

# **UCFE INSTRUCTIONS FOR STATE AGENCIES**

## **CHAPTER III - FORMS USED TO ADMINISTER THE UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEE PROGRAM.**

The following list of forms/notices used in the UCFE program provides a brief description of each form/notice. The particular forms/notice and their use are explained in further detail throughout this Handbook.

### **SF-8, Notice to Federal Employee About Unemployment Compensation**

Form provided to a separating Federal employee by a Federal agency that explains his/her potential eligibility for UC and provides the name and address of the separating Federal agency where wage and separation information can be obtained.

### **SF-50 Standard Form 50**

In most Federal agencies, the official notice of a personnel action separating a Federal civilian employee is an SF-50. Some agencies issue a modified document with a different form number for this purpose.

### **Form ES-931, Request For Wage and Separation Information**

Form used by SWAs to request wage and separation information from the Federal agency.

### **Form ES-931A, Request For Separation Information For Additional Claim-UCFE**

Form prepared by SWAs to request separation information from the Federal agency, when a UCFE claim has been previously established.

### **Form ES-933, Request for Information Regarding Claims Filed Under the Federal Employees' Compensation Act**

Form prepared by the SWA to request information concerning workers' compensation claims filed by Federal employees.

### **Form ES-934, Request for Additional Information or Reconsideration of Federal Findings-UCFE**

Form prepared to request additional or clarifying information from the Federal agency by the SWA. This form is utilized when the SWA needs additional information or when

a claimant asks for explanation of information previously provided by the Federal agency.

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#### **Form ES-935, Claimant's Affidavit of Federal Civilian Service, Wages And Reason For Separation**

Form completed by the claimant providing wage and separation information during the initial claim process. It is forwarded with the Form ES-931 to the Federal agency. The SWA will use the Form ES-935 Affidavit to establish benefit eligibility when the Form ES-931 is not returned by the Federal agency within 12 workdays.

#### **Form ES-936, Request For Verification of UCFE Wage And Separation Information Furnished on Form ES-931**

Form prepared to request verification of information previously received on the Form ES-931.

#### **Form ES-939, UCFE Program-Federal Agency Visit Report**

Form used to report on a Federal agency visit conducted by the SWA. A DOL representative may also have participated in the visit.

#### **Form IB-1 Initial Interstate Claim**

Form used by the Agent State to record claims information to forward to the liable state for an initial interstate claim.

#### **Statement of Expenditures of Federal Funds for Reimbursable Unemployment Compensation Benefits Paid to UCFE Claimants**

Form used to "Bill" Federal agencies for UCFE benefits paid by the SWAs to UCFE claimants.

#### **Quarterly Listing (also called as Detailed Listing)**

The Quarterly Listing or Detailed Listing identifies individuals filing and receiving benefits from a given State in a given calendar quarter which will be charged to the Federal agency account. Adjustments to prior quarters charges are also reflected.

#### **Notice of Financial Determination (also called Monetary Determination)**

Form used to notify claimant and employer of the financial eligibility of a claimant and provide information on appeal rights and process. The specific form design will vary

among the

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SWAs. The Federal agency should review the notice to determine if the wages used to determine eligibility of the claimant agree with the completed ES-931.

### **Notice of Non-Monetary Determination**

Form used to notify claimant and employer of the SWA's determination concerning eligibility or other non-monetary issue(s). Information is also provided on appeal rights and the appeals process.

### **Notice of Benefit Charges**

Some SWAs may send notice forms designed for State-covered employers showing benefit charges to all employer accounts in the base period. Federal agencies are required to reimburse the FEC Account for the pro rata share of benefits paid based on Federal wages earned to the total amount of compensation paid in the base period.

### **Notice of Appeal**

A Notice of Appeal form is completed by a claimant or an employer wishing to appeal a determination if the party reports in person to the SWA's office. This form is prepared by the SWA, if an employer or a claimant mails a letter to the SWA indicating a desire to appeal. A copy of the completed form is generally provided to each "interested party" as a means of notifying them that an appeal has been filed.

### **Notice of Hearing**

A Notice of Hearing is mailed to each interested party to the appeal. It will include, among other information, the date, time and place of hearing. If the hearing is to be conducted by telephone, the notice of hearing will so advise.

### **Referees Decision, Decision of Administrative Hearing Officer, etc.**

This form identifies the first level appeal official's findings of fact, reasoning and decision on a determination appealed by either the claimant or the employer. It also provides information on further appeal rights and process. The title given to the first level appeal officer and the specific form design for his/her decision will vary by SWA.

