

# Federal-Military Claims Frequently Asked Questions

## Can I apply for unemployment benefits as a federal government employee or military service member?

Yes, as a federal government employee or military service member, you may apply for unemployment benefits. However, the process differs from state unemployment claims. Note the following:

- Initially, you will be deemed monetarily ineligible until your wage information is received and processed.
- Once your wages are verified, you will receive a letter indicating your eligibility status.
- **Note:** After submitting your application for benefits, you must submit a weekly certification for every week you wish to receive benefits, even if your wage information has not yet been received.

## What documents are required to file my federal or military claim?

### Federal Claims:

- **SF-8:** A statement of your federal employment and separation from service.
- **SF-50:** A personnel action form detailing your employment and separation dates.
- **Paystubs/W-2:** Documentation of wages from your federal employer.

### Military Claims:

- **DD-214:** For military service members, the DD-214 form (separation form) is required. Submit a Service 2 or Member 4 Copy.

## How can I obtain the required documents for my claim?

- **SF-8 and SF-50:** These forms must be obtained directly from your federal employer or agency. Contact your Human Resources or Personnel Office for assistance.
- **Paystubs/W-2:** These should be available from your federal employer's payroll department or your agency's accounting office.
- **DD-214:** If you are a military service member, your DD-214 can be requested from the Department of Veterans Affairs or your branch of service.

## What is the typical processing time for federal claims?

Federal employers are required to respond to wage and separation requests within fourteen (14) days. Processing times may vary based on the volume of claims and the time it takes for employers to submit the required documentation. You will receive notification once your claim is processed and when the next steps are required.

## What should I do if my claim is denied?

Review the denial letter that explains why your claim was denied. Understanding the reason for denial is the first step in deciding whether to proceed with an appeal. If you disagree with the decision, you can file an appeal. The denial letter will provide detailed instructions on how to begin the appeal process.

For assistance with the appeal process, contact 1-800-252-JOBS (5627) or visit your local office. For a list of local office locations, visit [WorkForceWV.org](http://WorkForceWV.org).

## What if I am called back to work and receive back pay?

If you are called back to work and receive back pay, you must report it to WorkForce West Virginia. An overpayment will be established, and you will be responsible for repaying the benefits received for those weeks.

## Who should I contact if I have questions about my federal or military claim?

- **Email:** [FederalClaims@wv.gov](mailto:FederalClaims@wv.gov)
- **Phone:** 304-558-2657
- **In-Person:** For a list of local office locations, visit [WorkForceWV.org](http://WorkForceWV.org).