UC claim has been established.
- The form is sent to the address listed on the SF-8. If no SF-8, the form is sent to the address on the Department of Labor's Federal Agency Directory or the address provided by the claimant.

ETA-931 Contents

- State contact information
- Name and Federal Identification Number (FIC) of the federal agency.
- Claimant's name and Social Security Number.
- Date of request
- Date claim taken
- Effective date of the claim

ETA-931 Contents

- Questions to determine if the claimant's work counts as federal civilian service for UC purposes.
- Request for at least 6 quarters of wages.
- Lump sum annual leave and severance payments.
- Date of separation
- The specific reason that led to the separation

What is the ETA-931A?

- Request for Information for Additional UCFE Claim
- Used to request separation information or the reason for non-pay status when a claimant has previously established a benefit year under the UCFE program and is reopening his/her claim after an intervening period of employment in a Federal agency.
- Subject to the same response time as the ETA-931 and all other UCFE related forms.
- Failure to respond timely can lead to the claimant receiving benefits to which they are not entitled.

ETA-931A Contents

- State contact information.
- Federal agency name, FIC, and address.
- The date of the request.
- The effective date of the claim.
- The claimant's name and SSN.
- Date and reason for the separation.
- Information for the payment of annual leave and severance pay.

Knowledge Check

What is the difference between the ETA-931 and 931A?

Answer

The ETA-931 is a request for wage and separation information on an initial claim. The ETA-931A is a request for information on an additional claim.

What is the ETA-934?

- Request for Additional Information Regarding Federal Findings-UCFE
- Used to request additional or clarifying information.
- The claimant may want additional information from the federal agency.
- The claimant may state the federal agency's findings contains errors or omissions.
- Claimant may request reconsideration after the determination is issued.

ETA-934 Contents

- State contact information
- Federal agency information
- Claimant information
- State agency's statement or questions for the federal agency
- Federal agency response

Completing the Forms

- Federal agencies must send a response within 12 days of the mailing date.
- Failure to respond timely can lead to the claimant receiving benefits to which they are not entitled and the employer losing its “interested party” status.
- The Defense Injury and Unemployment Compensation System (DIUCS) should be used to complete the ETA-931 and ETA-931A response.
- When DIUCS is down the ETA-931 and ETA-931A forms should be completed on paper.
- The ETA-934 must be completed on paper.

Knowledge Check

What is the purpose of the ETA-931?

Answer

To obtain wage and separation information for a claimant that filed for UCFE benefits.

Knowledge Check

What is the timeframe to return the completed forms to the states?

Answer

12 days

Knowledge Check

Name a consequence of not responding timely to the states request for information?

Answer

The claimant may receive benefits to which they are not entitled, which means the federal agency is responsible for paying for improper payments.

The federal agency may lose its “interested party” status, which means the agency will no longer be notified about the status of the claim or upcoming hearings.

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
- UCFE Training for Federal Agencies
<https://oui.doleta.gov/unemploy/ucfe/presenter/index.htm>
- Comparison of State UI Laws
<https://oui.doleta.gov/unemploy/statelaws.asp#RecentStatelaw>

Resources

- 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>
- Electronic ES-931 in DIUCS : <https://cacdiucs3.cpms.osd.mil/>

Questions?

