

TABLE OF CONTENTS

CHAPTER I – INTRODUCTION..... **I-1**

- 1. Program Description..... I-1
- 2. The Relationship of UCFE to Other Unemployment Insurance (UI) Programs..... I-2
 - a. Federal-State Extended Benefit Programs (EB)..... I-3
 - b. Additional Compensation/Benefits (AB)..... I-3
 - c. Emergency or Temporary Extended Benefit Programs..... I-3
 - d. Interstate Arrangement for Combining Employment and Wages (CWC)..... I-4
 - e. Interstate Benefit Payment Plan (IBPP)..... I-4
 - f. Approved Training..... I-5
- 3. General Administration..... I-5
 - a. Responsibilities of the U.S. Department of Labor..... I-5
 - b. Responsibilities of State Workforce Agency (SWA)s..... I-7
 - (1) UCFE Activities..... I-7
 - (2) UCFE Liaison Activities..... I-8
 - c. Responsibilities of Federal Agencies..... I-8
 - (1) Management and Administration..... I-8

CHAPTER II – FEDERAL SERVICE AND FEDERAL WAGES..... **II-1**

- 1. Introduction..... II-1
 - a. Federal Service..... II-1
 - b. Federal Wages..... II-1
 - c. Secretary’s Interpretations..... II-1
- 2. Secretary’s Interpretations: Federal Service/Federal Wages..... II-2
 - a. Department of Agriculture..... II-2
 - b. Department of Commerce..... II-2
 - c. Department of Defense..... II-3
 - d. Department of Health and Human Services..... II-3
 - e. Department of Interior..... II-3
 - f. Department of Justice..... II-4
 - g. Department of Transportation..... II-4
 - h. Miscellaneous – Other..... II-4
- 3. Secretary’s Interpretations: Not Federal Service/Federal Wages..... II-5
 - a. Department of Government..... II-5
 - (1) Department of Interior..... II-5
 - (2) Department of State..... II-5
 - (3) District of Columbia Government..... II-5
 - (4) Peace Corps – Volunteers and Trainees..... II-5
 - (5) Trust Territories..... II-5
 - b. Other Institutions..... II-5

(1) Federal Credit Unions.....	II-5
(2) Federal Intermediate Credit Banks.....	II-5
(3) Federal Home Loan Banks.....	II-5
(4) Federal Land Banks.....	II-5
(5) Federal National Mortgage Association.....	II-5
(6) Federal Reserve Banks.....	II-5
(7) Local Housing Authorities.....	II-5
c. Miscellaneous – Other.....	II-5
(1) Community Service Employment for Older American Workers.....	II-5
(2) Elective Officials.....	II-6
(3) Elective State Coverage.....	II-6
(4) Joint Federal/State Commissions.....	II-6
(5) Service Performed Outside The United States.....	II-6
(6) Temporary Emergency Employment.....	II-6
(7) Youth Conservation Corps (YCC).....	II-6

**CHAPTER III – FORMS USED TO ADMINISTER THE UNEMPLOYMENT
COMPENSATION FOR FEDERAL EMPLOYEE PROGRAM.....** **III-1**

1. <u>Notice to Federal Employee About Unemployment Insurance, Standard Form 8</u>	III-5
a. Notice of Federal Employee About Unemployment Insurance, Standard Form 8 (Front).....	III-6
b. Notice of Federal Employee About Unemployment Insurance, Standard Form 8 (Reverse).....	III-7
c. Purpose and Use.....	III-8
d. Content.....	III-8
e. Intermittent.....	III-9
f. Employees Stationed Overseas.....	III-9
g. Non-Appropriated Fund Activity Employees.....	III-9
h. Hire/Rehire Notices.....	III-9
i. State Agency Responsibility.....	III-10
2. <u>Introduction to Standard Form 50 (SF-50)</u>	III-10
Standard Form 50 (SF-50), Notification of Personnel Action.....	III-11

