DATE: October 4, 2013

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco Orozco, Director Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 14-07
UNEMPLOYMENT INSURANCE FILING FOR FEDERAL CIVILIAN EMPLOYEES

In light of the federal shutdown, many federal civilian employees may call or go into America's Job Centers of California SM (AJCC) offices to inquire about filing for UI benefits. Please advise staff in your WorkSource Center that federal civilian employees may file their claims in one of two ways:

- Calling Unemployment Insurance at 1-800-300-5616, Monday through Friday, 8 a.m. to 12 noon Pacific time, OR

- By using the Unemployment Insurance Application for Federal Employees, EDD's paper application available through eApply4UI that is tailored specifically for federal civilian employees. The paper application can be filled out online and printed, or printed and completed by hand. Claimants then mail or fax the completed application to the EDD office listed on the application for processing.

If federal civilian employees are calling AJCC offices for assistance in filing their claims, they should be directed to the website below which provides federal civilian offices with the paper application. Also, the EDD website will be updated to provide information for federal civilian workers:

http://www.edd.ca.gov/UnemploymentWays_to_File.htm#exServicemembersandFederalEmployment

Please remind staff that they should not provide federal civilian employees the generic DE 1101I application; staff should direct federal civilian claimants to the paper Unemployment Insurance Application for Federal Employees, DE 1101IBD, located on EDD's Web site, because this application is specifically tailored for federal civilian employees.