



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

CHIEF COUNSEL

January 22, 2019

TO: All Employees of the IRS Office of Chief Counsel

FROM: Drita Tonuzi, *Drita Tonuzi* by *Christina*
Deputy Chief Counsel (Operations)

SUBJECT: Notice of Furlough

This notice is being sent to both bargaining unit and non-bargaining unit employees. If you are a bargaining unit employee, the following two sentences apply to you: THIS COPY MAY AT YOUR OPTION BE FURNISHED TO NTEU. NTEU CAN ADVISE YOU ABOUT WHETHER YOU ARE ABLE TO FILE A GRIEVANCE OVER OR OTHERWISE CONTEST THIS MATTER.

As you know, due to a lapse in appropriations Treasury suspended operations except for the performance of excepted activities as defined in Office of Management and Budget guidance.

IRS Office of Chief Counsel employees were previously placed in a furlough status effective after midnight December 21, 2018. This notice is for an additional furlough period starting midnight (12:00 a.m.) January 21, 2019, for up to an additional 30 calendar days. This furlough notice will expire at 11:59 p.m. on February 19, 2019. This notice is being sent to all Counsel employees pursuant to OPM guidance.

This furlough is being initiated under the authority of 5 CFR Part 752, Subpart D (non-SES and Schedule C employees) and 5 CFR Part 359, Subpart H (career SES appointees), because the IRS does not have a current appropriation for Fiscal Year 2019, which began October 1, 2018. The absence of continued funding is an emergency under these regulations. As a result, the 30-day advance notice is not being provided under 5 CFR Part 752, Subpart D (non-SES and Schedule C employees) and 5 CFR Part 359, Subpart H (career SES appointees).

Do not report to work unless you are separately identified by management as an excepted employee. Some employees in your organizational unit are not being furloughed because they have been excepted from the furlough based upon their specific excepted duties. Unless you were notified that you were excepted, you are furloughed.

During the furlough period, you will be in non-pay, non-duty status. Paid leave, such as annual, sick, court, accrued credit hours or military leave which has been approved for

this furlough period is cancelled. Also, during the furlough, you are prohibited from engaging in any work-related activities, including on a voluntary basis, either at your workplace or other alternative worksite unless and until recalled. You will not be permitted to work as an unpaid volunteer. You are also prohibited from teleworking during the furlough. (Note for excepted employees: Excepted and exempted activities may be performed on telework consistent with the requirements contained in the excepted notices.) You may not use your government equipment such as an iPhone, BlackBerry, laptop or cell phone for any purpose.

You should monitor public broadcasts and the internet. When a continuing resolution or an FY 2019 appropriation for Treasury has been approved, you will be expected to report to work at your regular start time on your next scheduled workday. You should confirm the recall instructions using the Counsel Emergency Hotline (1-877-456-6565). In the event the announcement contains more specific instructions on when to report to work, you will be expected to follow those instructions. A liberal leave policy will be in effect on the day employees are to return to work.

You may be entitled to unemployment benefits during the furlough period. Attached is the SF-8, Notice to Federal Employee about Unemployment Insurance. Under Article 47 of the 2018 Counsel – NTEU Agreement, Counsel is providing information on unemployment benefits via the attached chart.

We recognize the difficult financial implications of this furlough. Attached is a signed Treasury letter you can provide to creditors who may have questions about the furlough.

We will make every effort to keep you informed as additional information regarding the agency funding level becomes available.

Appeal rights

If you are a probationary employee or a temporary employee, you have no right to appeal this decision to the Merit Systems Protection Board or to arbitration.

Who can appeal

If you have completed either a probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment, you may appeal this action to the Merit Systems Protection Board (MSPB), www.mspb.gov, under Part 752 of Title 5, Code of Federal Regulations.

Employees in the excepted service who have veterans' preference may appeal to the MSPB if they have completed one year of current continuous service in the same or similar positions as the one they now hold.

If you are in the excepted service and do not have veteran's preference and are not serving a probationary or trial period under an initial appointment pending conversion to

the competitive service, you may appeal to the MSPB if you have completed two years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to two years or less.

Employees have the right to review the material relied upon to support this action. To do so, go to the following location: Room 3042, 1111 Constitution, N.W., Washington, DC.

Career SES appointees (except reemployed annuitants) who believe requirements of 5 CFR Part 359, subpart H, or the agency's procedures have not been correctly applied may also appeal to MSPB. Career SES appointees may inspect the regulations and records pertinent to this action at the following location: Room 3042, 1111 Constitution, N.W., Washington, DC.

You have the right to be represented in this matter by an attorney or other person you may choose. Should you file an appeal with the MSPB, the MSPB should send a copy of the appeal and the Acknowledgement Order to the appropriate General Legal Services (GLS) office as identified via this link ([Attachment 1](#)).

Timing of appeal

If you have the right of appeal and wish to appeal this action to the MSPB, you must file the appeal no later than 30 calendar days after the effective date of your first furlough day or 30 calendar days after the date of your receipt of this decision, whichever is later. If you do not submit an appeal within this timeframe, the MSPB will dismiss it as untimely filed unless a good reason for delay is shown.

Where to appeal

You must file your appeal with the MSPB regional or field office serving the area of your duty station when the action was taken. You can find the appropriate MSPB field office serving the area of your duty station via this link ([Attachment 2](#)).

If you believe the agency took an action against you in retaliation for making protected "whistleblowing" disclosures, you have the right to file either:

- a) An Individual Right of Action appeal to the MSPB;
- b) An invocation to arbitration with the consent of the NTEU if you are a member of the bargaining unit; or
- c) A complaint with the Office of Special Counsel with the option to file an Individual Right of Action appeal with the MSPB.

Whichever is filed first shall be considered an election to proceed in that forum. If you choose to file a complaint with the Office of Special Counsel before filing an appeal with the MSPB, you will have elected an Independent Right of Action appeal and in any

subsequent appeal to the MSPB, your rights will be limited. Unlike a direct appeal to the MSPB, the agency will not be required to prove the charge, nexus and the reasonableness of the penalty, but will only be required to prove by clear and convincing evidence that the action would have been taken in the absence of the protected disclosure.

