



EVOLVE EXPANDE XCEL
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



UC Forms

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Agenda

- Overview
- Introduction
- Federal Forms – SF-8 and SF-50
- Federal-State UCFE Forms – ETA-931, ETA-931A, ETA-934, ETA-935, and ETA-933
- Other State Requests for Information

Overview

- At the end of this session, attendees should be able to:
 - Identify the most common forms used to process Unemployment Compensation for Federal Employees (UCFE) claims.
 - Understand the purpose of each form.
 - Know what information is required to complete the forms.

Introduction

- Federal agencies and states issue forms used for UCFE purposes
- States use many forms in the administration of the UCFE program
- States do not use standard forms
- All state issued forms must be returned within 12 days of the mailing date

SF-8: Notice to Employee about Unemployment Insurance

- Provides information to civilian federal employees about filing for UC benefits.
- Informs states on where to send UC related documents and which federal agency to bill if benefits are paid.
- Federal agencies are required to provide this form to all separating federal civilian employees, employees switching from one payroll office to another, and to those placed in a non-pay status for at least 7 consecutive days.
- UC claimants should provide this form to the state when filing a claim.

SF-8: Notice to Employee about Unemployment Insurance

- Federal agencies must enter the following:
 - Name and address of the federal agency
 - The 3 digit Federal Agency Code, which is referred to as the Federal Identification Code (FIC).
 - The name and phone number of an individual at the agency that can answer questions related to UC claims.

SF-50: Notification of Personnel Action

- Used to process various personnel actions in many federal agencies.
- Item 39 provides the state with the last official duty station.
- The states may use the form to:
 - Verify federal civilian employment
 - Calculate base period wages
 - Obtain the reason for separation

ETA-931: Request for Wage and Separation Information

- States send this form to federal agencies to obtain wage and separation information.
- Used in the determination of eligibility for UC benefits.
- Must be completed and returned to the state agency within 12 days of the mailing date of the form.
- Failure to return the form timely may lead to DoD paying benefits to a claimant who may not be entitled to receive those benefits.

ETA-931: Request for Wage and Separation Information

- The form generally requests the following:
 - Questions to determine if the claimant performed federal civilian service
 - The last official duty station
 - At least 6 quarters of wages
 - Terminal leave and severance pay
 - The specific reason that lead to the separation of the claimant

ETA-931A: Request for Separation Information for Additional UCFE Claim

- Used to request separation information or the reason for non-pay status when a claimant has an established benefit year and is reopening the claim after an intervening period of employment in a federal agency.
- Same response time as the 931.
- Generally this form requests:
 - The specific reason the individual separated or was placed in a non-pay status.
 - Payments for annual leave and severance pay.

ETA-934: Request for Additional Information Regarding Federal Findings- UCFE

- Used to obtain missing information or to clarify information provided on the ETA-931 or 931A.
- May be sent after a claimant's request for information or reconsideration after the issuance of a determination.
- The agency representative must
 - Respond to the specific question(s) asked by the state agency.
 - Review the previously submitted ETA-931 and correct any errors or omissions.
 - Timely send response back to the state even if no additional information or correction is necessary.

Knowledge Check

What 2 forms should a federal civil claimant give to a state when filing for UCFE benefits?

Answer

The SF-8 and SF-50

ETA-935: Claimant's Affidavit of Federal Civilian Service, Wages and Reason for Separation

- Claimants complete this form during the initial claims process.
- Provides the claimant's version of the reason for separation and wages earned.
- States will use this form to make an eligibility determination on the claim if the federal agency fails to respond to the ETA-931 or 931A timely.

ETA-933: Request for Information Regarding Claims Filed Under the Federal Employees' Compensation Act

- Form used by the state to request information concerning workers' compensation claims filed by the claimant.
- Some states deduct the amount of benefits received by the amount of workers' compensation benefits being paid to the claimant.
- This form is not sent to the federal agencies.

Other Requests for Information

- These requests come as a state specific form, a letter, or other communication.
- States may request information for the following reasons:
 - Partial unemployment
 - Requalifying after a disqualification
 - Benefit Payment Control (BPC)
 - Additional wages to qualify for a second benefit year.

Knowledge Check

What is the timeframe to return completed UC related forms back to the states?

Answer

12 days

Knowledge Check

What is the purpose of the ETA-935? What is another name for the form?

Answer

The ETA-935 or affidavit is used to obtain wage and separation information from the claimant. This information is used to make a UC determination when the federal agency does not timely return the ETA-931.

Knowledge Check

Besides wage and separation information, what other information is requested on the ETA-931?

Answer

- Questions to determine if the claimant performed federal civilian service
- The last official duty station
- Severance pay and terminal leave

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?