CHAPTER IV – UCFE CLAIMS PROCESS..... **IV-1**

1. <u>Taking UCFE First Claims</u>	IV-1
a. Presentation of SF-8 by the Claimant.....	IV-1
b. Interviewing the UCFE Claimant.....	IV-2
2. <u>New Interstate Claims</u>	IV-3
3. <u>Introduction to Form ES-931, Request for Wage and Separation Information-UCFE</u>	IV-4
a. Authorization for Release of Information.....	IV-5

b.	Form ES-931.....	IV-6
c.	Reverse of Form ES-931.....	IV-7
d.	Completion of the Form ES-931.....	IV-8
4.	<u>Action by SWA When Form ES-931 Is Not Returned by Federal Agency</u>	IV-12
5.	<u>Federal Claims Control Center (FCCC)</u>	IV-13
a.	Requests to the FCCC.....	IV-13
b.	SWA Procedures With the FCCC.....	IV-14
c.	FCCC Procedures.....	IV-15
6.	<u>Introduction to Form ES-935 Claimant’s Affidavit of Federal Civilian Service, Wages and Reason for Separation</u>	IV-16
a.	Form ES-935.....	IV-17
b.	Number of Copies and Distribution.....	IV-18
c.	Completion.....	IV-18
d.	Federal civilian employees’ salary rates.....	IV-18
7.	<u>Introduction to the Form ES-934, Request for Additional Information Regarding Federal Findings-UCFE</u>	IV-18
a.	Form ES-934.....	IV-20

CHAPTER V – UCFE MONETARY DETERMINATION BY SWA V-1

1.	<u>Notice of Monetary Determination of UCFE Claims</u>	V-1
a.	UCFE-UCX Joint Monetary Determination.....	V-1
b.	Combined Wage Claims.....	V-1
2.	<u>Assignment of Transferred Wages</u>	V-3
a.	UCFE Wages not Transferable.....	V-3
b.	Determination of Federal Share of Benefits on UCFE Combined-Wage Claims.....	V-3
c.	Charging of UCFE Benefits Paid on a Combined Wage Claim.....	V-4
3.	<u>SWA Allocation of a Lump-sum Payment for Terminal Annual Leave and Severance Pay</u>	V-4
4.	<u>Effect of Backpay Award on UCFE Monetary Determination</u>	V-5
5.	<u>Federal Civilian Severance Pay</u>	V-6
6.	<u>UCFE/UCX/UC Joint Monetary Determinations and Federal Share of Cost</u>	V-6
a.	Inclusion of Federal Civilian or Military Service and Wages, or Both in the State’s Base Period.....	V-6
7.	<u>UCFE – Assignment to State Other Than That of Last Official Duty Station</u>	V-8
a.	Covered Employment Subsequent to Federal Civilian Employment	V-8
b.	Last Official Duty Station Outside the United States.....	V-8
8.	<u>Examples of Determination of State of Assignment</u>	V-8
a.	UCFE – Incorrect State of Assignment Adjustments.....	V-8

b. When Federal Civilian Service and Wages Have Been Assigned Incorrectly, But No Benefit Payments Have Been Made by the Incorrect State.....	V-9
c. Letter of Transmittal by Incorrect State of Assignment.....	V-10
9. <u>UCFE Claim Cancellation in Accordance with State Law</u>	V-11

CHAPTER VI – Reopened, Additional and Continued Claims Process..... VI-1

1. <u>Introduction to Form ES-931A, Request for Separation Information of Additional Claim-UCFE</u>	VI-1
a. Additional Interstate Claim.....	VI-1
b. Reopened Interstate Claim.....	VI-2
2. <u>Form ES-931A</u>	VI-3
3. <u>Purpose and Use</u>	VI-4
4. <u>Number of Copies and Distribution</u>	VI-4
5. <u>Preparation</u>	VI-4
6. <u>Review by The SWA</u>	VI-5
7. <u>Action by Federal Agency upon Receipt of Form ES-931A</u>	VI-5
8. <u>Action by SWA When Form ES-931A Is Not Returned by Federal Agency</u>	VI-5
9. <u>SWA Action When Form ES-931A Is Not Returned</u>	VI-5
10. <u>Taking Continued UCFE Claims</u>	VI-6
a. Continued Interstate UCFE Claims.....	VI-6
11. <u>UCFE Benefits – Payments for Weeks of Less Than Full-Time Employment</u>	VI-6
12. <u>Conducting UCFE Eligibility Reviews</u>	VI-6
13. <u>Benefit Rights and Eligibility Review Interviews for UCFE Interstate Claimants</u>	VI-7
14. <u>UCFE – Federal Agency Notice of Refusal of an Offer of Reemployment</u>	VI-7

CHAPTER VII – UCFE NONMONETARY DETERMINATIONS..... VII-1

1. <u>UCFE – Applicability of State Law Provisions</u>	VII-1
2. <u>UCFE Determination</u>	VII-1
3. <u>Adequacy of UCFE Determination</u>	VII-2
a. Federal Findings.....	VII-2
b. Federal Agency’s Correction of Its Findings.....	VII-2
c. Partially Unemployed UCFE Claimants.....	VII-2
d. Federal Civilian Service – One Employer.....	VII-2
e. Effect of Leave Without Pay.....	VII-3
f. Determination Based on Federal Findings being Appealed under	VII-3