You can find the MSPB regulations related to the filing of an appeal on the MSPB website at www.mspb.gov. If you do not have access to the internet, please contact your manager to request a copy of MSPB's regulations and appeal form.

Your appeal must be in writing and contain all the information specified in the MSPB regulations. The MSPB also offers electronic filing at <https://e-appeal.mspb.gov>. The MSPB website contains an appeal form. You do not have to file your appeal using the form, but using the MSPB's appeal form or the MSPB e-Appeal online form will ensure that you provide all the required information. You can also mail, fax or send your appeal by commercial or personal delivery to the MSPB.

Should you allege that the action taken against you was based in whole or in part on discrimination because of race, color, religion, sex, age, national origin or physical or mental disability, you have the following options available:

- 1) You may include those discrimination allegations in an appeal to the MSPB;
- 2) You have the right to file a complaint with the Equal Employment Opportunity Commission consistent with 29 CFR 1614.301 and 1614.302; or
- 3) You may grieve allegations of unlawful discrimination consistent with the provisions of 5 USC 7121(d) and the 2018 Counsel – National Treasury Employees Union (NTEU) Agreement.

To appeal under 29 CFR Part 1614, the allegation must be brought to the attention of an EEO counselor within 45 calendar days of the effective date of this action. You may not initially file both an appeal to the MSPB and a complaint under Part 1614 on the same matter. Whichever is filed first shall be considered an election to proceed in that forum. You can get information about appeal rights and procedures from the Chief Counsel's EEO Office (202-317-6858) or cesar.olmos@irscounsel.treas.gov.

If you are a bargaining unit employee, as an alternative to an MSPB appeal, you may appeal this decision, with the consent of the Union, to binding arbitration in accordance with the 2018 Counsel – NTEU Agreement. Under no condition may you appeal this action to both the MSPB and arbitration. (The filing of an appeal in both forums will result in the dismissal of whichever appeal is filed later.) Should you raise an issue of illegal discrimination and should you not prevail at arbitration, you have the right to request the MSPB to review the arbitrator's decision under 5 USC 7702. The request for MSPB review must be filed with the Clerk of the Board, Merit Systems Protection

Board, 1615 M Street, NW, Washington, DC 20419, within 35 days of the issuance of a decision, or if it can be shown that a decision was received more than 5 days after the date of issuance, within 30 days after the date the decision was received. Within 30 days of receiving the MSPB's final decision, you have the right to petition the Equal Employment Opportunity Commission (EEOC) to consider the MSPB's decision, or to file a civil action in an appropriate United States District Court.

Attachments:

1. GLS Offices
2. MSPB Field Offices
3. SF-8—Notice to Federal Employee about Unemployment Insurance
4. Counsel's Frequently Asked Questions
5. Unemployment Benefits Chart
6. Treasury signed letter to creditors

ATTACHMENT 1

General Legal Services Area Counsel Offices

Office	Address	Area Counsel	Phone/Fax	Email	States
Atlanta	401 W. Peachtree Street, NW - Peachtree Summit Federal Building, Suite 640 Stop 183-R, Atlanta, GA 30308-3539	John Dymond	(470) 639-2167 Fax: 855-627-6586	John.F.Dymond@irs.counsel.treas.gov	Alabama, Florida, Georgia, Louisiana, North Carolina and Tennessee.
Chicago	200 West Adams Street, Bank of America Building, Suite 2400, Chicago, IL 60606	Pamela Langston-Cox	(312) 368-8836 Fax: 855-631-9887	Pamela.Langston-cox@irs.counsel.treas.gov	Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin
Dallas	4050 Alpha Road, Federal Building, MC 2400NDAL, 14th Floor, Dallas, TX 75244-4203	Bridgette Gibson	(469) 801-1003 Fax: 855-631-9893	Bridget.M.Gibson@irs.counsel.treas.gov	Minnesota, Missouri, Nebraska, Oklahoma and Texas
Manhattan	33 Maiden Lane, 14th Floor, New York, NY 10038	Heather Southwell	(646) 259-8102 Fax: 855-606-2385	Heather.A.Southwell@irs.counsel.treas.gov	Connecticut, Massachusetts, New Jersey, New York and Pennsylvania
San Francisco	100 First Street, Suite 1800, San Francisco, CA 94105	Kerry "Chip" Curtis	(415) 547-3718 Fax: 855-708-5685	Kerry.S.Curtis@irs.counsel.treas.gov	Arizona, California, Colorado, Hawaii, Nevada, new Mexico, Oregon, Utah and Washington State
Washington DC	1111 Constitution Ave., NW, Room 6404, Washington, DC 20224	Byron Smalley	(202) 317-6999 Fax: 877-487-4659	Byron.D.Smalley@irs.counsel.treas.gov	District of Columbia, Maryland and Virginia

ATTACHMENT 2

U.S. MERIT SYSTEMS PROTECTION BOARD

Regional Office	Address	Phone / Email	Appellate Jurisdiction / States
Atlanta	401 W. Peachtree Street, NW, 10th Floor, Atlanta, GA 30308-3519	(404) 730-2751 - phone (404) 730-2767 - fax atlanta@mspb.gov	Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee
Central	230 South Dearborn Street, 31st Floor, Chicago, IL 60604-1669	(312) 353-2923 - phone (312) 886-4231 - fax chicago@mspb.gov	Illinois, Indiana, Iowa, Kansas City (KS), Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin
Washington, DC	1901 S. Bell Street, Arlington, VA 22202	(703) 756-6250 - phone (703) 756-7112 - fax washingtonregionaloffice@mspb.gov	Washington, DC, Maryland (counties of Montgomery and Prince George's), North Carolina, Virginia, and all overseas areas not otherwise covered
Northeastern	1601 Market Street, Suite 1700, Philadelphia, PA 19103	(215) 597-9960 - phone (215) 597-3456 - fax philadelphia@mspb.gov	Connecticut, Delaware, Maine, Maryland (except Montgomery and Prince George's counties), Massachusetts, New Hampshire, New Jersey (except Bergen, Essex, Hudson and Union counties), Pennsylvania, Rhode Island, Vermont, and West Virginia

