

TRAINING AND EMPLOYMENT NOTICE	NO. 31-23
	DATE June 7, 2024

TO: STATE WORKFORCE AGENCIES

FROM: JOSÉ JAVIER RODRÍGUEZ 
Assistant Secretary

SUBJECT: Unemployment Insurance (UI) Data Validation (DV) Program Handbooks

1. **Purpose.** To announce the renewal of the Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits and Tax (Employment and Training (ET) Handbook No. 361) and the Data Validation Operations Guide (ET Handbook No. 411).
2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests that state workforce administrators share the information in this Training and Employment Notice (TEN) with appropriate state staff. State data validators are encouraged to reference the most recent, published handbooks to adhere to data validation guidance and perform regular data validation functions.
3. **Summary and Background.**
 - a. Summary – The Paperwork Reduction Act (PRA) requires Federal Agencies to submit proposed collections of information for review and approval by the Office of Management and Budget (OMB). The Department is required to submit requests for renewal of all material(s) issued to State Workforce Agencies (SWA) prior to the expiration date to the OMB. As part of the PRA clearance process, OMB approved the ET Handbooks No. 361 and No. 411 for the purpose of performing the functions of the Data Validation program as of October 2022. These Data Validation handbooks have been renewed with OMB through October 31, 2025. No changes were made in the DV handbooks except for the date change on page two of the respective documents.
 - b. Background – DV is a systematic procedure for assessing the accuracy of ETA-required UI reports and is a critical part of guaranteeing the integrity of the UI program. States report UI data to ETA either monthly or quarterly under the UI Required Reports (UIRR) system. The UIRR data are used for gathering economic statistics, allocating UI administrative funding, measuring state performance, and accounting for fund utilization. Therefore, it is important that states report UIRR data accurately and uniformly. States use the DV software provided by the Department of Labor to conduct the validation and submit results.

Both UI Benefits and UI Tax data validation includes reconstructing reported counts from an independent audit trail known as the extract file, as well as investigating samples, that requires verifying data elements in state databases. States are required to validate

reported data every third year, except for data elements used to calculate Government Performance and Results Act (GPRA) measures, which must be validated annually. Items that do not pass validation must be revalidated the following year. By ensuring states are reporting accurate counts and storing key data points correctly, the performance and workload data of a state UI program can be trusted.

4. **Updated DV Handbooks.** The DV handbooks (ET Handbooks No. 361 and No. 411) have been renewed through October 31, 2025. No changes were made to these DV handbooks except for the date change on page two of the respective documents. The DV program handbooks with the updated OMB expiration date will be published online to the Department of Labor’s Advisories website (<https://www.dol.gov/agencies/eta/advisories/handbooks>) as well as the DV program page for the Office of Unemployment Insurance ([Unemployment Insurance Data Validation \(UI DV\) Information Center, Employment & Training Administration \(ETA\) - U.S. Department of Labor \(doleta.gov\)](https://www.dol.gov/agencies/eta/unemployment)).

OMB Approval. OMB has approved ET Handbook No. 361, “Unemployment Insurance (UI) Data Validation Handbook,” for use through October 31, 2025. The approval number is OMB No. 1205-0431. The public reporting burden for the collection of information has not changed. OMB also has approved ET Handbook No. 411, “Unemployment Insurance Data Validation Operations Guide,” for use through October 31, 2025. The approval number is OMB No. 1205-0431. The public reporting burden for the collection of information has not changed.

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

6. **References.**

- The Paperwork Reduction Act of 1995 (PRA), 44 U.S.C. 3501 et seq.;
- ET Handbook No. 361, “Unemployment Insurance (UI) Data Validation Handbook, Benefits” (October 2022);
- ET Handbook No. 361, “Unemployment Insurance (UI) Data Validation Handbook, Tax” (October 2022); and
- ET Handbook No. 411, “Unemployment Insurance Data Validation Operations Guide” (October 2022).

7. **Attachment(s).** N/A.