

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL TEUPDI
	DATE October 16, 1997

DIRECTIVE : REPORTS AND ANALYSIS LETTER NO. 1-98

TO : ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM : *Wendy L. McConnell*
 WENDY L. McCONNELL
 Acting Administrator
 for Regional Management

SUBJECT : ETA 581, Contribution Operations

1. Purpose. To announce the extension of the Office of Management and Budget (OMB) approval of Form ETA 581, Contribution Operations.

2. Background. The Contribution Operations report (ETA 581) is a comprehensive report of each State's UI tax operations and is essential in providing quarterly tax operations performance data. ETA 581 data are used in monitoring and measuring program performance and in making projections and forecasts in conjunction with the budgetary process.

3. OMB Approval. The reporting requirements for Form ETA 581 are approved by OMB according to the Paperwork Reduction Act of 1995 under OMB Approval No. 1205-0178, which expires August 31, 2000. NOTE: Response to this collection of information is not required unless it displays a currently valid OMB control number.

4. Disclosure Statement. Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection, including

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suggestions for reducing this burden, to the U.S. Department of Labor, Unemployment Insurance Service, Room S-4231, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0178).

5. Action Required. State Administrators are requested to provide the above information to appropriate staff.

6. Inquiries. Questions should be directed to the appropriate ETA Regional Office.

7. Attachment. Facsimile of Form ETA 581