Dallas	1100 Commerce Street Room 620, Dallas, TX 75242-9979	(214) 767-0555 - phone (214) 767-0102 - fax dallas@mspb.gov	Arkansas, Louisiana, Oklahoma and Texas
Western	1301 Clay Street, Suite 1380N, Oakland, CA 94612-5217	(510) 273-7022 - phone (510) 273-7136 - fax WesternRegionalOffice@mspb.gov	Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington and Pacific overseas
New York	26 Federal Plaza Room 3137-A, New York, NY 10278- 0022	(212) 264-9372 - phone (212) 264-1417 - fax newyork@mspb.gov	New Jersey, (counties of Bergen, Essex, Hudson, and Union), New York, Puerto Rico, and Virgin Islands
Denver	165 South Union Boulevard, Suite 318, Lakewood, CO 80228- 2211	(303) 969-5101 - phone (303) 969-5109 - fax denver@mspb.gov	Arizona, Colorado, Kansas (except Kansas City), Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM
UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM
NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent employed by a Federal agency. SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:
1st line - Parent Federal Agency Name and 3 digit code number
2nd line - Major Component (if any)
3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

	3 Digit Identification FEDERAL AGENCY
	CODE NO. 410
TALX UC Express	
P.O. Box 63166	
St. Louis, MO 63166	

To be completed by the *Federal Agency*:
 Contact Name/Office
 TALX Analyst

 Telephone No. (*include area code*)
 1-800-366-6660

KEEP THIS FORM and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM
UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS
TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*

JOINT COUNSEL – NTEU ISSUANCE:
OFFICE OF COUNSEL SPECIFIC QUESTIONS AND ANSWERS RELATED TO FURLOUGH
Updated: December 21, 2018

Question #1: When do Counsel employees report back to work?

Answer: When you hear that a continuing resolution or an FY 2019 appropriation has been approved, Counsel employees will be expected to report to work at their regular start time on their next scheduled workday. In the event the announcement contains more specific instructions on when to report to work, Counsel employees will be expected to follow those instructions. A liberal leave policy will be in effect on the day employees are to return to work.

Question #2: How were decisions made about which bargaining unit employees were excepted from the furlough?

Answer: These decisions were made in accordance with law and under the 2018 Counsel – NTEU collective bargaining agreement. That agreement says the Office has the discretion to except employees if particular employees are needed to perform particular excepted duties. The Office made those decisions based on an employee's particular involvement with a particular case and/or skill level, experience, and knowledge. In a few instances, the Office needed a bargaining unit employee to perform excepted work but there was more than one employee with the appropriate skills, experience and knowledge. In those situations, the Office asked for volunteers out of the small group of employees appropriate for such work. The union contract explains how that volunteer process works: if there are too many volunteers, the Office picks the employee with most seniority by service computation date (SCD), and if there are not enough volunteers, the Office picks the employee which the least SCD seniority.

Question #3: Can Counsel employees get another job during the furlough?

Answer: Yes. Counsel employees may not engage in any activity prohibited by the outside employment rules (see Article 6 of the 2018 Counsel – NTEU Agreement) during the furlough. Within these limits, Counsel employees can engage in outside employment. There are two categories of outside employment:

- **Outside non-legal employment:** Employees may engage in non-legal outside employment without notifying the Office in advance or submitting a Form 7995-A. Upon return to duty, employees may be asked to submit documentation about the outside employment.
- **Outside legal employment:** Employees may engage in legal outside employment without notifying the Office in advance or submitting a Form 7995-A to the Office. Due to the unusual circumstances, the Office is specifically waiving the advance notice requirement for legal employment in Article 47, Section 4 of the Counsel – NTEU 2018 Agreement. Upon return to duty, any attorney who has engaged in outside legal employment during the furlough will be asked to submit documentation about such outside employment, including a Form 7995-A.

Question #4: Are there rules about "use or lose" leave in case of a shutdown?

Answer: Yes. The 2018 Counsel – NTEU Agreement says in Article 47, Section 2 that :
"If an employee is unable to use their scheduled "use or lose" annual leave due to the furlough, and if they are unable to reschedule it, such annual leave will be carried over, provided that they qualify for carry over of annual leave."

All employees who had "use or lose" annual leave were required to schedule their annual leave by November 23, 2018. If an employee has scheduled this leave, then any "use or lose" annual leave that would have taken during the shutdown and cannot be rescheduled before January 5, 2018, will be restored assuming that it meets all regular requirements for leave restoration. The shutdown furlough will be considered to be "exigent circumstances" necessary for leave restoration.

Question #5: What do I do if the shutdown ends while I had previously planned to be on leave?

Answer: This shutdown is coming at a time when many employees have pre-planned leave and it is not Counsel's intention to require any employee furloughed due to the shutdown to change their personal holiday plans. So if Counsel employees are to return to work after the end of the shutdown on a day when an employee pre-planned personal leave, the employee does not have to report back to work – the employee's manager would know that he or she would be on personal leave for that day/days.

Example: Joe had pre-approved annual leave for the whole week of Christmas and New Years. His plan was not to return to the office until Monday, January 7, 2018. If the shutdown ends and Counsel employees are told to return to work on Friday, December 28th, does Joe have to report back to work?

No. Joe does not have to report back to work on December 28th. He would not need to return to the office until January 7, 2018.

Unemployment Benefits Fact Sheet (for late December shutdown)

If a furlough occurs, federal employees may be entitled to unemployment benefits during the furlough period. Eligibility in each state may be different and is governed by state law. You may want to contact the state unemployment offices listed below for your jurisdiction to determine eligibility and procedures - <https://www.benefits.gov/> is also a good resource with state-by-state information for all types of benefits, including unemployment.

Disclaimer: The information contained in this chart is of a summary nature only and is based on information found through web searches available to the general public. More detailed information can be obtained through each state agency responsible for unemployment issues.

