**Please distribute this alert to any users within your agency who are responsible for personnel administration.**

**UC 1609 Form Enclosure Inclusion for Additional Separation Letter Type**

* Information regarding the addition of UC 1609 Form as an enclosure to an additional separation letter type.

On March 27, 2020, Governor Wolf signed Act 9 into law. The law makes it a requirement for all PA employers to complete the UC 1609 form and provide it to any employee who resigns, is terminated, furloughed, or has a reduction in work hours.

For agencies serviced by the HR Service Center, the Letter Generator application, attached to the E-PAR application, automatically included this enclosure with the majority of required letters. On July 2, 2020, to accommodate the changes required by Act 9, the Letter Generator application was updated to include the UC 1609 Form enclosure on the following additional letter type:

1. Employees separating due to retirement

With this change, all separation letters will automatically generate with the enclosure included, with the exception of the following letter types (enclosure not needed):

1. Employees separating due to transfer to an agency with a reciprocal agreement
2. Employees separating who are UC exempt
3. Employees separating who are annuitants

Agencies serviced by the HR Service Center do not need to take any additional actions related to this change.

For agencies not serviced by the HR Service Center, UC Form 1609 should distributed to employees undergoing a change in employment consistent with the requirements outlined above.

Act 9 can be reviewed in its entirety by accessing the following link: [View 2020-Act 9](https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2020&sessInd=0&act=9%20).

**Questions?**
If you have any questions regarding UC 1609 Form Enclosure Inclusion for Additional Separation Letter Type, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) using the “Personnel Administration” category.