

STATEMENT OF UNDERSTANDING

Unemployment Insurance Benefits

If you have applied for or been receiving Unemployment Insurance benefit payments, it is your responsibility under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment or both.

AND

Voluntary Separation Incentive Pay

If you have received Voluntary Separation Incentive Pay (VSIP), within the last five years, you must repay the full incentive amount (before taxes). This five-year repayment requirement applies to all appointments (temporary, term, permanent and reemployed annuitants).

If you have received such payment, you must notify your Civilian Personnel Office (CPO) representative immediately. You must provide a copy of your Standard Form 50 (Notification of Personnel Action), showing the exact amount received. Failure to provide this information prior to your appointment effective date could constitute your removal.

I have received, read and fully understand these requirements.

Print Name

Signature

Date

Candidates who have received VSIP should retain a copy of this Statement of Understanding with the CPO representative signature.

CPO representative acknowledgement, candidate has notified this office of their incentive payment and has provided the appropriate documentation.

CPO Representative Signature

Date