State	Name of Responsible Agency	State Agency Address, Phone Number, Website	Brief Explanation of Eligibility Requirements (visit the state office for a complete list or requirements)	Waiting Period
ALABAMA	Department of Labor	649 Monroe St. Montgomery, AL 36131 Phone: 1-866-234-5382 Website: http://www.labor.alabama.gov/uc/	<ul style="list-style-type: none"> You must be able to work, available for work, willing to accept suitable work, actively seeking full time work, and be out of work due to no fault of your own. 	One week waiting period, the first week for new claims
ALASKA	Department of Labor and Workforce Development: Unemployment Insurance	Department of Labor & Workforce Development Employment and Training Services Unemployment Insurance Program PO Box 115509 Juneau, AK 99811-5509 Phone: <ul style="list-style-type: none"> Anchorage: (907) 269-4700 Juneau: (907) 465-5552 Fairbanks: (907) 451-2871 All other areas: (888) 252-2557 Website:	<ul style="list-style-type: none"> To be eligible for Unemployment Insurance (UI) benefits, a worker must be able and available for full time work. A worker is required to register for work and actively seek and report a required number of work searches, unless deferred. To be considered able for full time work, a worker must be physically and mentally able to perform the job duties of the position sought. 	One week waiting period, the first week for new claims

<p>ARIZONA</p>	<p>Department of Economic Security: Unemployment Insurance Administration</p>	<p>http://labor.alaska.gov/unemployment</p> <p>P. O. Box 29225 Phoenix, Arizona 85038-9225</p> <p>Phone:</p> <ul style="list-style-type: none"> • Toll Free: 1 (877) 600-2722 • Phoenix: (602) 364-2722 • Tucson: (520) 791-2722 • TDD: 1 (877) 877-6226 (Toll-Free) <p>Websites:</p> <p>https://des.az.gov/services/employment/unemployment-individual</p>	<ul style="list-style-type: none"> • You must meet specific requirements for wages earned or time worked during an established period of time, be determined to be unemployed through no fault of your own (determined under state law) and meet other eligibility requirements to qualify for Unemployment Insurance benefits. <p>For more information on eligibility, visit: https://www.azdes.gov/main.aspx?menu=317&id=3834</p>	<p>One week waiting period, the first week for new claims</p>
<p>ARKANSAS</p>	<p>Arkansas Department of Workforce Services</p>	<p>Street Address: #2 Capitol Mall Little Rock, AR 72201</p> <p>Mailing Address: P.O. Box 2981 Little Rock, AR 72203</p> <p>For a list of local offices, visit: http://www.arkansas.gov/esd/About/LocalOffices/LocalOffices.htm</p> <p>ADWS Information Desk Phone:</p> <ul style="list-style-type: none"> • 1-855-225-4440 • (501)-682-2121 <p>Website: http://www.arkansas.gov/esd/UI/</p>	<ul style="list-style-type: none"> • To be eligible for benefits, you must be unemployed (either total or partial), able to work, available to work, and actively seeking work. <p>For more information: Unemployment Insurance Handbook ARClaimHelp FAQs</p>	<p>One week waiting period, the first week for new claims</p>

<p>CALIFORNIA</p>	<p>Employment Development Department</p>	<p>P.O. Box 826880 - UJPCD, MIC 40 Sacramento, CA 94280-0001</p> <p>Automated Self-Service Phone Phone: 1-866-333-4606</p> <p>Customer Service Rep. Phone: 1-800-300-5616</p> <p>Website: http://www.edd.ca.gov/</p>	<ul style="list-style-type: none"> • Have received enough wages during the base period to establish a claim; be totally or partially unemployed; be unemployed through no fault of his/her own; be physically able to work; be available for work which means to be ready and willing to immediately accept work; be actively looking for work; meet eligibility requirements each week benefits are claimed; be approved for training before training benefits can be paid. For more information, visit Eligibility Requirements. • UI Tip Sheets and Fact Sheets 	<p>One week waiting period, the first week for new claims</p>
<p>COLORADO</p>	<p>Department of Labor and Employment: Unemployment Benefits</p>	<p>633 17th Street, Suite 201 Denver, CO 80202-3660</p> <p>Phone:</p> <ul style="list-style-type: none"> • Denver Metro Area: 1-303-318-9000 • Toll-Free: 1-800-388-5515 • TDD Denver Metro area: 1-303-318-9016 • TDD Toll-Free: 1-800-894-7730 <p>Website: https://www.colorado.gov/pacific/cdle/unemployment</p>	<ul style="list-style-type: none"> • Must be unemployed through no fault of your own. • Must be able, available, and actively seeking work • Must have earned \$2,500 during your base period. • Qualifying for Benefits 	<p>One week waiting period, the first week for new claims</p>

CONNECTICUT	Department of Labor	<p>200 Folly Brook Boulevard Wethersfield, CT 06109</p> <p>Phone: (860) 263-6000</p> <p>Website: http://www.ctdol.state.ct.us/UI-Online/index.htm</p>	<ul style="list-style-type: none"> • Must be monetarily eligible. • Must be totally or partially unemployed. • Must have an approvable job separation; the law imposes a disqualification for certain types of separations. • Must meet certain weekly legal requirements; weekly requirements include being physically and mentally able to work, being available for and seeking work, and filing your weekly claim for benefits on a timely basis. • If you are identified as likely to exhaust unemployment benefits and are enrolled in the worker profiling and reemployment services program, you must fully participate in all assessment interviews, orientation, and referred reemployment services. 	No waiting period.
DELAWARE	Department of Labor: Division of Unemployment Insurance	<p>Wilmington 4425 North Market Street Wilmington, DE 19802</p> <p>Other locations: http://ui.delawareworks.com/office-locations.php</p> <p>Phone:</p> <ul style="list-style-type: none"> • New Castle County residents: (302) 761-6576 • Kent & Sussex County residents: (800) 794-3032 <p>Website: http://ui.delawareworks.com/</p>	<ul style="list-style-type: none"> • Must be unemployed through no fault of your own, be able and available for work, and be actively seeking work. • <u>Claimant Handbook</u> 	One week waiting period, the first week for new claims
DISTRICT OF COLUMBIA	Department of Employment Services: Unemployment Compensation Program	<p>4058 Minnesota Avenue, NE, Washington, DC 20019</p> <p>Phone: (202) 724-7000</p>	<ul style="list-style-type: none"> • You must meet certain wage requirements within the base period. • You must be unemployed through no fault of your own. • You must be available for work. This 	One week waiting period, the first week for new claims

