TRAINING AND EMPLOYMENT NOTICE	NO. 29-18
	DATE May 31, 2019

TO: STATE WORKFORCE AGENCIES

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Enhanced Pre-Implementation Planning Checklist for State Unemployment Insurance (UI) Information Technology (IT) Modernization Projects

1. **Purpose.** To announce the availability of an enhanced Pre-Implementation Planning Checklist to assist state UI agencies in preparing to launch modernized UI IT systems that support administration of UI benefits and/or tax systems.

2. **Action Requested.** The Employment and Training Administration (ETA) requests state administrators to provide this guidance, including the attached Pre-Implementation Planning Checklist to the appropriate staff, including UI Directors and Chief Information Officers.

3. **Summary and Background.**

   a. Summary - This guidance announces the availability of the enhanced Pre-Implementation Planning Checklist for states to use. The new Pre-Implementation Planning Checklist improves the document's structure; provides additional clarity on the verification steps for the ten existing project categories; and includes a new category to address verification steps for labor market information (LMI) Federal reporting functions.

   b. Background - The Unemployment Insurance Program Letter (UIPL) No. 11-18 announced the ETA 9177 Report - Pre-Implementation Planning Checklist and its associated Reporting Instructions. The ETA 9177 is a comprehensive checklist denoting critical functional areas that states should verify prior to launching a new IT system including, but not limited to, technical IT functions and UI business processes that interface with the new system.

   Following the issuance of UIPL No. 11-18, ETA received comments from state agencies, and other entities recommending additional items to include in the checklist. In addition, the Bureau of Labor Statistics recommended an eleventh project category to address the verification of the LMI Federal reporting functions prior to launching a new IT system. ETA has enhanced the Pre-Implementation Planning Checklist to address the comments received.

4. **Reporting.** ETA is making this enhanced version of the checklist available to the states, so they can use it as a planning tool, as they are modernizing their UI IT systems.

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

ETA is currently updating the ETA 9177 Report - Pre-Implementation Planning Checklist and its associated Reporting Instructions to reflect the improvements to the checklist. ETA plans to submit the enhanced data collection to the Office of Management and Budget (OMB) for approval under the Paperwork Reduction Act (PRA). As part of this PRA clearance process, ETA will seek public comment through a notice published in the Federal Register on the enhanced data collection for the ETA 9177 report. ETA will issue additional guidance to states upon receiving OMB approval of the enhanced ETA 9177 data collection.

Until ETA obtains OMB approval on the enhanced ETA 9177 report, any state preparing to launch a new UI IT system must use and submit the existing ETA 9177 report following the reporting instructions outlined in UIPL No. 11-18.

5. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.

6. **References.**

   - UIPL No. 11-18, *ETA 9177 Report - Pre-Implementation Planning Checklist Report for State Unemployment Insurance (UI) Information Technology (IT) Modernization Projects,* August 17, 2018; and
   - Training and Employment Notice (TEN) No. 28-14, *Pre-Implementation Planning Checklist for State Unemployment Insurance (UI) Information Technology (IT) Modernization Projects*, March 27, 2015.

7. **Attachment.**

   I. Unemployment Insurance (UI) Information Technology (IT) Modernization Pre-Implementation Planning Checklist – Version 1.