Federal Personnel Procedure.....	VII-4
g. State Agencies Which Deduct Employer-Contributed Pensions.....	VII-4
h. Obtaining Information about Federal Civil Service and FERS Annuity Payments.....	VII-4
4. <u>Introduction to The Form ES-933, Request for Information Regarding Claims Filed under the Federal Employees' Compensation Act</u>	VII-5
a. Form ES-933.....	VII-7
b. Number of Copies and Distribution.....	VII-8
c. Preparation.....	VII-8
d. Privacy Act Release.....	VII-8
e. Completion by OWCP.....	VII-8
f. Additional Information Required by SWA.....	VII-9
g. District Office Addresses.....	VII-9
<u>CHAPTER VIII – APPEALS</u>	VIII-1
1. <u>UCFE – Applicability of State Appeal Procedure</u>	VIII-1
2. <u>Forms Used for UCFE Appeals</u>	VIII-1
3. <u>Action by SWA on UCFE Appeals</u>	VIII-1
4. <u>UCFE Appeals While Personnel Action Appeal is Pending</u>	VIII-2
5. <u>Action by SWA on Federal Agency UCFE Appeals</u>	VIII-2
6. <u>Forwarding Appeal Decisions</u>	VIII-2
<u>CHAPTER IX – OVERPAYMENT</u>	IX-1
1. <u>Prevention and Detection of UCFE Overpayment</u>	IX-1
a. Postaudits.....	IX-1
b. Special Controls.....	IX-1
2. <u>Liability to Repay</u>	IX-1
3. <u>Recoupment</u>	IX-1
4. <u>Administrative Disqualifications</u>	IX-2
5. <u>Criminal Offense</u>	IX-2
a. Preparation of Case.....	IX-3
b. Decision on Appropriate Action.....	IX-3
6. <u>Arrangements with the Department of Justice (DOJ) and the Office of the Inspector General (DOL) (OIG)</u>	IX-3
a. Referral to OIG.....	IX-3
7. <u>Records of Cases Referred to the OIG</u>	IX-5
8. <u>Prosecution in State Courts</u>	IX-6
a. Cases That Do Not Meet the Criteria for Referral to the OIG.....	IX-6
b. Prosecution Declined by U.S. Attorney.....	IX-6
9. <u>Establishment of Overpayment</u>	IX-6
10. <u>UCFE Overpayment Not Involving Fraud</u>	IX-6
11. <u>Collection of UCFE Overpayment – Fraudulent and Nonfraudulent</u>	IX-7

12. <u>Write-off of UCFE Overpayment – Fraudulent and Nonfraudulent</u>	IX-8
13. <u>Recovered UCFE Funds</u>	IX-8
14. <u>Interest on UCFE Overpayment</u>	IX-9
15. <u>Records of UCFE Overpayment – Fraudulent and Nonfraudulent</u>	IX-10

CHAPTER X – PROGRAM REVIEW, AUDIT..... X-1

1. <u>UCFE Programs of Verification, Visiting, and Internal Audit</u>	X-1
a. Verification of Information on Completed Forms ES-931.....	X-1
b. Visits to Federal Agency Installations.....	X-1
c. Internal Review of Federal Agency UCFE Operations.....	X-1
2. <u>Introduction to Form ES-936, Request for Verification of UCFE Wage and Separation Information Furnished on Form ES-931</u>	X-1
a. Purpose and Use.....	X-1
b. Face of Form ES-936.....	X-3
c. Reverse of Form ES-936.....	X-4
d. Number of Copies and Distribution.....	X-5
e. Preparation.....	X-5
f. UCFE – SWA Action When Form ES-936 Is Not Returned.....	X-5
g. UCFE – SWA Action When Form ES-936 Is Returned.....	X-5
3. <u>Sample of Form Letter Which May Be Sent with Verification Form ES-936</u>	X-7
4. <u>Introduction to Form ES-939, UCFE Program – Federal Agency Visit Report</u>	X-8
a. Federal Installation Located within the Region.....	X-8
b. Federal Installation Located in a Different Region.....	X-8
c. Preparation and Distribution of Forms ES-939.....	X-8
d. Page 1 of Form ES-939.....	X-9
e. Page 2 of Form ES-939.....	X-10
f. Page 3 of Form ES-939.....	X-11
g. Page 4 of Form ES-939.....	X-12
h. Purpose and Use.....	X-13
i. Number of Copies and Distribution.....	X-13
j. Preparation for Visit.....	X-14
k. Instructions for Completion of Form and Conducting a Visit.....	X-14
5. <u>Introduction to Form ETA 8-32, Report of UCFE Activities</u>	X-16
a. Form ETA 8-32.....	X-17
b. Number of Copies and Distribution.....	X-18
c. Review of ETA 8-32.....	X-18
6. <u>Federal Agencies Contracting for UCFE Services</u>	X-18
7. <u>UCFE Records – Content, Identification, and Availability</u>	X-19
a. UCFE – Checks and Records of Payments.....	X-19