		<p>Websites:</p> <ul style="list-style-type: none"> • http://does.dc.gov/service/unemployment-compensation-process • http://does.dc.gov/service/start-your-unemployment-compensation-process • https://www.dcnetworks.org/ 	<p>means that you must be ready and willing to accept work considered suitable for you because of your past training, education, or experience.</p> <ul style="list-style-type: none"> • You must make at least two job contacts each week. • You must be physically able to work. • You cannot collect benefits while you are sick, injured or disabled • You must make a personal and continuing effort each week to attain gainful employment, using methods that are customary for your occupation. • You must not be receiving or seeking unemployment benefits from another state. • You must report as directed. • <u>Claimant's Rights and Responsibilities Handbook</u> 	
FLORIDA	Florida Department of Economic Opportunity	<p>107 East Madison Street Caldwell Building Tallahassee, Florida 32399-4120</p> <p>Phone: 1-800-204-2418</p> <p>Website: http://www.floridajobs.org/</p>	<ul style="list-style-type: none"> • Have lost your job through no fault of your own. • Available for work. • Actively search for work. • Be ready to take a new job when offered. • Meet wage requirements based on previous job(s). 	One week waiting period, the first week for new claims
GEORGIA	Georgia Department of Labor	<p>State offices:</p> <p>Phone:</p> <ul style="list-style-type: none"> • 1-404-232-3001 (Metro Atlanta) • 1-877-709-8185 (All other areas) <p>Website: http://dol.georgia.gov/unemployment-benefits</p>	<ul style="list-style-type: none"> • You must have earned enough money in the base period to set up a claim. • You must be unemployed through no fault of your own. • You must be able to work, be available for work, and be actively seeking work each week you claim benefits. • For more, see, <u>UI Claimant Handbook</u> 	No waiting period. Your claim is effective the date you first file for benefits. GDOL does not backdate claims.
HAWAII	Department of Labor and Industrial Relations	Department of Labor and Industrial Relations 830 Punchbowl St., Rm 110	<ul style="list-style-type: none"> • Must be either totally unemployed or working less than your normal hours and earning less than your weekly 	Claim begins from the Sunday of the week in which you

		<p>Honolulu, HI 968132-4090</p> <p>Phone:</p> <ul style="list-style-type: none"> • Hawaii: (808) 643-5555 • Outside of Hawaii: 1-877-215-5793 <p>Website: http://labor.hawaii.gov/ui/</p>	<p>benefit amount.</p> <ul style="list-style-type: none"> • Must be actively seeking work • Must be registered for work within 7 calendar days after applying for UI benefits by posting your resume online at www.hirehawaii.com • Must be physically able to work and available for work without major restrictions • Must serve a waiting period • For more, see, Handbook on Unemployment Benefits 	<p>apply</p> <p>Must serve a waiting period, normally the first week after you file your claim</p>
IDAHO	Department of Labor	<p>317 W. Main Street Boise, ID 83735</p> <p>Phone: (208) 332-3570</p> <p>Website: http://labor.idaho.gov</p>	<ul style="list-style-type: none"> • You must be totally or partially unemployed through no fault of your own. • You must be available for full-time work. • You must be willing to actively seek full-time work. • Must be willing to work the days and hours normal for the type of work you are seeking. 	<p>One week waiting period, generally the first week of your claim</p>
ILLINOIS	Illinois Department of Employment Security	<p>Chicago: 33 South State Street 8th Floor Chicago, IL 60603</p> <p>Phone: 1-800-244-5631</p> <p>TTY: (866) 488-4016</p> <p>Website: http://www.ides.illinois.gov/Pages/Unemployment%20Insurance.aspx</p>	<ul style="list-style-type: none"> • Have lost your job through no fault of your own • Have earned wages in insured employment • Be available for new work • Be actively seeking work 	<p>One week waiting period after you file claim.</p>

<p>INDIANA</p>	<p>Indiana Dept. of Workforce Development</p>	<p>Indiana Government Center South 10 North Senate Avenue Indianapolis, IN 46204 Phone: 1-800-891-6499 Website: http://www.in.gov/dwd/2334.htm</p>	<ul style="list-style-type: none"> • Who are ready, willing and able to work • Actively seeking work. <p><u>Claimant Handbook</u></p>	<p>One week waiting period before benefits are paid</p>
<p>IOWA</p>	<p>Iowa Workforce Development</p>	<p>1000 East Grand Avenue Des Moines, IA 50319-0209 Phone: 866-239-0843 Website: https://www.iowaworkforcedevelopment.gov/</p>	<ul style="list-style-type: none"> • Must be totally or partially unemployed. • Must have worked and earned a minimum amount of wages in work covered by UI in the last 15 to 18 months. • Must have lost your job through no fault of your own. • Must be able and available for work. • Must be actively seeking work (work search may be waived if certain criteria are met) • Must be registered to work at your local IowaWorks center online (unless the work search requirement is waived) <p><u>Benefits Handbook</u></p>	<p>The effective date of all UI claims, regardless of filing method, is the Sunday of the week in which the application was filed.</p>
<p>KANSAS</p>	<p>Kansas Department of Labor</p>	<p>P.O. Box 3539 Topeka, KS 66601-3539 FAX: 785-296-3249 Phone:</p> <ul style="list-style-type: none"> • Kansas City: (913) 596-3500 • Wichita: (316) 383-9947 • Topeka: (785) 575-1460 • Toll-Free: (800) 292-6333 • TTY: (800) 766-3777 <p>Website:</p>	<ul style="list-style-type: none"> • You are currently unemployed. • You are currently working part time and must be looking for and available for work <p>See <u>Eligibility and Disqualifications</u></p>	<p>One week waiting period, the first week for new claims</p>

