



State of Vermont
Department of Labor
P.O. Box 189
Montpelier, VT 05601-0189
http://www.labor.vermont.gov

[phone] 1-877-214-3331 toll-free
[fax] 802-828-9191

**SAMPLE COPY of form
sent if plan is approved.**

VDOL Employer Number:

Date:

Plan Number:

Unit:

Plan Start End

First payable week:

Short-Time Compensation Plan (STC) Approval Notification

In accordance with your application, your plan has been approved; details regarding the start and end dates, along with the first payable week is indicated above. You may terminate this STC plan prior to the scheduled end date by notifying this office in writing. Enclosed please find copies of the following forms, which are referenced subsequently in this document:

- B-65 - Application for Unemployment Insurance
- B-102 STC - Important Information for Short-Time Compensation (STC) Participants
- B-6 STC - Weekly Claim Form
- B-2 - Claimant Change of Name and Address Form
- B-145 STC - Employer's Weekly Report for Participants

Next steps by the STC Employer

Now that your STC plan has been approved, if you have not already done so, **you need to take the following steps:**

- * **Meet with the participating employees to explain the STC program.** Be sure to include the following information in your presentation:
 1. Each participant needs to complete an Application for Unemployment Insurance, (B-65 form) and return it to you. Whenever possible, participants should be encouraged to provide banking information to avoid mailing loss or delay of checks.
 2. Each participant should review form B-102 titled "Important Information for Short-Time Compensation Participants.
 3. Unlike the Regular unemployment program, you as the employer will be gathering and submitting weekly claims (B-6 STC form). Any hours worked for another employer **MUST** be declared on the weekly claim. Participants should ignore any claims they received from VDOL through the mail, unless they are no longer on the STC Program.
 4. STC benefits are taxable income; if the participant wants both Federal and State tax withheld, they must indicate such on the B-65 form.
 5. VDOL will mail information about participants weekly benefit amount to their home address. Further information about the two monetary notices participants will receive is included on B-102 STC form.
 6. If your employees have Child Support obligations, they must contact the Office of Child Support or child support deductions will be withheld from the STC unemployment benefits.
 7. Any questions about the program or status of their payment should be brought to the STC employer's attention.

- * **All participating employees must complete the Application for Unemployment Insurance, (B-65 form).** Once completed, all forms should be:
 1. Reviewed by the employer for accuracy against company records; accuracy in the social security number and participant's mailing address is **CRITICAL**.
 2. For any participant who is not a U.S. citizen, a copy (front & back) of their Alien Registration Receipt Card, more commonly known as a "green card", must be attached to the B-65 form.
 3. Alphabetized by last name of participant and submitted to VDOL by PDF attachment sent to: UICCGeneral@labor.state.vt.us; faxed to 802-828-9191 - ATTENTION: STC Program; or mailed to the STC Program, Vermont Department of Labor, PO Box 189, Montpelier, VT 05601-0189.



What to expect once VDOL receives all initial claims forms

VDOL will establish Unemployment Compensation benefit years for each participant. We will determine their weekly benefit amount based upon their past wage earnings. If wage information is needed from you in order to establish the benefit year, you will receive a "Wage Request" form giving a specific period of time for which we need wage information. This form has a "Due Date" that must be met in order to avoid a \$35 penalty.

When the benefit entitlement has been computed, two notices will be mailed directly to each participant. Further information about these notices is provided on B-102 STC form.

Weekly process for submitting claims

To assist with your plan being handled appropriately, the following protocol is expected. To ensure participants are paid timely, all necessary forms need to be **received in Montpelier by noon on Wednesday** following the Saturday week ending being claimed. **NO FORMS** may be submitted in advance of the week being claimed ending. It is the employer's responsibility to ensure a process is in place to accommodate timely and accurate filing of weekly certifications.

- * STC participants must complete a separate weekly claim form (B-6-STC) for the STC program that you will distribute and collect weekly. All questions on this form must be answered. The weekly claim form **cannot** be completed or signed on or before the Saturday week ending date being claimed. An employer cannot complete a weekly claim form for their employees. **All weekly claim cards are to be completed by the participant as this is their certification that the information is true and accurate.** If the participant indicates they have had a change in their name, mailing address or telephone number, a completed B-2 form must be completed and submitted with the weekly claim.
- * You, as the STC employer, must complete a separate Employer's Report for Participants (B-145 STC form) attesting to whether or not the employees accepted all work available, that the reduction of hours was the same as agreed on in the plan, and providing a report of all hours worked plus other compensation. Information provided on the B-145 STC form must be completed in accordance with instructions provided on page 2 of the form. **The employer shall compare all weekly claim (B-6 STC) forms with the employer's weekly report to ensure accuracy prior to submitting to VDOL. Discrepancies cause delays, and in some cases, overpayment of benefits for which the employer could be found liable for.**
- * With each and every submission, you **MUST** include your plan number, along with a name and telephone number of whom we should contact with any questions or concerns. There is a place on the B-145 STC form to indicate this information.

Important details to remain mindful of

- * Employees must be willing to participate in the STC plan voluntarily.
- * Please ensure the names and social security numbers on all forms are correct and legible.
- * Weekly claims reflect activity beginning on Sunday at 12:00 a.m. through Saturday 11:59 p.m. of the week ending date being claimed.
- * A change in any STC plan, such as the addition or deletion of employee participants or a change in the percentage of hours worked, may require a plan modification, which should be approved in advance by this department. In such event, please notify the STC Unit. **Please be advised that a request for modification shall not change the end date of the original approved STC Plan.**
- * At some point during the first three months of your STC plan, VDOL will be conducting a review of the plans implementation in accordance with §1455 of V.S.A. Title 21, Chapter 17. All records supporting STC plan submissions must be maintained for 3 years.
- * If you have questions or require assistance, please call the Employer Assistance Line at 877-214-3331 during normal business hours and ask to speak with an STC Representative.
- * Submit all paperwork to: Vermont Department of Labor
STC Program, P. O. Box 189
Montpelier, VT 05601-0189

Fax: 802-828-9191