

TRAINING AND EMPLOYMENT NOTICE	NO. 02-24
	DATE July 23, 2024

TO: STATE WORKFORCE AGENCIES

FROM: JOSÉ JAVIER RODRÍGUEZ /s/
Assistant Secretary

SUBJECT: Announcement of the Second Fiscal Year (FY) 2024 National Benefit Accuracy Measurement (BAM) Paid Claims Peer Review

1. **Purpose.** The purpose of this Training and Employment Notice (TEN) is to provide the logistic details for the Fall 2024 BAM Paid Claims Peer Review to be conducted September 9-13, 2024, in Philadelphia, PA.
2. **Action Requested.** The Employment and Training Administration (ETA) asks that State Administrators share the information and instructions in this TEN with all BAM and other appropriate state staff.
3. **Summary and Background.**
 - a. Summary – This TEN announces the Fall 2024 BAM Paid Claims Peer Review.
 - b. Background – Beginning in FY 2015, the BAM Peer Review process changed to a three-year cycle for the evaluation of the state BAM program. Using a national approach for conducting the reviews, the BAM Peer Review process provides more uniformity in the review process and ensures that all the states are trained in a similar manner on BAM procedures.
4. **Fall 2024 BAM Paid Claims Peer Review.**
 - a. ETA has arranged travel funds for two BAM staff per state to participate in the review announced in this TEN. The state staff selected to attend must have the knowledge and skills necessary to review BAM Paid Claims Accuracy (PCA) cases. Since all case issues are resolved and finalized as part of the review process, experienced state staff are needed to negotiate the final acceptance of any exception during the close-out of the review.

The review will be conducted at Loews Philadelphia Hotel (1200 Market Street, Philadelphia, PA 19107). The review participants are authorized to travel on Sunday to ensure they are available to start the review Monday morning. This review will begin at 8:30 a.m. on September 9, 2024, and conclude by 12:00 noon on Friday, September 13, 2024.

Travel arrangements should be made to facilitate participation for the entire review. Please note that ETA has a new process for reimbursing travel costs that will reimburse states for **actual** travel costs, and per diem expenses. States will submit their requests for reimbursements **after** completing travel for participation in the review. Travel costs should not exceed the maximum federal approved rates.

Participants should contact the hotel directly to guarantee room reservations with an individual credit card. The rate is \$211 plus applicable taxes. The rate and room availability are guaranteed until **August 16, 2024**. Individuals may call 1-800-235-6397 and ask for group name “BAM Peer Review” when making reservations or online at: <https://www.loewshotels.com/philadelphia-hotel/group-bam-peer-review>. Dress code for the review is business casual.

- b. ETA staff will provide the following materials on-site:
 - Exception Code Summary Sheets handouts;
 - Unemployment Insurance (UI) Database Data Collection Instrument (DCI) reports; and
 - Monitor Discussion Forms for use during the review and how to record exception(s).
- c. State BAM staff will provide the following:
 - One complete copy of each PCA cases selected for the review;
 - A short summary of state UI laws, policies, rules, etc., as they relate to benefits eligibility, and claimants’ responsibilities. The summary should contain:
 - How case files are organized and where to find key information (i.e., issue codes, initial claims filing method, claimed week filing method, and appeal status information);
 - Background information on any unique interpretation of the state law that may come up during the case review; and
 - Copies of states’ policies and procedures manual.
- d. Selected sample cases for this BAM Paid Claims Review should be pulled on August 19, 2024. Copies of the BAM Paid cases and all supporting materials must be received and available for review on September 9, 2024. The Loews Philadelphia Hotel has a FedEx Office available onsite. Cases must be received by the FedEx Office at Loews Philadelphia Hotel no later than September 4, 2024, and sent to the below address:

<State Participant’s Name> <State Workforce Agency’s Name>
c/o FedEx Office at Loews Philadelphia Hotel
BAM Fall Peer Review
1200 Market St
Philadelphia, Pennsylvania 19107

Please ensure that all packages are sent using a tracking number. State participants also have the option to personally transport the BAM Paid cases and all supporting materials to the review. State Participants using FedEx service will retrieve the cases from the FedEx Office on Monday. Additional details will be available at the review.

States sending their cases must send their tracking information to Bissonnette.Troy.M@dol.gov and copy their Regional Coordinator. FedEx handling and storage fees are listed below and at this link https://www.fedex.com/content/dam/fedex/us-United-states/FedEx-Office/images/2023/5650_Loews_Philadelphia_Shipping_Instructions.pdf. States are eligible for reimbursement. Note that there is a storage fee for material held at the FedEx office for more than five (5) calendar days. States may pay this fee at the time of pick up or ahead of the review by calling FedEx at (215) 563-6755.

Table 1 Package Handling Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0-1.0 lb.	\$4.00	\$7.00
1.1-10.0 lbs.	\$10.00	\$15.00
10.1-20.0 lbs.	\$15.00	\$20.00
20.1-30.0 lbs.	\$25.00	\$30.00
30.1-40.0 lbs.	\$30.00	\$36.00
40.1-50.0 lbs.	\$35.00	\$42.00
50.1-60.0 lbs.	\$40.00	\$48.00
60.1-150.0 lbs.	\$55.00	\$66.00

Package weights will be rounded up to the nearest pound.

Table 2 Storage Fees

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0-10.0 lbs.	\$5.00
10.1-30.0 lbs.	\$10.00
30.1-60.0 lbs.	\$15.00

5. **Inquiries.** For further information, please contact your ETA Regional Office.

6. **References.**

- Payment Integrity Information Act of 2019 (PIIA), Pub. L. 116-117, enacted March 2, 2020, <https://congress.gov/116/plaws/publ117/PLAW-116publ117.pdf>;

- 20 C.F.R. Part 602, Quality Control in the Federal-State Unemployment Insurance System, <https://www.ecfr.gov/current/title-20/chapter-V/part-602>;
- TEN No. 20-23, *Announcement of the Fiscal Year (FY) 2024 National Benefit Accuracy Measurement (BAM) Paid Claims Peer Review*, issued February 14, 2024, <https://www.dol.gov/agencies/eta/advisories/ten-20-23>;
- TEN No. 20-22, *Announcement of the Fiscal Year (FY) 2023 National Benefit Accuracy Measurement (BAM) Paid Claims Peer Reviews and New Three-year cycle for Future Reviews*, issued March 10, 2023, <https://www.dol.gov/agencies/eta/advisories/ten-no-20-22>;
- TEN No. 03-15, *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes: Update on Implementation Progress and State Impacts*, issued July 27, 2015, <https://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-03-15>;
- Employment and Training (ET) Handbook No. 395, 5th Edition, *Benefit Accuracy Measurement State Operations Handbook* (November 17, 2009) <https://www.dol.gov/agencies/eta/advisories/handbooks/et-handbook-no-395-5th-edition>;
- and
- Office of Management and Budget (OMB) Circular No. A-123, Appendix C, *Requirements for Payment Integrity Improvement* (March 5, 2021) <https://www.whitehouse.gov/wp-content/uploads/2021/03/M-21-19.pdf>.

7. **Attachment(s)**. Not Applicable.