**Summary of Things to Know about Filing for Unemployment Due to Shutdown**

* **You can apply for unemployment at any time before a shutdown ends if your hours have been reduced per the following resources.**
  + **Texas :**
    - Apply online at [Unemployment Benefit Services](http://www.twc.state.tx.us/ui/unemployment-benefits-services.html#applyBenefits) by selecting Apply for Benefits. Read the [Applying for Unemployment Benefits Tutorial[PDF](http://www.twc.state.tx.us/ui/bnfts/benefits-tutorial.pdf)](http://www.twc.state.tx.us/ui/bnfts/benefits-tutorial.pdf) for help applying.
    - Call 800-939-6631
  + **New Mexico:**
    - Apply online. Go to <https://www.jobs.state.nm.us>, then Services for Job Seekers, Unemployment Insurance (quicker process per NM DWS)
    - Call 1-877-664-6984

--Option 1 “claimant”; then 4 for “customer service”; enter SSN; and 1 “new claim”

* + **Other states:** use the Department of Labor service locator website at

<http://www.servicelocator.org/OWSLinks.asp>.

* **In many states, the first payable week after your claim effective date is considered a “waiting period week”.** You will not receive payment for the first week until you are eligible to receive three times your weekly benefit amount in unemployment benefits.
* **Claim processing may take 2-3 weeks (possibly longer) to process following the end of the week the claim is filed.**
* **NOTE:** For federal employees to receive back pay for time spent furloughed, Congress must pass a bill to approve back pay. If passed and you receive unemployment, you will be responsible for paying back those benefits once you return to work and receive your federal paycheck.
* **Weekly Benefit Amount**
  + Your WBA may be between $62 and $440 (minimum and maximum weekly benefit amounts in Texas) depending on your past wages.
  + To estimate your WBA, see the Texas Workforce Commission benefits estimator at <https://services.twc.state.tx.us/UBS/changeLocale.do?language=en&country=US&page=/benefitsEstimator.do>. TWC divides your base period quarter with the highest wages by 25 and rounds to the nearest dollar.
  + If you work during a week for which you are requesting payment, you must report your work. Wages earned may affect your benefit amounts.
* **Information Needed to Apply** 
  + Personal information: Social Security number, address, driver license number, and date of birth;
  + Employer information: your employer’s name and location, and dates worked; and
  + **Estimate** of the federal wages you earned in the last 18 months.
* **If you apply in Texas, you will receive the request for proof of federal wages:** 
  + Correct your estimated federal wages on the form, if needed;
  + Sign it;
  + Attach proof of federal employment that indicates you were an employee, such as your 2016 W-2 form (or 2017 W-2 if you have access) or a recent leave and earning statement with your name, Social Security number, and employing agency; and
  + Return it to the Texas Workforce Commission.
* **Acceptable Proof of Federal Employment**
  + Standard Form SF-8 (contains NASA Federal Identification Code, 631) **AND**
  + One of the following containing your name, SSN, agency, & indicating your employment
    - Your 2016 W-2 form (unless you can access your 2017 W-2)
    - Leave and Earning Statement (can be printed from Employee Express at <https://www.employeeexpress.gov>)
    - Your most recent Standard Form SF-50, Notice of Personnel Action
    - Note: Non-federal employees can submit pay stubs.
* **You do NOT need to exhaust their vacation before you apply for Unemployment Insurance, since federal employees are unable to use paid leave during a furlough.**
* **Federal employees impacted by the furlough and filing for unemployment are not required to complete a job search for 12 weeks.**
* **CONTRACTORS impacted by the furlough will be required to conduct 3 job searches a week while on Unemployment Insurance.**
* **Your benefits are income you must report to the IRS.**  Some states have options to withhold taxes from your benefit payments. You and the IRS will receive a Form 1099-G in January stating the benefits amount you were paid in the previous calendar year (Texas Unemployment Benefits Handbook, pg. 12, found at <http://www.twc.state.tx.us/ui/bnfts/bi-99.pdf>).

**Resources:**

*The Department of Labor unemployment and additional information on federal shutdown can be found at* [*http://www.dol.gov/dol/shutdown.htm*](http://www.dol.gov/dol/shutdown.htm)*.*

*The Texas Workforce Commission unemployment information for federal employees can be found at* [*http://www.twc.state.tx.us/jobseekers/if-you-worked-federal-government*](http://www.twc.state.tx.us/jobseekers/if-you-worked-federal-government)*.*

*The New Mexico Department of Workforce Solutions program information can be found at* [*http://www.dws.state.nm.us/*](http://www.dws.state.nm.us/)*.*