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### **Order, Decision and Order of Appeals Tribunal, Board of Review, etc.**

This form identifies the second level appeal body's findings of fact, reasoning and decision on a determination appealed by either the claimant or the employer. It also provides information on further appeal rights and process. The title given to the second level appeal body and the specific form design for its decision will vary by SWA.

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### 1. Notice to Federal Employee About Unemployment Insurance Standard Form 8

The Standard Form 8 (SF-8), Notice to Federal Employee About Unemployment Insurance, is generally the first form a Federal employee sees concerning UCFE. It provides the foundation for the individual to file a claim at the nearest Local Public Employment Service Office of the SWA. When this form is given to a separating employee, it will start a chain of events that are meaningful to the separating agency, separated employee and the State UC office.

The Federal agency must provide the separating employee with an explanation of the form and should emphasize the importance for the employee to provide the SF-8 to the SWA local office when filing a claim. The SF-8 will expedite the claims process and assure the payment of benefits promptly.

Prior to the issuance of this form, if this separation is a separate instance (as opposed to a reduction-in-force), no additional action would be taken by the Federal agency except for assuring the availability of separation information when the other UC forms are received from the SWA. However, if the separation is part of a reduction-in-force, or downsizing, planning should be accomplished between the SWA and Federal agency. Coordination should enable streamlined operations such as unemployment forms completion and/or reemployment assistance services under the direction of the SWA. Group meetings may be scheduled for presentation by the SWA of various services, forms completion and other related assistance that could expedite processing both for the SWA and Federal agency. Coordination for the completion of the SF-8 and the Form ES-931 will enable all parties to reduce their paperwork.

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**a. Notice to Federal Employee About Unemployment Insurance, Standard Form 8 (Front)**

**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 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  
CODE NO.

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.

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### b. Notice to Federal Employee About Unemployment insurance, Standard Form 8 (Reverse)

#### 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:

- 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);
- You must register for work and file a claim at a local public employment service/UI claim office;
- You must continue to report to the office as directed; and
- 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:

- Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- 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.*

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c. **Purpose and Use.** The SF-8 informs employees of their right to file a claim for UC, explains the basic eligibility requirements, provides general information as to how, when and where to file a claim, and describes the documents which the individual should take when filing a claim (20 CFR Part 609.20). It also identifies the name and address of the separating Federal agency where wage and separation information can be obtained.

Federal agencies are required to issue this form on or before the last day of work to each employee who is:

- (1) **separated for any reason**, including voluntary retirement;
- (2) placed or will be in a non-pay status for 7 or more consecutive calendar days (voluntary or involuntary); or,
- (3) transferred to the jurisdiction of a different payroll/personnel office.

**NOTE: The possession of an SF-8 by the claimant is not by itself, to be considered credible evidence of Federal employment.**

The Federal agency **must not** try to determine which separating employee is entitled to UCFE benefits and issue an SF-8 on that basis. All separating employees must be issued an SF-8 except as provided in subchapter (e) below.

Issuance of the SF-8 by the Federal agency should **not be delayed** pending completion and issuance of the SF-50, Notification of Personnel Action (or similar document), or for any other reason.

In addition to issuing the SF-8, the Federal agency's personnel office, or someone that has been designated in the employing office, **must** explain the purpose of the form to each separating employee. The separating employee should be instructed to take the SF-8 to the local SWA office when he/she files a claim for unemployment insurance benefits as it contains information used by the SWA to ensure that all correspondence/inquiries necessary to the claim will be directed to the appropriate Federal agency address/office.

d. **Content.** The DOL has developed language which meets the notification requirements and has obtained the necessary approvals for the form. The form is completed with the parent Federal agency name, 3-Digit Federal Agency Code, component name/symbol, and complete address to which all forms and correspondence must be sent by the SWA. A Federal agency

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contact person/organizational unit and complete telephone number is also included.

Federal agencies have a continuing responsibility to ensure that each SF-8 issued reflects current, complete and accurate information.

**NOTE: The SF-8 identifies and limits the Federal agency to one address to which all Claims related forms and correspondence are to be sent.**

e. **Intermittent, part-time, Temporary Employees.** Individuals whose work or tours of duty are on an "on-call" or intermittent basis (i.e., substitute postal clerks) should be issued an SF-8 only the first time in each calendar year that they are placed in non-pay status. Issuance of an SF-8 is not required for subsequent periods of non-pay status during the year as long as the individual is paid through the same payroll/personnel office.

