



State Separation Notices

Revised September 2024

State	Form	Requirement	Forms
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AK	Notice to Employees (rev 4/17/20)	Emergency Rule 8 AAC 85.060, .440	https://labor.alaska.gov/estax/forms/Separation_Notice.pdf
AL	Notice of Availability of Unemployment Compensation	Administrative Code 480-4-2-.19	For sample language: https://labor.alabama.gov/docs/posters/NoticeOfAvailabilityOfUnemploymentCompensation.pdf
AR	Appendix A to Rule 5	Rule 5	https://dws.arkansas.gov/wp-content/uploads/New-Rule-5-1-1.pdf
AZ	UIB-1241A (rev 08/19)	Section 23-772	Pamphlet – Take Care of Unemployment Business By The Internet or Telephone. For Copies: https://des.az.gov/digital-library/take-care-unemployment-business-internet-or-telephone
CA	No Form-employer must create	Section 1089	“Notice to Employee as to Change in Relationship” required for discharges, layoffs, leaves of absence, employment status change. To view sample, go to page 73 in Employer’s Guide – Required Notices and Pamphlets - at http://www.edd.ca.gov/pdf_pub_ctr/de44.pdf
CA	DE 2320 (rev. 11/22)	Give to employee for discharges, layoffs and LOAs	For Your Benefit - California’s Programs for the Unemployed (DE 2320) http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf

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CT	UC-61 (rev 12/20)	Reg. 31-222-9	NOTE (per agency web page regarding Separation Packet): The UC-61 form included on the last page in this packet may be filled-in online. However, depending on the performance of individual computers and/or printers, online filling may not be possible. To print a filled-in form, press the "Finished" button at the bottom of the form, then click the printer icon located on the Acrobat toolbar. For Note and form https://www.ctdol.state.ct.us/HP/UC-62TwithBabel3-2020.pdf
CO	Form 22-234	8-74-101 (4)	For copies: https://cdle.colorado.gov/sites/cdle/files/documents/Employer-Separation-Form-22-234-fillable.pdf
DE	UC 300	Title 19, Section 3317(a)	Temporary Rule – expired 9/2020
GA	DOL-800 (rev 07/21)	Section 34-8-190 (c)	For copies: https://dol.georgia.gov/documents In the Name search field, type 800 and the link to a PDF will return. GA will accept a (pdf) facsimile rendering of the DOL-800 form, as long as the form has the signature of an officer, authorized employee of the employer or authorized agent of the employer on the form.
HI	Notice to Employees (rev 9/21/20)		https://labor.hawaii.gov/wp-content/uploads/2020/09/20200921-Labor-Law-Poster-UI-1.pdf

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IA	IWD 60-0154 (rev 09/16)	Iowa Administrative Code Section 871-22.19	Form 60-0154 (completed online and provided to the state only) https://uiclaims.iwd.iowa.gov/EmployerSeparation/
ID		FFCRA	For copies: https://www.labor.idaho.gov/dnn/Portals/0/Publications/worker_protections_related_to_COVID_19.pdf (English) https://www.labor.idaho.gov/dnn/Portals/0/Publications/worker_protections_related_to_COVID_Spanish.pdf (Spanish)
IL	CLI111L (rev date not listed)	Required to provide if workers are laid off for 7 days or more or separated from payroll for any reason	– What Every Worker Should Know About Unemployment Insurance https://ides.illinois.gov/content/dam/soi/en/web/ides/ides_forms_and_publications/CLI111L.pdf
IN	N/A		See Q7 at https://www.in.gov/dwd/files/Indiana_Unemployment_FAQ_Employers.pdf for approved language

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LA	LWC-77 (now filed online only) Required Notification to Employees of the Availability of Unemployment Compensation (rev 4/29/20)	Rule 323 Pursuant to Emergency Rule under LAC 40:IV.381	Must be filed online within 3 days of separation. Click on the following link: https://www.louisianaworks.net/hire/vosnet/Default.aspx From this home page, click on File Employee Separation Notice located under Employer Services For employers without online access, click on the following link for a PDF version: http://www.laworks.net/Downloads/UI/WTS/UI_AvailabilityNoticeToSeparatingEmployees.pdf
MA	Form 0590-A (rev 1/26/18)	Section 32	For copies https://www.mass.gov/lists/unemployment-workplace-posters-and-pamphlets#how-to-apply-for-unemployment-insurance-benefits-(pamphlet)-
MD	Availability Of UC	Labor and Employment Article Section 8-603 Annotated Code of Maryland	For copies: http://www.dllr.state.md.us/forms/uiavailnotice.pdf
MI	UIA-1711 (rev 09/21)	Rule R421.204	For copies: https://www.michigan.gov/documents/uia_UC1710_76109_7.pdf

