

**State of Vermont
Department of Labor**

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MEMORANDUM

To: Senate Committee on Economic Development, Housing and General Affairs; House Committee on Commerce and Economic Development
From: Michael Harrington, Commissioner of Labor via Cameron Wood, Unemployment Insurance Director
Date: June 15, 2021
Subject: 2021 Employer Charge Relief Application and Procedure

The Vermont Department of Labor is required by Act 51 of the 2021 session to submit to the legislative committees of jurisdiction a report summarizing the process and procedures for employers to apply for unemployment insurance benefit charge relief during calendar year 2021, for employers who can successfully demonstrate there was a qualifying COVID-19 circumstance for the separation.

Beginning July 6, 2021, the Department of Labor will begin accepting applications for employers to apply for charge relief for 2021 claims charged to their UI employer account(s) as a direct result of COVID-19.

The application will require the employer to submit the following information:

- **Business information:**
Employers will need to provide basic information including the name of employer or business, employer identification number (EIN), point of contact (name), phone number, and email.
- **Claimant information:**
Information for the individual they are requesting relief of charges from, including the employee's name and last four digits of their SSN.
- **Number of weeks:**
Employers will need to identify each week during 2021 that they are requesting to be relieved of charges.
- **COVID qualifying reason:**
Employers will need to demonstrate that the reason for separation still exists and meets the COVID-19 charge relief eligibility criteria.

Applications will be accepted beginning July 6, 2021, through September 30, 2021, and will apply to charges incurred in 2021 as a direct result of COVID-19. New claims for UI benefits submitted after the expiration of the Governor's declared State of Emergency will not be eligible for charge relief. Employers will receive a determination on their submission upon review. Each eligibility determination will be



afforded appeal rights. It is important to note that charge relief for 2021 will not impact an employer's experience rate until the beginning of Fiscal Year 2023 (July 1, 2022). All determinations will be made no later than March 31, 2022, to ensure employers can appeal the decision, if appropriate, and Department of Labor staff are able to run the necessary calculations to determine the employer's tax rating.

If employers are seeking charge relief for multiple employees, there will be the option to submit a spreadsheet with all employees they are seeking charge relief from rather than submitting a separate application for each employee.

Between June 15, 2021 and July 6, 2021, the Department will provide communication to both UI employers and claimants to ensure that all are aware of the requirements for 2021 charge relief, including the need for separating employers to provide an offer of rehire.