Temporary, part-time and others employed on a less than full-time permanent basis should have been issued an SF-8 on the last day of work when the appointment expires or when the first instance of non-pay status occurs.

f. **Employees Stationed Overseas.** American citizens who are Federal civilian employees (which includes employees of nonappropriated fund activities of the Armed Forces) who are separated, or transferred to the jurisdiction of another payroll office or are placed in non-pay status while outside of the United States should have been given an SF-8 by the Federal agency no later than on the last day of active duty.

g. **Non-Appropriated Fund Activity Employees.** Civilian employees in the United States and American citizens overseas and military personnel (in or outside of the United States) who were employed voluntarily during off-duty hours by authorized nonappropriated fund activities are covered for UCFE purposes and should have been issued a SF-8 on or before the last day of work prior to separation, transfer or being placed in non-pay status.

h. **Hire/Rehire Notices.** The Federal agency must provide each newly hired and rehired employee, the following notice:

**"If you have applied for or are receiving unemployment compensation payments, it is your responsibility, under penalty of law, to notify the appropriate local office of your employment. Failure to do so can result in a penalty such as a fine, imprisonment, or both."**

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i. **State Agency Responsibility.** The UIS has emphasized to the Federal Agencies the importance of the issuance of the SF-8 and that it is essential to advise the individual to take the SF-8 to the unemployment insurance claims office when filing a claim. The responsibility then rests with the claims taker to assure that the information is appropriately recorded on all claims forms for processing.

When a claimant fails to provide an SF-8, the claimstaker is responsible for obtaining the information. Each Agency should maintaining listings of addresses of Federal agencies to be used when the claimant fails to present an SF-8.

### 2. Introduction to Standard Form 50 (SF-50)

An SF-50 or its equivalent, contains information which assists a SWA in determining an individual's potential entitlement to benefits or, as a source document, in providing employee identification on Form ES-931, including: the claimant's SSN (item 2); the nature of the personnel action (item 5-B); its effective date (item 4); the position title (item 7); the salary rate at time of separation (item 12); the duty station (item 39); and under remarks (item 45), when appropriate, the Federal agency's reason(s) for separation. Item 39, Duty Station, shows where the claimant was actually stationed, and is needed to determine, for assignment purposes, the "official station" as defined in the Federal UCFE regulations.

When appropriate, item 45, Remarks, contains an explanation of the reason(s) for separation. Such explanation may alert the local office claims interviewer to an other than lack-of-work separation.

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## Standard Form 50 (SF-50) Notification of Personnel Action

Standard Form 50  
Rev. 7/91  
U.S. Office of Personnel Management  
OPM Supp. 298-33, Subch. 4

### NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)					2. Social Security Number		3. Date of Birth		4. Effective Date														
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>																	
5-A. Code/5-B. Nature of Action						6-A. Code/6-B. Nature of Action																	
5-C. Code/5-D. Legal Authority						6-C. Code/6-D. Legal Authority																	
5-E. Code/5-F. Legal Authority						6-E. Code/6-F. Legal Authority																	
7. FROM: Position Title and Number						15. TO: Position Title and Number																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary/Award		21. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay									
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization											
<b>EMPLOYEE DATA</b>																							
23. Veterans Preference						24. Tenure						25. Agency Use			26. Veterans Pref for RIF								
1 - None		3 - 10-Point/Disability		5 - 10-Point/Other		0 - None		2 - Conditional					<input type="checkbox"/> YES <input type="checkbox"/> NO										
2 - 5-Point		4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%		1 - Permanent		3 - Indefinite															
27. FEGLI												28. Annuitant Indicator						29. Pay Rate Determinant					
30. Retirement Plan						31. Service Comp. Date (Leave)						32. Work Schedule						33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>																							
34. Position Occupied						35. FLSA Category						36. Appropriation Code						37. Bargaining Unit Status					
1 - Competitive Service		3 - SES Career		2 - Excepted Service		4 - SES Career		C - exempt		N - Nonexempt													
38. Duty Station Code												39. Duty Station /City - Country - State or Overseas Location											
40. AGENCY DATA																							
41.				42.				43.				44.											
45. Remarks																							

46. Employing Department or Agency												50. Signature/Authentication and Title of Approving Official											
47. Agency Code				48. Personnel Office ID				49. Approval Date															

**TURN OVER FOR IMPORTANT INFORMATION**      1 - Employee Copy - Keep for Future Reference      Editions Prior to 7/91 Are Not Usable After 8/30/93  
5-Part      NSN 7540-01-333-6236