

Department of Employment Services
Shared Work Unemployment Insurance Program Process

Step 1: Employer Application

Employer fills out application for Shared Work Program
(Via fillable online employer application)

Method: Employer emails application to DOES



Step 2: MOA between DOES and Federal Agency

Once application is approved, an MOA is created
between DOES and employer

Method: DOES emails MOA to employer



Step 3: Federal Agency Identifies Eligible Participants

Employer provides a master file of eligible participants to
DOES

Method: Employer emails master file to DOES



Step 4: Claimant (Federal employee) Application

Claimant fills out application for Shared Work benefits
(Via fillable online employee application)

Method: Employee emails application to DOES



Step 5: Certification

1. Employer verifies
furloughed days that
employees have worked

Method: Via CSV file (with DOES-
created guidelines) or "flat file"
emailed back to DOES

2. For each week claimants
participate in an approved Shared
Work Program, they report any
additional income/hours worked

Method: Via Online Employee
Certification system



Step 6: DOES Pays Claimants

DOES pays claimant based on amount determined from
furloughed hours and any additional income

Method: Via Debit Card