

<b>TRAINING AND EMPLOYMENT NOTICE</b>	NO. 3-06
	DATE August 1, 2006

TO: STATE WORKFORCE AGENCIES

FROM:  CHERYL ATKINSON  
Administrator  
Office of Workforce Security

SUBJECT: Unemployment Insurance (UI) Benefit Financing Seminar

1. **Purpose.** This notice announces and solicits nominees for a UI Benefit Financing Seminar to be held October 17-20, 2006, in Washington, D.C.
2. **Background.** The objective of this seminar is to provide training in state UI benefit financing concepts and trust fund forecasting. The seminar will be presented by staff of the Division of Fiscal and Actuarial Services, Office of Workforce Security. Seminar sessions will cover topics in benefit cost estimation, taxation principles and experience rating, forecasting UI variables, measuring the impact of state law changes, and understanding solvency measures. The seminar will consist of three and one-half days of concentrated activity, including computer exercises using the Benefit Financing Model. A tentative agenda is attached. After completion of this seminar, participants will have a much greater understanding of the structure and operation of their state Unemployment Insurance benefit financing systems. Participants will be supplied with a training manual prepared by the instructors.

This seminar is open to State Workforce Agency (SWA) and Regional Office staff with the only prerequisite being a basic knowledge of the UI program. Priority will be given to staff who have responsibility for trust fund forecasting and analysis or who occupy UI positions that require a working knowledge of the above noted subject material. Second priority will be given to other personnel in statistical, actuarial or research units (labor market information, research and statistics, etc.) that support UI. The seminar will be limited to 24 participants. The National Office will select the participants and notify them through the Regional Offices.

3. **Schedule and Logistics.** The seminar will be held in the U.S. Department of Labor Training Center, Room C-5515-1A/1B, in the Frances Perkins Building at 200 Constitution Avenue, NW, Washington, D.C. The seminar will start at 8:30 a.m., Tuesday, October 17, and end at 12:00 noon, Friday, October 20. Participants should arrive by Monday evening, October 16. Lodging will be at the Holiday Inn on the Hill, a

**EMPLOYMENT AND TRAINING ADMINISTRATION  
U.S. DEPARTMENT OF LABOR  
WASHINGTON, D.C. 20210**

three-block walk from the Labor Department. Upon selection, participants will receive additional information regarding lodging, special arrangements, and travel instructions.

4. **Costs.** SWAs are responsible for travel and per diem costs for state staff to attend the training session.
5. **Action Required.** State Administrators are requested to (1) notify appropriate state staff of the upcoming training seminar and (2) provide completed nomination forms (see attached) for all nominees to the appropriate Regional Office no later than August 22. Regional Office contacts are: Tim Martin (Region 1), Gwen Duncan (Region 2), Dianna Milhollin (Region 3), Ann Cole (Region 4), Fred Homan (Region 5), and Jamie Bachinski (Region 6). Only staff for whom the necessary travel funds can be secured should be nominated.
6. **Inquiries.** Direct any questions to the appropriate Regional Office.
7. **Attachments.**

Attachment I – Tentative Agenda

Attachment II – Nomination Form