

TRAINING AND EMPLOYMENT NOTICE	<b>NO.</b> 9-15
	<b>DATE</b> September 17, 2015

**TO:** STATE WORKFORCE AGENCIES

**FROM:** PORTIA WU /s/  
Assistant Secretary

**SUBJECT:** Federal-State Unemployment Compensation Legislative Seminar

1. **Purpose.** To announce and solicit nominations for the Federal-State Unemployment Compensation (UC) Legislative Seminar.
2. **Background.** Last year, the Division of Legislation within the Office of Unemployment Insurance developed an online training seminar about Federal law requirements for UC programs and the Federal legislative review process. This training was developed as an online training product to enable Federal and state staff to have year round self-paced access to this training.

In addition to the year round access, to replicate the in-person training experience as closely as possible, last year we conducted a four-week enhanced training seminar series to supplement the self-paced lessons. We will be conducting a similar enhanced seminar series this year.

3. **Content.** The seminar provides an overview of specific Federal law requirements for tax credit and administrative grant certification, as well as other specific Federal law provisions that affect state UC programs. The seminar is intended to improve state agency staffs' understanding of the Federal legislative review process and improve communications between state agencies and the U.S. Department of Labor.

The online course has 11 lessons: Introduction to UC, History of the Federal-State UC Program, Federal Conformity and Compliance Process, Coverage and the Federal Unemployment Tax Act (FUTA) Tax, Experience Rating, Benefit Standards, Immediate Deposit and Withdrawal Standards, Title XII Advances, Administration and Payment When Due, Appeals, and Confidentiality and Disclosure. The lessons are self-paced and take approximately 25 hours to complete.

4. **Logistics.** The upcoming enhanced seminar sessions will be held during a four-week period with interactive webinars being conducted three times a week through the Information Technology Support Center (ITSC) website to provide an overview of the material and answer participants' questions. These 90 minute webinars will be held each Monday, Wednesday, and Friday at 12:30 p.m. (Eastern) starting October 26, 2015, and ending on November 20, 2015. (Because of Veterans Day, there will be a session on Thursday,

November 12, instead of Wednesday, November 11.) All participants will be expected to complete the online courses prior to the individual webinars about each topic.

We anticipate receiving more nominations than we can accommodate; however, we also recognize the need for all states to have access to this training. We will try to allow each state to have one participant. We will accept multiple nominations from states and will accommodate as many as possible if there is excess capacity. States should only nominate individuals who will be available to participate in each of the webinar sessions. Agency Administrators, UI Directors, legislative liaisons, legal counsels, or legislative staff will be the priority candidates for this training. Individuals will be selected for participation based upon their need for the training as documented in the nomination form.

- 5. Action Requested.** States wishing to have staff participate should have nominees complete the attached form indicating their responsibility in creating or reviewing UC legislation, or in assuring conformity and compliance with Federal law. Please make sure that nominees provide complete answers to all questions as this will help us determine which nominees will be selected for the training if there are more nominees than space available.

Once participants are selected, we will send them further information about the seminar and information necessary for them to establish an account in the ITSC training center system so they can access the on-line seminar content.

Nomination forms should be received by close of business on September 25, 2015. We will attempt to accommodate any nominations received after that date if space is available.

Nomination forms should be sent to Nicole Roberson, by e-mail at [roberson.nicole@dol.gov](mailto:roberson.nicole@dol.gov) or by fax to 202-693-2874.

- 6. Inquiries.** Please direct questions concerning the seminars to Agnes Wells at 202-693-2996 or by e-mail at [wells.agnes@dol.gov](mailto:wells.agnes@dol.gov). Questions concerning nominations should be directed to Nicole Roberson at 202-693-2688 or by e-mail.
- 7. Attachment(s).** Participant Nomination Form