		https://www.getkansasbenefits.gov/Home.aspx	
KENTUCKY	KENTUCKY OFFICE OF EMPLOYMENT AND TRAINING	<p>275 East Main Street, 2WB Frankfort, KY 40601</p> <p>Phone: (502) 564-5331</p> <p>Website: http://kcc.ky.gov/career/if-you-are-unemployed/Pages/default.aspx</p>	<p>One week waiting period.</p> <ul style="list-style-type: none"> • Be unemployed through no fault of your own; • Be able and available to work and making a reasonable effort to obtain new work; and • Register for work when you file your claim.
LOUISIANA	Louisiana Workforce Commission	<p>1001 N. 23rd Street Baton Rouge, LA 70802</p> <p>Phone: 1-866-783-5567</p> <p>Website: https://www.louisianaworks.net/hire/voynet/Default.aspx</p>	<p>One week waiting period.</p> <ul style="list-style-type: none"> • Sufficient wages; unemployed or partially unemployed through no fault of your own; ongoing availability and work search.
MAINE	Maine Department of Labor	<p>Augusta Claim Center 97 State House Station Augusta, ME 04333</p> <p>Phone: 1-800-593-7660</p> <p>Website: http://www.maine.gov/labor/unemployment/index.html</p>	<p>One week waiting period.</p> <ul style="list-style-type: none"> • The separation from employment must not be the claimant's fault. • The claimant must be able to work and actively seeking employment. • The claimant must submit a weekly claim form for each week of unemployment benefits. • Job Bank registration required.
MARYLAND	Department of Labor, Licensing & Regulation	<p>500 N. Calvert St.#401 Baltimore, MD 21202</p> <p>Phone: 1-800-827-4839</p> <p>Website: http://www.dlir.state.md.us/employment/unemployment.shtml</p>	<p>Eligibility begins the Sunday of the week in which the claim is filed.</p> <ul style="list-style-type: none"> • Unemployed through no fault of their own • Ready, willing and able to work • Actively seeking work.

<p>MASSACHUSETTS</p>	<p>Executive Office of Labor and Workforce Development</p>	<p>Division of Unemployment Assistance Charles F. Hurley Bldg. 19 Staniford Street Boston, MA 02114</p> <p>Phone: (617)-626-6560</p> <p>Website: http://www.mass.gov/lwd/unemployment-insur/basic-ui-information/</p>	<ul style="list-style-type: none"> • For workers who have lost their jobs and who are able to work, available for work and looking for employment 	<p>One week waiting period.</p>
<p>MICHIGAN</p>	<p>Unemployment Insurance Agency</p>	<p>3024 W. Grand Blvd. Detroit, MI 48202</p> <p>Phone: 1-866-500-0017</p> <p>Website: http://www.michigan.gov/uia</p>	<ul style="list-style-type: none"> • To be eligible for unemployment benefits, you must be unemployed and able to, available for, and actively seeking suitable full-time work 	<p>No indication of a waiting period.</p>
<p>MINNESOTA</p>	<p>Department of Employment and Economic Development</p>	<p>UI Customer Service P.O. Box 4629 St. Paul, MN 55101</p> <p>Phone: 1-877-898-9090</p> <p>Website: http://www.uimn.org/uimn/applicants/</p>	<ul style="list-style-type: none"> • Be unemployed through no fault of your own • Available for work • Actively seeking work 	<p>One week waiting period.</p>

MISSISSIPPI	Department of Employment Security	<p>1235 Echelon Parkway P.O. Box 1699 Jackson, MS 39215</p> <p>Phone: (601) 855-3133</p> <p>Website: http://www.mdes.ms.gov/unemployments-claims/claims-information/federal-civilian-claims/</p>	<ul style="list-style-type: none"> • Be unemployed through no fault of your own • Be able to work • Be available for work and actively seeking full time work 	One week waiting period.
MISSOURI	Department of Labor & Industrial Relations	<p>421 E. Dunklin St. Jefferson City, MO 65101</p> <p>Phone: 1-800-320-2519</p> <p>Website: http://www.labor.mo.gov/DES/Claims/</p>	<ul style="list-style-type: none"> • Lose your job through no fault of your own • You must be able and available for work each week • Refusing an offer of work may result in denial of UI benefits 	One week waiting period.
MONTANA	Unemployment Insurance Division	<p>1315 East Lockey P.O. Box 8020 Helena, MT 59604</p> <p>Phone: (406) 444-3783</p> <p>Website: http://uid.dli.mt.gov/</p>	<ul style="list-style-type: none"> • Unemployed through no fault of one's own; physical ability and availability to accept work each week; work search efforts each week 	One week waiting period.
NEBRASKA	Department of Labor	<p>Nebraska Claims Center P.O. Box 94600 Lincoln, NE 68509</p> <p>Phone: (402) 458-2500</p> <p>Website: http://www.dol.nebraska.gov/</p>	<ul style="list-style-type: none"> • Must be able to work; be available for work; and if not returning in the near future to their former employer, actively seeking work each week. 	One week waiting period.

<p>NEVADA</p>	<p>Department of Training, Employment and Rehabilitation</p>	<p>2800 E. St. Louis Ave. Las Vegas, NV 89104</p> <p>500 East Third Street Carson City, NV 89713</p> <p>Phone:</p> <ul style="list-style-type: none"> • Northern Nevada: (775) 684-0350 • Southern Nevada: (702) 486-0350 • Toll-Free: (888) 890-8211 <p>Website: http://www.nvdestr.org/</p>	<ul style="list-style-type: none"> • Sufficient earnings within the base period of a claim to qualify monetarily for benefits; • Must be wholly unemployed or employed less than full-time and have earnings less than their weekly entitlement; • Must be found to be out of work through no fault of their own; • Must be available to seek and accept work customary to their normal occupation; • Must be physically and mentally able to work at the time they initiate a claim for benefits; and • Must not refuse suitable work when offered. 	<p>No waiting period.</p>
<p>NEW HAMPSHIRE</p>	<p>Employment Security</p>	<p>New Hampshire Employment Security (NHES) 45 South Fruit Street Concord, NH 03301</p> <p>Phone: (603) 224-3311 Call Center: 1-800-266-2252</p> <p>Website: http://www.nh.gov/nhes/</p>	<ul style="list-style-type: none"> • You must be totally or partially unemployed. • You must be physically and mentally able to work. • You must actively look for work • Keep a list of employers you contact about a job and the activities you perform as part of looking for work. 	<p>One week waiting period.</p>
<p>NEW JERSEY</p>	<p>Department of Labor and Workforce Development</p>	<p>1 John Fitch Plaza P.O. Box 110 Trenton, NJ 08625</p> <p>Phone: (609) 292-2460</p> <p>Website: http://lwd.dol.state.nj.us/</p>	<ul style="list-style-type: none"> • Available for work • Able to work • Actively seek work • Not refuse suitable work 	<p>No indication of a waiting period.</p>

