TRAINING AND EMPLOYMENT NOTICE	NO. 1-18
	DATE July 16, 2018

TO: STATE WORKFORCE AGENCIES

FROM: ROSEMARY LAHASKY
            Deputy Assistant Secretary

SUBJECT: Unemployment Insurance (UI) Benefit Financing Seminar

1. **Purpose.** To announce and solicit nominees for a UI Benefit Financing Seminar scheduled to be held October 23- 26, 2018, 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 Unemployment Insurance. Seminar sessions will cover topics in benefit cost estimation, taxation principles and experience rating, forecasting UI variables, and measuring the impacts of state law changes. The seminar will consist of three and one-half days of concentrated activity, including computer exercises using a state benefit financing simulation model. In addition, a new Microsoft Excel based Benefit Financing Model will be presented and distributed to participants. 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 UI benefit financing systems. Participants will be supplied with a training manual prepared by the instructors.

   This seminar is open to State Workforce Agency (SWA) 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 26 participants. The Employment and Training Administration (ETA) National Office will select the participants and the Regional Offices will notify those selected and not selected.

3. **Schedule and Logistics.** The seminar will be held in the U.S. Department of Labor Conference Center in the Frances Perkins Building at 200 Constitution Avenue NW, Washington, D.C. The seminar will start at 8:30 a.m., Tuesday, October 23, 2018, and end at 12:00 p.m., Friday, October 26, 2018. Participants should plan to arrive by Monday evening, October 22, 2018, to ensure the entire class can begin promptly the following day. Upon selection, participants will receive additional information regarding lodging, special arrangements, and travel instructions.

4. **Costs.** The Department recognizes the importance for state staff to attend this training conference and will reimburse travel costs for state staff to attend the training session, up to a maximum of $2,000 per participant. Allowable travel costs include transportation, hotel

lodging, per diem costs (consistent with the General Services Administration schedule or the state's out-of-state per diem requirements, whichever is less), and minor incidental costs, such as parking. ETA will add these funds to participating states' above base distributions during fiscal year 2019.

5. **Action Requested.** States or ETA Regional Offices which wish to send staff to the seminar should have nominees complete the attached nomination form. Please make sure that all questions on the nomination form are answered fully. Completed nomination forms may be sent to Katrina Baskfield by e-mail at Baskfield.Katrina.D@dol.gov, no later than August 31. Only staff for whom the necessary travel funds can be secured should be nominated.

6. **Inquiries.** Direct any questions concerning the seminar to Robert Pavosevich at Pavosevich.robert@dol.gov, or (202) 693-2935.

7. **Attachments.**

   Attachment I – Tentative Agenda
   Attachment II – Nomination Form

TENTATIVE AGENDA
Unemployment Insurance (UI) Benefit Financing Seminar
October 23-26, 2018

<u>Tuesday</u>

1. Overview of the Federal/State UI System
2. Benefit Cost Forecasting
3. Introduction to the Benefit Financing Model/Projection Program
4. Work Groups/Computer Exercises – Projection Program

<u>Wednesday</u>

1. Principles of UI Taxation
2. Introduction to the Benefit Financing Model/Financial Forecast Program
3. Revenue Forecasting
4. Work Groups/Computer Exercises – Financial Forecast Program

<u>Thursday</u>

1. Trust Fund Adequacy Measures
2. Overview of new UI Financing Guide
3. UNIS Unemployment Insurance Financing Model Demo
4. Work Groups/Computer Exercises

<u>Friday</u>

1. Measuring Tax Rate Adequacy
2. Legislative Cost Estimating
3. Work Groups/Computer Exercises
4. Participant Presentations

NOMINATION FORM
UI BENEFIT FINANCING SEMINAR

State: _____

Name: _____

Title: _____ Work Phone No.: _____

E-mail Address: _____

Work Address: _____

_____

EDUCATIONAL BACKGROUND

Years of schooling completed: 12 13 14 15 16 17 18 19 20

Degree	Date	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant education and/or training:

_____

_____

_____

_____

WORK EXPERIENCE

Length of time doing UI trust fund forecasting/analysis: _____
Length of time working in UI: _____
Length of time engaged in other work in research, statistics or related activities: _____

Describe briefly your present duties, particularly as related to this seminar:

_____

_____

_____

_____

COMPUTER AND STATISTICAL SKILLS

Do you have experience or training in the following?

Spreadsheets: Yes / No

Statistical packages: Yes / No

Regression Analysis: Yes /   No

RECOMMENDED BY:

_____   _____
  Signature   Title