VIRGINIA EMPLOYMENT COMMISSION
Initial Claim for Furloughed Federal Government Employees

FOR OFFICE USE ONLY

Effective Date____/____/____ LO#_____ID_____

☐ W(NH) 1 ☐ B(NH) 2 ☐ H 3
☐ AI/AN 4 ☐ A/PI 5

OCC CODE_____AREA LIVES_____AGENCY CODE_____

1. SOCIAL SECURITY NUMBER _____ _____ _____-____ ____ -____ ____ ____ ____

2. NAME_____/_____/_____
LAST FIRST M

3. STREET NUMBER_____
NUMBER & STREET / ROUTE & BOX

MAILING _____
POST OFFICE BOX

4. TELEPHONE: AREA CODE_____NUMBER_____

5. DO YOU LIVE IN THE CITY LIMITS? ☐ YES ☐ NO

IF NO, ENTER NAME OF COUNTY _____

6. DATE OF BIRTH _____/_____/_____

7. ☐ MALE ☐ FEMALE

8. MOST RECENT EMPLOYER_____
NAME OF FEDERAL AGENCY

9. ADDRESS _____
NUMBER & STREET ROUTE & BOX

_____
CITY STATE ZIP CODE

TELEPHONE: AREA CODE_____NUMBER_____

10. DATES WORKED:

FROM _____/_____/_____TO_____/_____/_____

OCCUPATION_____

11. ETHNIC GROUP: (CAUCASIAN, AFRICAN-AMERICAN, ETC.)

_____

12. HAVE YOU CLAIMED, RECEIVED OR APPLIED FOR UNEMPLOYMENT COMPENSATION IN THE PAST 12 MONTHS? IF "YES," ENTER DATE, CITY AND STATE OF THE CLAIM.

☐ YES ☐ NO

13. (CHECK ONE) I AM A CITIZEN OR NATIONAL OF THE U.S.

☐ YES ☐ NO

I AM IN A SATISFACTORY IMMIGRATION STATUS: ☐ YES ☐ NO

ALIEN REGISTRATION NUMBER_____

14. DID YOU RECEIVE, WILL YOU RECEIVE, OR ARE YOU RECEIVING PAYMENT UNDER ANY TYPE OF RETIREMENT PLAN, PENSION, SOCIAL SECURITY, IRA, KEOG, ETC., BASED UPON PREVIOUS EMPLOYMENT? ☐ YES ☐ NO

IF YES, HOW MUCH MONTHLY?_____

15. HAVE YOU WORKED FOR THE FEDERAL GOVERNMENT FOR AT LEAST THE PAST 30 DAYS? ☐ YES ☐ NO

FEDERAL CIVILIAN SERVICE

16. DUTY STATION: ENTER STATE OF LAST EMPLOYMENT WITH YOUR AGENCY(OR, IF OUTSIDE U.S., ENTER COUNTRY)

_____

17. REPORT OF WAGES WITH ABOVE FEDERAL AGENCY		
QUARTER ENDING	YEAR	GROSS WAGES
MARCH 31	2010	
JUNE 30	2010	
SEPTEMBER 30	2010	
DECEMBER 31	2010	
MARCH 31	2011	
JUNE 30	2011	
	TOTAL	

In order to process your claim, you must submit proof of your federal civilian wages and employment (W2 for 2010, check stubs, etc.), and complete an estimate of your wages for the periods indicated based on the proof of wages you submit.

18. REASON FOR SEPARATION: FURLOUGH

I UNDERSTAND: THAT PENALTIES ARE PROVIDED BY LAW FOR AN INDIVIDUAL MAKING FALSE STATEMEMNT TO OBTAIN BENEFITS; THAT ANY DETERMINATION BASED ON THIS AFFIDAVIT IS NOT FINAL; IT IS SUBJECT TO CORRECTION UPON RECEIPT OF WAGE AND SEPARATION INFORMATION FROM THE FEDERAL AGENCY FOR WHICH I WORKED; THAT THE PAYMENTS MADE AS A RESULT OF SUCH DETERMINATION MAY BE ADJUSTED ON THE BASIS OF INFORMATION FURNISHED BY THE FEDERAL AGENCY; AND THAT ANY AMOUNT OVER MAY HAVE TO BE REPAID OR OFFSET AGAINST FUTURE BENEFITS.

I SWEAR, OR AFFIRM, THAT THE ABOVE STATEMENTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

SIGNATURE OF CLAIMANT:_____DATE:_____

(4-6-2011)

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 Commonwealth of Virginia. The Virginia Employment Commission (VEC) has developed a self-file initial claim application that you can print and complete. 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 your 2010 W-2 form. **YOUR CLAIM CANNOT BE PROCESSED WITHOUT THIS DOCUMENTATION**.

Do not mail this application and proof of your federal wages to the VEC before you have been unemployed for two full days. At that time, the application and wage information should be mailed to:

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

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.

Q. **How much money will I qualify to receive?**

A. Depending on your earnings 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. (Refer to your Monetary Determination)

Q. **How soon before I can expect a benefit payment?**

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. If you are eligible for benefits, a payment should be processed within two weeks. 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. **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.

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