



October 11, 2013

To Whom It May Concern:

As you may be aware, on October 1, 2013, many federal agencies were partially shut down due to a lapse of appropriations. As a result, most of the Department of Health and Human Services (DHHS) employees are furloughed (i.e. will be in a non-duty/non-pay status) or working in a non-pay status.

Those employees on furlough received an official notice from DHHS documenting their status. Employees working in a non-pay status received an email notification from DHHS leadership stating they were to report for duty but would not be paid for hours worked until after enactment of an appropriation for DHHS. These actions may make it difficult for DHHS employees to meet their financial obligations. We would appreciate your organization's cooperation in making feasible arrangements with employees in meeting their financial obligations to reduce the impact of this involuntary act.

We want to assure you that this is a temporary situation beyond our employees' control and they will be returned to pay status as soon as possible. This cover letter is intended to be used in conjunction with an official furlough notification or email notification to the working employees in a non-pay status as well as any other employer related identification a creditor may request from the employee to show proof of HHS employment. You may also contact our employment verification service at <http://www.theworknumber.com/index.asp> or 800-367-5690 between the hours of 7 am and 8 pm central time Monday through Friday.

We ask that you remain patient and show compassion towards our employees during this time when they may be negatively impacted by the government-wide shut down.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heidi Sheaffer".

Heidi Sheaffer
Associate Deputy Assistant Secretary
Office of Human Resources
U.S. Department of Health and Human Services