



## UNICOR BONDING PROGRAM

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### What Is the UNICOR Bonding Program?

UNICOR is the trade name of Federal Prison Industries (FPI), whose mission is to protect society and reduce crime by preparing inmates for successful reentry through job training. The UNICOR Bonding Program provides a **\$5,000 "fidelity bond"** as insurance to employers that hire former federal inmates who were employed by UNICOR at least six months during their incarceration. These non-transferrable bonds are issued at **no cost to employers** as a job placement incentive.

### Who Is Eligible?

Former federal inmates who were employed by UNICOR at least six months, consecutively or cumulatively, during their incarceration are eligible.

### What Is the Application Process?

1. Eligible former inmates should provide prospective employers a copy of the sample letter ([Attachment A](#)) which briefly explains the UNICOR Bonding Program. **Coverage must be requested within one year after release.**
2. Interested Employers should complete the UNICOR Bond Certification Form ([Attachment B](#)) and return it to the UNICOR Bonding Program Coordinator, Ms. Huilan Larson, by mail to: Ms. Huilan Larson, Federal Bureau of Prisons, Education Branch, 320 First Street, N.W., Washington, DC 20534.

### What Else Should I Know About the UNICOR Bonding Program?

- The initial bond **covers the first six months of employment** and is renewable by the employer at commercial rates. The theft of money or property by the former inmate will be reimbursed to the employer up to the bond's value.
- Please review the UNICOR Bonding Program FAQs ([Attachment C](#)).
- If you have questions about the UNICOR Bonding Program, please contact the UNICOR Bonding Program Coordinator, Ms. Huilan Larson at [hlarson@bop.gov](mailto:hlarson@bop.gov) or (202) 305-3808. Inmates may also speak with the institution Reentry Affairs Coordinator.

## **Attachment A: Sample Letter to Accompany Employment Application and/or Resume Explaining Bonding Program**

***Fill in the following details:***

(Company Name)

(Line 1 Address)

(Line 2 Address)

(City, State, Zip code)

(Date)

Dear (Contact Person's Name):

I have applied for a (insert position name) with your company.

The application and accompanying resume explain that I was previously incarcerated in a federal correctional institution. During this time I was employed in Federal Prison Industries, Inc. (trade name, UNICOR) and gained valued job training, marketable skills and "real life" work experience, in addition to completing various education, job readiness and life skills programs.

UNICOR provides a *second chance* for incarcerated individuals to become law-abiding, tax-paying members of society upon release from prison. Its diverse industrial manufacturing and services operations provide opportunities to develop a solid work ethic, along with transferrable job and life skills, through employment in UNICOR's factories, warehouses, call centers, and administrative offices, which closely resemble those in the commercial sector.

To encourage and offer potential employers added peace of mind to hire former federal inmates, UNICOR offers bonding insurance at no cost to the employer or employee that reimburses employers for certain losses up to \$5,000 in the event of employee theft of money or property.

If you would like additional details about UNICOR's Bonding Program, please contact Ms. Huilan Larson, UNICOR Bonding Program Coordinator, at 202-305-3808, or by email at [hlarson@bop.gov](mailto:hlarson@bop.gov).

Sincerely,

(Applicant Signature)

(Applicant Name)

**Attachment B: Sample Employer's Application for UNICOR Fidelity Bond Insurance**



**UNICOR BONDING PROGRAM  
EMPLOYER APPLICATION and CERTIFICATION**

The job applicant, below, indicates that he/she worked previously in UNICOR (Federal Prison Industries, Inc.) while incarcerated. We are applying for UNICOR Fidelity Bond Insurance coverage on this individual in the amount of \$5,000, which will be effective for a period of six months from the initial date of employment. We further understand that the cost of this Bond will be paid in full by UNICOR.

This is to certify that \_\_\_\_\_  
(Company Name)

Located at \_\_\_\_\_; \_\_\_\_\_  
(Company Address) (NAIC Code, if available)

has offered \_\_\_\_\_; \_\_\_\_\_  
(Job Applicant Name) (Social Security Number)

employment effective \_\_\_\_\_,  
(Date)

for the position of \_\_\_\_\_;  
(Job Position Name)

at the rate of \_\_\_\_\_; \_\_\_\_\_  
(Basic Pay Amount) (Period: Week/Biweekly/Annually)

Company Representative \_\_\_\_\_;  
(Printed Name) (Date)

Company Representative Signature \_\_\_\_\_.

**Return the Completed Form to:  
Ms. Huilan Larson,  
Federal Bureau of Prisons  
Education Branch,  
320 First Street, NW  
Washington, DC 20534**



## UNICOR BONDING PROGRAM FAQs

**Question: Can a former inmate obtain a UNICOR bond and a federal bond at the same time?**

Answer: A former inmate may obtain only one or the other for the same job. However, if a former inmate has two part-time jobs, he or she may apply for a UNICOR bond for one job and a federal bond for the other. Each bond is dedicated to only one person and for only one job. A bond is not portable and cannot be carried from job to job or reassigned to a different person.

**Question: What is the extent of insurance liability coverage?**

Answer: The UNICOR Bonding Program covers the employer against embezzlement/monetary fraud, theft and similar criminal activities committed by the former inmate during working hours, on the employer's premises.

**Question: Do disciplinary actions during incarceration disqualify a bond applicant?**

Answer: No, the only eligibility requirement is a total six months UNICOR employment that takes place during one or more incarcerations.

**Question: If inmates are returned to prison on violation of their most recent sentence, will they still be eligible for bonding upon release?**

Answer: Yes, if they have not yet used their bond option. The bond is a one-time post release option that must be exercised within one year after an inmate's most recent release date from a federal facility.

**Question: If an inmate is released from a federal sentence, but goes directly to serve some time in a state facility, when does the "one-year after release" option begin?**

Answer: The application for a UNICOR bond must be made within one year after release from a BOP facility. It will provide \$5,000 insurance coverage for six months. The employer may extend and possibly increase the coverage at the commercial insurance rate after the six-month period.

**Question: Will the bond be available to a self-employed former inmate?**

Answer: No.