NEW MEXICO	Department of Workforce Solutions	401 Broadway NE Albuquerque, NM 87102 Phone: 1-877-NM-4-MYUI Website: www.jobs.state.nm.us	<ul style="list-style-type: none"> • Unemployed through no fault of your own • Available for work • Able to work • Actively seek work 	One week waiting period.
NEW YORK	Department of Labor, Unemployment Insurance Division	NYS Department of Labor Building 12 W.A. Harriman Campus Albany, NY 12240 Phone: (888) 209-8124 Website: http://www.labor.state.ny.us/ui/ui_index.shtml	<ul style="list-style-type: none"> • You lost your job due to lack of work. The temporary or seasonal employment ended. Your job was eliminated. There was an involuntary reduction in force. The company downsized or shut down. The company restructured or reorganized. There was a lack of company operating funds/orders. • To be eligible for benefits you must be available for work and demonstrate that you are seeking employment. You must be prepared to accept suitable work. 	One week waiting period.
NORTH CAROLINA	Division of Employment Security	P.O. Box 95203 Raleigh, NC 27611 Phone: 1-888-737-0259 Website: https://desncc.com/deshome	<ul style="list-style-type: none"> • Unemployed through no fault of your own • Able, available, and actively seeking work 	One week waiting period.
NORTH DAKOTA	Job Service North Dakota Unemployment Insurance	PO Box 5507 58506 Bismarck, ND Phone: (701) 328-4995 Website: http://www.jobsnd.com/unemployment-for-individuals	<ul style="list-style-type: none"> • Available for work • Able to work • Suitable work • Actively searching for work • For additional eligibility criteria, see http://www.jobsnd.com/sites/default/files/claimant_guide.pdf 	The effective date of your claim is the Sunday of the week it is filed.

OHIO	Dept. of Job & Family Services	<p>30 E. Broad Street, 32nd Floor Columbus, Ohio 43215</p> <p>Phone: 1-877-644-6562</p> <p>Website: http://jfs.ohio.gov/ouc/index.stm</p>	<ul style="list-style-type: none"> To register, applicants must provide: SSN, Dr. License No., address, dependents, reason you became unemployed, regular occupation and job skills. 	One week waiting period.
OKLAHOMA	Employment Security Commission	<p>2401 N. Lincoln Blvd. Oklahoma City, OK 73105</p> <p>Phone: 1-888-980-WORK</p> <p>Website: http://www.ok.gov/oesc_web/</p>	<ul style="list-style-type: none"> Establish monetary eligibility, are U.S. Citizen, SSN, willing to work, report number of hours worked each week. 	One week waiting period.
OREGON	Employment Department Unemployment Insurance Division	<p>Unemployment Insurance Division Call one of the following numbers for information and the location of regional unemployment centers:</p> <p>Phone: 1-877-345-3484</p> <p>Worksource Centers: http://worksourceoregon.org/home/worksourcecenters</p> <p>Website: http://www.oregon.gov/Employ/Unemployment/Pages/default.aspx</p>	<ul style="list-style-type: none"> Have earned qualifying wages. Out of work through no fault of the claimant. Able and available to work. Refusal of work or failure to apply for work can result in disqualification. 	One week waiting period until benefit payments begins.
PENNSYLVANIA	Pennsylvania Dept. of Labor & Industry	<p>Phone: 1-888-313-7284</p> <p>Website: http://www.uc.pa.gov</p>	<ul style="list-style-type: none"> To claim benefits, you need to have earned enough money during your "base year." The base year is the first four quarters of the last five completed quarters at the time your claim is filed. For more, see http://www.uc.pa.gov/unemployment-benefits/file/Pages/File%20an%20Initial%20Claim.aspx 	One week waiting period.

<p>RHODE ISLAND</p>	<p>Rhode Island Department of Labor & Training Unemployment Insurance</p>	<p>1511 Pontiac Avenue, Cranston, RI 02920 Phone: (401) 243-9100 Website: http://www.dlt.ri.gov/ui/</p>	<ul style="list-style-type: none"> • Have earned qualifying wages. Out of work through no fault of the claimant. Must actively search for work. • For more, see http://www.dlt.ri.gov/ui/BenefitRights.htm 	<p>One week waiting period.</p>
<p>SOUTH CAROLINA</p>	<p>South Carolina Department of Employment and Workforce</p>	<p>1550 Gadsden Street P.O. Box 995 Columbia, South Carolina 29202 Phone: (803) 737-2400 Websites: • http://dew.sc.gov/ • For location of statewide offices https://www.scworks.org/directory.asp</p>	<ul style="list-style-type: none"> • Sufficient wages to qualify. Unemployed through no fault of claimant. Able and available for full-time work. Must actively seek appropriate, full-time work. • For more, see http://dew.sc.gov/claim-land.asp. 	<p>One week waiting period. For more, see https://dew.sc.gov/individuals/apply-for-benefits</p>
<p>SOUTH DAKOTA</p>	<p>Department of Labor Unemployment Insurance Division</p>	<p>P.O. Box 4730 Aberdeen, SD 57402-4730 Phone: (605) 626-2301 Website: http://dol.sd.gov/ui/default.aspx</p>	<ul style="list-style-type: none"> • Lost your last job through no fault of your own. Be able to work, be available for work, and be actively seeking work. Be willing to accept suitable work when offered and apply for suitable work when directed to do so by the South Dakota Department of Labor. • For more, see http://dir.sd.gov/ui/uibenefitsfacts.aspx#eligibility 	<p>One week waiting period. For more, see http://dir.sd.gov/ui/uibenefitsfacts.aspx</p>
<p>TENNESSEE</p>	<p>Tennessee Department of Labor and Workforce Development</p>	<p>220 French Landing Drive Nashville, TN 37243 Phone: (844) 224-5818 Website: http://www.tn.gov/workforce/section/unemployment</p>	<ul style="list-style-type: none"> • Earned sufficient wages. Out of work through no fault of your own. Able to work, available to work and actively seeking work. You may have eligibility if you still have a job, but your employer has temporarily reduced your hours of work. 	<p>One week waiting period.</p>