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MO	MODES- INF-288-6 (rev 08/22)		For copies: https://labor.mo.gov/sites/labor/files/pubs_forms/M-INF-288-5-AI.pdf
MS	Unemploy- ment Insurance Information for Employees (rev 3/20)	Executive Order 1502 (6/26/2020)	Copies of the Unemployment Insurance Poster should be provided to impacted workers. https://mdes.ms.gov/media/190875/ui_insuranceforemployerltrsizesign033120update_rev4.pdf (English) https://mdes.ms.gov/media/190878/ui_insuranceforemployerltrsizesign033120update_rev4_spanish.pdf (Spanish)
MT	Notice to Employees	FFCRA	For copies: https://dli.mt.gov/docs/covid-19/Available-Benefits.pdf
NC		Emergency Rule modifying 04 NCAC 24G .0102	Expired 5/14/2021
NJ	BC-10 (rev 08/23)	Section 6 (a) Reg. 12:17-3.1	INSTRUCTIONS FOR CLAIMING UNEMPLOYMENT BENEFITS http://www.nj.gov/labor/forms_pdfs/ui/BC10.pdf
NV	DETR-ESD (rev 04/20)	NRS 612.455	For copies: https://cms.detr.nv.gov/Content/Media/Employer_notification_of_UI_to_employees_4-24-20.pdf
NY	IA 12.3 (rev 11/23)	Regulation 28	For copies: https://dol.ny.gov/system/files/documents/2023/11/ia12.3_0.pdf

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OH		FFCRA	Temporary rule
OK	OES-44 (rev 08/17/21)		For copies: https://oklahoma.gov/content/dam/ok/en/oesc/documents/forms/oes-forms/OES-044.pdf
PA	UC-1609P (rev 04/23)	Act 9 of 2020 Section 206.1	For copies: http://www.uc.pa.gov/Documents/UC_Forms/UC-1609.pdf
RI		Rhode Island Gen. Laws § 28-42-2	For explanatory memo and sample language, visit: https://dlt.ri.gov/emergencyui/Employer%20Notice%20Requirement%20Memo.pdf https://dlt.ri.gov/documents/requiredposters/uitdiposter.pdf
SC		S.C. Code Ann. Regs. §§ 47-11 to -13	For sample language, visit: https://www.dew.sc.gov/sites/dew/files/Documents/families-first-required-notice_uie646d9b195084b58bcfaf2b06f0ca5ff%20(1).pdf
SD	Notice to Employees: (rev 10/22)		For copies of hardcopy and email versions: https://dlr.sd.gov/employment_laws/posting_requirements.aspx
TN	LB-0489 (rev 08/20)	Reg. 0800-9-1- .02	Copies at: https://www.tn.gov/content/dam/tn/workforce/documents/Forms/LB-0489.pdf

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			Doesn't have to be given if employed less than a week, or if a worker will be recalled in less than 7 days.
TX	Y-10C (rev 4/2020)	40 TAC §815.1 (14) (B)	Copies at: https://www.twc.texas.gov/sites/default/files/fdcm/docs/texas-unemployment-compensation-act-and-texas-payday-law-poster-twc.pdf
VA	B-29 (eff. 3/2024)		Copies at: https://www.vec.virginia.gov/sites/default/files/documents/B29%20Notice%20to%20Workers_Effective%203_24.pdf
VT	A-24 (rev 12/19)	21 V.S.A. § 1346 (c) (2)	Copies at: https://labor.vermont.gov/sites/labor/files/doc_library/A-24%20Unemployment%20Poster.pdf
WI		Emergency Rule	Expired 3/31/2021
WV	21A—7-2 (rev 7/22)	WVUC-B-59	Copies at: https://workforcewv.org/wp-content/uploads/2023/08/UC-Benefit-Rate-Poster-Updated-7.23.pdf

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