

UNEMPLOYMENT COMPENSATION FOR FEDERAL GOVERNMENT EMPLOYEES

Q. How do I file a claim for Unemployment Compensation if there is a federal shutdown?

A. Your federal agency duty station determines the state in which a claim for unemployment benefits is filed. If you worked in Virginia, your benefits will be paid by the state of Virginia. The Virginia Employment Commission (VEC) has developed a self-file initial claim form that you can complete and return by mail. This paper application should be used for faster processing. You must answer questions 1 through 15 and complete items 16 and 17 based on the best information available to you and mail this form to the address shown below. In addition, you must provide proof of wages earned in federal employment for the period requested such as a copy of a check stub or W-2 form. **YOUR CLAIM CANNOT BE PROCESSED WITHOUT THIS DOCUMENTATION.**

Do not mail this form and proof of your federal wages to the VEC before you have been unemployed for at least one week. At that time, the form should be mailed to:

**Virginia Employment Commission
P. O. Box 1358
Monetary Determinations – Room 200
Richmond, Virginia 23218**

Q. What happens when Congress passes the budget, and I am reinstated in my job?

A. If you receive back pay from your agency to cover the furlough period, you must repay any unemployment benefits you received for that time.

Q. How much will I get?

A. In Virginia, you must have earned at least \$2700 in two quarters during the base period to qualify for benefits. For example, if you file a claim in September 2013, the base period is April 1, 2012 through March 31, 2013. Depending on what your earnings were during that period, your benefit amount may range from a minimum of \$54 per week for 12 weeks to a maximum of \$378 a week for 26 weeks.

Q. What happens after I mail in my application and supporting wage documentation?

A. Once your application is processed by the VEC you will receive three important documents. The Benefit Rights document will explain your eligibility requirements and what you need to do each week to claim your benefits. The Monetary Determination document will establish how much money you will be eligible to receive. You will also receive a PIN. You will need the PIN to claim weekly benefits and to make inquiries about your claim.

If you are laid off you must begin making an active search for work effective immediately and keep a record of those contacts. This information will be requested each week when you file your weekly claim for benefits.

Q. How soon before I can expect a check?

A. The first eligible week of any claim is a waiting period week for which you are not paid. Before you are due any benefits, you must be unemployed at least two weeks or have two weeks where your

reduced income is less than your weekly benefit amount. If you are eligible for benefits, a payment should be processed shortly after you claim your second week. You will need to refer to the Benefit Rights document for instruction on claiming weekly benefits. ** Note: All claims will be set up to receive payment by way of a debit card that will be issued to you. However, the Benefit Rights document will advise how the payment can be switched so that it is directly deposited into a bank account.

Q. Is there anything else besides the waiting period that could affect my eligibility for benefits?

A. Your eligibility for benefits can be affected by the amount of wages you may earn during a week benefits are claimed. Wages of \$50 or less are not deducted. However, wages over this amount are deducted dollar for dollar. If your weekly gross wages are equal to or greater than your weekly benefit amount, you will not be paid any unemployment benefits for that week.

If you need further information on unemployment compensation in Virginia, you may visit our website at www.vec.virginia.gov or you may call our Customer Contact Center at 866-832-2363.