<p>TEXAS</p>	<p>Texas Workforce Commission</p>	<p>101 E. 15th Street Austin, TX 78778-0001 Phone: (512) 463-2236 Website: http://www.twc.state.tx.us/customers/isemp/isempsub2.html Workforce Solutions Offices: http://www.twc.state.tx.us/directory-workforce-solutions-offices-services-0</p>	<ul style="list-style-type: none"> • Must be unemployed or partially unemployed (reduced hours) through no fault of your own to receive benefits. • For more, see http://www.twc.state.tx.us/ui/bnfts/claimant1.html#qualify. 	<p>Unclear. Apply for benefits as soon as you are unemployed because your claim starts the week you complete the application. However, you may not apply until after your last work day.</p> <p>See http://www.twc.state.tx.us/ui/bnfts/apply/unemployment-benefits.html</p>
<p>UTAH</p>	<p>Utah Department of Workforce Services</p>	<p>P.O. Box 45249 Salt Lake City, UT 84145-0249 Phone: 801-526-WORK (9675)</p> <ul style="list-style-type: none"> • Salt Lake and South Davis Counties (801) 526-4400 • Weber and North Davis Counties (801) 612-0877 • Utah County (801) 375-4067 <p>Website: https://jobs.utah.gov/ui/ContinuedClaims/UIAccountHome.aspx</p>	<ul style="list-style-type: none"> • Have earned qualifying wages. Unemployed through no fault of claimant. Able and available to work full-time. Actively seeking full-time work. • For more, see http://jobs.utah.gov/ui/jobseeker/uielig.html 	<p>Your claim is normally effective the Sunday of the week you file an application for benefits, provided you did not work full-time or have earnings equal to or in excess of your weekly benefit amount during that week.</p> <p>See http://jobs.utah.gov/ui/jobseeker/claimguide.html.</p>

<p>VERMONT</p>	<p>Vermont Department of Labor</p>	<p>5 Green Mountain Dr PO Box 488 Montpelier, VT 05601-0488 Phone: 1-877-214-3330 Websites: http://labor.vermont.gov/unemployment-insurance/unemployed/</p>	<ul style="list-style-type: none"> • Have earned qualifying wages. Unemployed through no fault of claimant. Able and available to work. Actively seeking work. 	<p>One week waiting period.</p>
<p>VIRGINIA</p>	<p>Virginia Employment Commission</p>	<p>VEC Central Office 703 E. Main St. Richmond, VA 23219 Phone: 1-866-832-2363 Websites: • http://www.vec.virginia.gov/unemployed • Local offices at http://www.vec.virginia.gov/find-a-job/vec-local-offices</p>	<ul style="list-style-type: none"> • Out of work through no fault of claimant. Able and available to perform work. Actively seeking work and must not refuse offers of suitable work. • For more, see http://www.vec.virginia.gov/unemployed/benefits-information/benefits-eligibility 	<p>One week waiting period.</p>
<p>WASHINGTON</p>	<p>Employment Security Department</p>	<p>Employment Security Department headquarters in Olympia Mailing address: P. O. Box 9046, Olympia, WA 98507 Street address: 212 Maple Park Ave. SE, Olympia, WA 98501 Phone: 1-360-902-9500 or 1-800-318-6022 Website: https://esd.wa.gov/</p>	<ul style="list-style-type: none"> • You are probably eligible if your employer laid you off for lack of work. We have to make a decision about your eligibility if you voluntarily quit your job, were fired or suspended by your employer, or are on a leave of absence. • See https://esd.wa.gov/unemployment/basics-eligibility-requirements 	<p>If you are eligible for benefits, week 1 is your waiting week. You won't receive benefits for it, but you have to claim it.</p>

<p>WEST VIRGINIA</p>	<p>Workforce West Virginia</p>	<p>112 California Avenue Charleston WV 25305 Phone: 1-800-252-JOBS (5627) Websites:</p> <ul style="list-style-type: none"> • http://workforcewv.org/ • See office locations at http://workforcewv.org/about-us/contact-us.html 	<ul style="list-style-type: none"> • Totally or partially unemployed, sufficient wages in employment week covered by state or federal compensation law, must be able to work and available for full-time work. • For more, see http://workforcewv.org/unemployment/claimants.html 	<p>One week waiting period.</p>
<p>WISCONSIN</p>	<p>Wisconsin Department of Workforce Development</p>	<p>201 E. Washington Avenue Madison WI 53703 Phone: (414) 438-7700 Websites:</p> <ul style="list-style-type: none"> • http://dwd.wisconsin.gov/uiiben/ • Contacts for UI Benefit Staff http://dwd.wisconsin.gov/uiiben/services.html 	<ul style="list-style-type: none"> • Eligibility information at http://dwd.wisconsin.gov/uiiben/beforemenu.htm 	<p>Unclear if there is waiting period before benefits start. See: http://dwd.wisconsin.gov/uiiben/handbook/</p>
<p>WYOMING</p>	<p>Department of Employment</p>	<p>Unemployment Insurance (Main Office) 100 West Midwest Casper, WY 82601 Phone: (307) 473-3789 Websites:</p> <ul style="list-style-type: none"> • http://www.wyomingworkforce.org/ 	<ul style="list-style-type: none"> • Have earned adequate wages during your base period. • Be unemployed through no fault of your own. • Be able, available and actively seeking work. • See http://www.wyomingworkforce.org/workers/ui/faq/ 	<p>Unclear but claims are filed for 2-week period. See http://www.wyomingworkforce.org/doc/s/ui/Myoming-Claimant-Guidebook.pdf</p>



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

January 17, 2019

To Whom It May Concern:

On December 22, 2018, the Department of the Treasury was partially shut down due to a lapse of appropriations. As a result, many Treasury employees were subject to furlough, which placed them in a non-pay status until Congress passes an appropriation. Even those employees who are reporting to work to perform excepted functions will not receive pay until an appropriation is passed by Congress.

Because they will not receive pay during the lapse in appropriations, some of our employees may have difficulty in timely meeting their financial obligations. This lapse in appropriations is expected to be a temporary situation and is one that is beyond our employees' control. We appreciate your organization's understanding and any flexibility you may extend to Treasury employees until this situation is resolved.

We look forward to returning our employees to a paid status as soon as possible. We hope this letter helps explain the furlough process for our Treasury employees, and we again thank you for your patience and compassion during this time when they may be negatively impacted by the lapse in appropriations.

Sincerely,

A handwritten signature in black ink, appearing to read "Trevor Norris".

Trevor Norris
Chief Human Capital Officer