Date

Dear

Thank you so much for your service to our country! As a fellow colleague in the public sector and as a former federal employee, I have a profound appreciation for how your work positively impacts our communities and our nation.

I am glad that we were able to extend unemployment insurance benefits to you as a safety net during the recent partial government shutdown. Now that you are back to work, I want to let you know the next steps for repaying the benefits you received.

Specifically, I want to let you know what to expect in terms of the standard paperwork you will receive. As you may be aware, you are not eligible to receive unemployment insurance benefits and a back pay award for the same period. Since you have or will receive your back pay, the benefits you received will officially be considered an “overpayment” and will need to be repaid. As a result, you will receive two form letters that are automatically generated:

Letter #1: Back pay of earnings

This letter will ask you to provide the amount of back pay you received and the dates for which you received back pay. This letter also has information about requesting a “waiver.” Because this federal shutdown situation does not allow for that option, please ignore that section.

If you receive your information from us through eServices, you will receive this letter in your account. Please log into your account to complete the questions electronically. If you receive your information from us through the U.S. mail, you will receive a paper letter in the mail. You can respond by return mail or by uploading your response to your eServices account. The letters will tell you when you must respond.

Letter #2: Back pay of earnings - Overpayment Determination

After we receive your information, we will send you a determination letter. This letter will state that we are denying your unemployment benefits, which is to say we must recoup those benefits we paid you. This is occurring because you have or will be receiving your back pay from your employer. It will also tell you the amount you owe and provide directions for repaying your benefits. Your determination letter will be sent according to the correspondence preference on your account.

Repayment Plans

When you receive letter #2 above, you will be given information and directions to call us if you want to discuss a repayment plan that will best suit your situation. No fees will be charged with a repayment plan. Payments can be made online or by mail. If you wish to make installments, the minimum monthly payment equals one-third of your weekly benefit amount, 3 percent of the balance, or $25, whichever is greater. We will not charge interest unless you miss part or all of two or more minimum monthly payments. If that happens, we charge 1 percent interest per month.

You will receive the first letter once there is certainty that the federal government will be open for the remainder of the fiscal year. Should the federal government shutdown again and you would like to apply for unemployment insurance benefits, please visit our website at www.ESD.wa.gov for specific instructions to re-open your claim. Please do not open a new claim.

If you otherwise have questions or are receiving this letter, but were not a furloughed federal worker, please call 800-318-6022 and a customer service representative will assist you.

I know you were not expecting to have to apply for unemployment benefits, but please know we were honored to be able to help you through a difficult time. Thank you for your service to our communities, state and nation.

Sincerely,

Suzan G. LeVine

Commissioner