



MARYLAND FEDERAL BONDING PROGRAM

Procedure for Obtaining Federal bonding Letter of Eligibility

The Maryland Federal Bonding Program (FBP) operates in the following manner:

Local Bonding Coordinators, located at One-Stop Career Centers throughout Maryland, are authorized to receive **Requests for Federal Bonding Eligibility** and to issue the **Federal Bonding Eligibility Letter** to job seekers.

Job seekers **must** contact a **local coordinator** and schedule an appointment. At the appointment the person will complete the request form and receive the *Letter of Eligibility*. This system provides better customer service and eliminates waiting periods.

People who are **currently incarcerated** will not be able to receive a Letter of Eligibility until after their release. Once these individuals have returned to their local communities, they must go to **a local One-Stop Career Center** in their area. The Local Bonding Coordinator will issue the letter and give them instructions on how to use the letter during the time they are looking for employment.

Since all recipients of the FBP Letter of Eligibility must be registered at a local One-Stop and entered into the MWE system, the current procedure ensures that everyone is registered. Although job seekers may look for employment on their own, they are encouraged to work with an employment specialist at a One-Stop.

NO requests for eligibility letters are processed in the central office.

Overcoming Barriers
BUILDING A FOUNDATION TO STABILITY