

## Federal Employee Checklist

If you are affected by a Federal government shutdown, you may be eligible for unemployment insurance (UI). In Federal government shutdowns, only essential employees report for duty therefore minimal staff will be available to process requests for information. To assist states with processing your claim, you may find it very helpful to obtain the following documents and/or information prior to your last day of employment:

- Leave and Earning Statements (LES) for the past 12 months
- Official Name and Address of Employing Federal Agency
- Official Name and Address of Component or Employing Department, if different
- A copy of your most recent SF-50 or equivalent form
- Contact information for your agency's human resource personnel who can provide assistance during the shutdown
- Federal Agency's Identification Code (FIC)
- Specifics of your Last Official Duty Station

Please keep in mind that the process by which individuals apply for UI varies from state to state. The intent of this checklist is to provide a baseline of documentation that might assist you in completing an application.