Unemployment Compensation for Federal Employees (UCFE) and Defense Injury Unemployment Compensation System (DIUCS)

Rosie Crawford
Anthony Lawrence

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Bottom Line Up Front

• General overview of the Unemployment Compensation for Federal Employees (UCFE) Program

• Defense Injury Unemployment Compensation System (DIUCS) Training
Agenda

• What is the UCFE Program?
• Who May Apply and Who is Charged?
• Eligibility Requirements for Unemployment Compensation (UC) Benefits
• Disqualifying Income
• UCFE Administration
• Personnel Office Responsibilities
• Standard Form (SF) - 8, UCFE Program, Unemployment Insurance for Federal Workers
• ES-931, Request for Wage and Separation Information - UCFE (ES-931)
• Supporting Documentation
• DIUUCS
• Department of Labor UCFE Automation
• Resources
What is UCFE?

• The Unemployment Compensation for Federal Employees (UCFE) program provides a weekly income for a limited period of time to unemployed Federal civilian workers who qualify.

• Income tax - see DOL comparison of state laws.
Who May Apply?

- Any Federal employee who separated or in non-pay status for 7 or more consecutive days may apply for UCFE benefits.

- The State makes a determination on whether or not the individual is eligible to receive UCFE benefits.
Who is Charged?

• The States pay UCFE benefits and, then they are reimbursed by Department of Labor (DOL).

• DOL charges Federal Agencies on a quarterly basis

• Federal Agencies are charged on a dollar for dollar basis
Eligibility Requirements for Benefits

- To qualify for benefits employees must have
  - Earned a specified amount of wages during the base period
  - Separated through no fault of their own (e.g. reduction in force, base closure transfer, etc.)
  - Must be able and available to accept work
Disqualifying Income

• UCFE benefits may be reduced or eliminated in part or in whole due to receipt of:
  
  – Workers’ compensation, severance pay, back pay, other employment including part-time, and terminal annual leave payments.
  
  – Pensions contributed to by the employer.
UCFE Administration

- DOL – Office of Workforce Security
- 53 State Employment Security Agencies (SESAs) includes D.C., Puerto Rico, and the Virgin Islands
- Defense Civilian Personnel Advisory Service
- DoD Components
- HROs
Personnel Office Responsibilities

- Issue a SF-8, Unemployment Compensation for Federal Employees (UCFE) Program, Unemployment Insurance (UI) for Federal Workers
  - Inform employees of the importance in submitting the SF-8 to expedite processing of their UC claim
- Complete the ES-931, Request for Wage and Separation Information
  - Ensure the most current SF-50 reflects the reason for separation
    - For accuracy and accountability use DIUCS
- Assist with UCFE appeal hearings
SF-8, “Notice to Federal Employee About Unemployment Insurance”

- When an employee is separated or in non-pay status for 7 consecutive days or more the employee must be given an SF-8, “Notice to Federal Employee About Unemployment Insurance”

- 20 CFR 609.20 (b) requires Federal agencies to provide a SF-8 to each employee:
  - at the time of separation
  - when transferred from one payroll office to another
  - when an employee is in non-pay status for 7 consecutive days or more
Completion of SF-8

- Federal Identification Code (FIC) of the owning agency
  - 420 - Army National Guard
  - 421 - DOD except AF, AR, NG and NV
  - 422 - Army
  - 423 - Navy
  - 424 - Air Force
  - 428 - Air National Guard
- Address and telephone number of the Civilian Personnel Office (CPO)/Human Resources Office (HRO)
- Name and phone number of a contact person for additional information
- Provide FIC and destination code below the phone number
ES-931, “Request for Wage and Separation Information”

ES-931:

- Sent by the SESA to obtain employment, wage and separation information

20 CFR 609.21 Within four workdays after receipt from a State agency of a request for Federal findings on a form furnished by the State agency, and prescribed by the Department, a Federal agency shall make such Federal findings, complete all copies of the form, and transmit the completed copies to the State agency. If documents necessary for completion of the form have been assigned to an agency records center or the Federal Records Center in St. Louis, the Federal agency shall obtain the necessary information from the records center. Any records center shall give priority to such a request.
ES-931, “Request for Wage and Separation Information”

Obtaining information for claim determinations:

- 20 CFR 609.6(e)(2) If Federal findings have not been received from a Federal agency within 12 days after the request for information was submitted to the Federal agency, the State agency shall determine the individual's entitlement to UCFE on the basis of an affidavit completed by the individual on a form prescribed by the Department. In addition, the individual shall submit for examination by the State agency any documents issued by the Federal agency (for example, SF 50 or W-2) verifying that the individual performed services for and received wages from such Federal agency.

