

Federal Employee Checklist – Shutdown 2023

If you are a Federal government employee and are affected by a lapse in appropriations, you may be eligible for unemployment compensation for Federal Employees (UCFE). Please note, however, that minimal Federal staff will be available to process requests for information related to wage and separation information needed by the state to establish a UCFE claim. Therefore, the state may request you to provide enough information to establish your claim while they wait on your agency's response to their official request for wage and separation information. This is generally an affidavit process. Please keep in mind that the process by which individuals apply for UCFE varies from state to state. Furloughed individuals should confirm with their state website but should generally apply for UCFE in the state of their last official duty station. Since the first step is for you to complete an application, the intent of this checklist is to provide a baseline of documentation that might assist you in completing an application and assist states with processing your claim.

These are documents and/or information that you may find it very helpful to obtain prior to your last day of employment:

- Your pay stubs (often called a Leave and Earning Statements) covering the past 12 months. This can generally be downloaded from your agency's payroll provider's website.
- A copy of your most recent SF-50, Notification of Personnel Action, or equivalent form
- Official Name and Address of Employing Federal Agency (this is the Employing Agency found in cell #49 on the SF-50, for example, "The US Department of Labor")
- Official Name and Address of Component or Employing Department, if different (this is the "Name and Location of Position's Organization", for example "The Employment and Training Administration" found in cell #22 on the SF-50)
- Your Last Official Duty Station (this is the "Duty Station (City – County – State or Overseas Location" found in cell #39 on the SF-50.) This is generally the state in which you should apply for UCFE.
- Contact information for your agency's human resource personnel who can provide assistance to the state where you filed your claim during the lapse in appropriation.

NOTE: The law requires retroactive pay to all employees of the United States Government and of a District of Columbia public employer furloughed or excepted as a result of a covered lapse in appropriations. 31 U.S.C. 1341(c)(2). The retroactive pay must cover the period of time when the employee was furloughed or excepted during the lapse in appropriations and is provided when the lapse ends. If you receive UC benefits for weeks during which you are furloughed or excepted and for which you ultimately receive retroactive pay after the lapse ends, you must report the retroactive earnings you receive and may be required to repay all UCFE that you received. If state law allows, you may also have your wages garnished to repay the UC you received, though you would be given an opportunity to return the funds before the wage garnishment process will begin.