(1) Data Supporting Payment.....	X-19
(2) Checks in Payment of Claims.....	X-19
(3) Undelivered and Unclaimed Checks.....	X-19
(4) Disposal of UCFE and UCX Records.....	X-20
8. <u>UCFE/UCX – Standards for the Maintenance of Records</u>	X-20
a. Standards.....	X-21
b. Safeguard.....	X-21
9. <u>UCFE Reporting</u>	X-21
10. <u>Frequency of Reports</u>	X-22
11. <u>ETA 539 Report, Weekly Claims and Extended Benefits Trigger Data</u>	X-24
12. <u>ETA 5159 Claims and Payment Activities</u>	X-25
13. <u>ETA 5130 Benefit Appeals Report</u>	X-26
14. <u>ETA 207 Nonmonetary Determination Report</u>	X-27
15. <u>ETA 218 Benefit Rights and Experience</u>	X-28
16. <u>Form ETA-227, Overpayment Detection/Recovery Activities, Page 1</u>	X-29
17. <u>Form ETA-227, Overpayment Detection/Recovery Activities, Page 2</u>	X-30
18. <u>Form ETA-227, Overpayment Detection/Recovery Activities, Page 3</u>	X-31
<u>CHAPTER XI – UCFE FUNDING and BILLING</u>	XI-1
1. <u>UCFE Funding</u>	XI-1
2. <u>UCFE Billing</u>	XI-1
a. Form ETA 191, Statement of Expenditures of Federal Funds for Unemployment Compensation for Federal Employees and Ex- servicemembers (UCFE/UCX)	XI-1
b. Due Date and Transmittal.....	XI-2
c. Use of Computer Printouts.....	XI-2
d. General Instructions.....	XI-2
(1) Requisitioning Funds from the Federal Employees Compensation Account.....	XI-2
(2) Providing Information to Federal Agencies.....	XI-2
(3) Correcting Errors Made in a Prior Quarter.....	XI-3
e. Item by Item Instructions.....	XI-3
(1) Section A. Summary Statement of Expenditures and Adjustments.....	XI-3
f. Certification.....	XI-5
g. 3-Digit Federal Agency Code.....	XI-5
h. Facsimile of Form ETA 191, Statement of Expenditures of Federal Funds for Unemployment Compensation for Federal Employees and Ex-servicemembers (UCFE/UCX), Page 1.....	XI-6
i. Facsimile of Form ETA 191, Statement of Expenditures of Federal Funds for Unemployment Compensation for Federal Employees	XI-7

<u>APPENDIX A – TITLE 5 – SECTIONS 8501-8509, U.S. Code, AS AMENDED,</u>	
<u>UNEMPLOYMENT COMPENSTATION FOR FEDERAL EMPLOYEES.....</u>	
	A-1
Section 8501	Definitions.....
	A-1
Section 8502	Compensation under State agreement.....
	A-1
Section 8503	Compensation absent State agreement.....
	A-3
Section 8504	Assignment of Federal service and wages.....
	A-4
Section 8505	Payments to States.....
	A-4
Section 8506	Dissemination of Information.....
	A-5
Section 8507	False Statements and Misrepresentations.....
	A-7
Section 8508	Regulations.....
	A-8
Section 8509	Federal Employees Compensation Account.....
	A-9
<u>APPENDIX B – PART 609 – UNEMPLOYMENT COMPENSATION FOR</u>	
<u>FEDERAL CIVILIAN EMPLOYEES.....</u>	
	B-1
<u>APPENEDIX C – COVERAGE RULINGS.....</u>	
	C-1
<u>APPENDIX D – LISTING OF 3-Digit FEDERAL AGENCY CODES.....</u>	
	D-1
<u>APPENDIX E – LIST OF UCFE INSTRUCTIONS SUPERSEDED BY THIS</u>	
<u>HANDBOOK.....</u>	
	E-1