- Pension, severance, and terminal annual leave information are also requested on the form.
Supporting Documentation - From Agency

- Adverse actions should include both:
  - Proposed decision
  - Final decision
- Resignations should include:
  - SF-52 – Request for Personnel Action  Resignation letter submitted by the employee
- Employee’s name and Social Security Number (SSN) should be included on each page.
Defense Injury Unemployment Compensation System (DIUCS)

Benefits of DIUCS:

• Using the tracking system
  • Provides a centralized source of claims

• Query System
  • Assists in the reduction of duplicate claims

• Creating a claim
  • Source for obtaining wage information such as:
    • Severance pay
    • Voluntary Separation Incentive Payments (VSIP)

• Definitions of each screen

• Reports and CPO listing
UC Claim Create Screen

- Go to TRACKING INBOX
- Click UNEMPLOYMENT CLAIM then click NEW
UC Claim Create Screen cont’d

• Enter the claimant’s SSN with or without dashes and click SSN SEARCH.
• When you click OK the claimant’s information will generate on the screen
UC Claim Create Screen cont’d

• If there are any previous claims you will see them above the claim information section

NOTE: Always create a NEW CLAIM for each 931 request. Previous claim in the system are for reprint only.
UC Claim Create Screen cont’d

- Choose the state where the request came from using the drop list.
- Choose 931 form type. Choices are 931 or 931A
- Enter DATE 931 UCFE (This is the date when the claim was created at the State UC office)
- Enter DATE 931 RECEIVED (This is the date when the claim was received in your office)
- Click on Create New case. You will be routed to the CLAIM INFORMATION SCREEN
If you plan to challenge the claim click on YES under challenge intended. The default is NO.

DIUCS has a default to print the last 6 pay quarters but you could print up to 9.

To move to the next screen look to the left and click on PERSONNEL.
UC Claim Create Screen cont’d

- Enter the DATE OF SEPARATION from the SF-50 and if the LAST DAY OF ACTIVE PAY didn’t populate, use the effective date action from the SF-50.
- Click YES if SF-8 was furnished.
- Type the reason for separation under SEPARATION REASON TEXT from the SF-50.
- Click SAVE.
- Click UNEMPLOYMENT CLAIM to go back to the main page to print 931/931A.
UC Claim Create Screen cont’d

• Click RUN 931 REPORT, a message will appear click OK. DIUCS will generate a PDF 931 reply.
Print two copies of the 931 reply, one copy goes to the unemployment office with the SF-50 and the other copy gets filed with the original request form. Ensure you sign both copies.
DIUCCS REPORTS

AVAILABLE REPORTS IN DIUCCS

Currently, there are 9 reports that are available:
Agency CCPO Full Information- Provides the Point of Contact (POC) for requesting claimants information:

1. Agency CPO
2. Agency Subelement Code Listing
3. ES-931 Log
4. ES-931A Log
5. Multiple Base Wages Report
6. UC Benefits Paid by Billed Agency Quarterly
7. UC Directory Information

There are 4 reports that are under development:

1. Agency Cost by State Bill and DOL Invoice
2. Benefits View Report
3. Claimants of Unemployment and Injury Compensation
4. DOD Component List
THE NEW UCFE AUTOMATION
Federal-State Data Exchange System
(FSDES)

Department of Labor launched this system this year for the following purposes:

• To improve, streamline and automate the Unemployment Compensation for Federal Employees claims processing and billing.

• To encourage paperless data exchange by fully automating the exchange of State claim filing data to the Federal Agencies.

• To standardize and automate the process for proving State detailed quarterly billing information to the Federal Agencies.
UCFE AUTOMATION SYSTEM

Enables secure electronic exchange of UCFE:

- Claims forms between States and Federal agencies.
- Billing information between States and Federal agencies.
- Protects Federal personnel’s Personally Identifiable Information (PII).
- Enhances overpayment prevention and fraud identification.
- Ensures up to date and accurate information in the Federal Agency Directory and State Profiles.
- Reduces staff time costs
- Reduces postage costs.
REFERENCES

- 5 U.S. Code § 8501: Unemployment Compensation
- 5 U.S. Code § 8509: Federal Employees Compensation Account
- 20 CFR Parts 604, 609
- UCFE Instructions for Federal Agencies
- State UC Statutes
- DoDI 1400.25 Volume 850
INTERNET RESOURCES

• Electronic SF-8: http://www.gsa.gov/portal/forms/download/116362
• Defense Civilian Personnel Advisory Service UC DoD Instruction 1400.25, Volume 850: https://www.dcpas.osd.mil/
• Electronic ES-931 in DIUCS: https://cacdiucs3.cpms.osd.mil/
• Information on Specific State Unemployment Insurance Programs: https://www.careeronestop.org/localhelp/unemploymentbenefits/unemployment-benefits.aspx