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DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 20-88

TO : ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM : DONALD J. KULICK
Administrator
for Regional Management

SUBJECT : Guidelines for the Acceptance of Changes to the QC Questionnaire

1. **Purpose.** To provide guidelines for the acceptance of changes to the QC questionnaire.
2. **References.** ET Handbook No. 395, page VI-3.
3. **Background.** ET Handbook No. 395 requires State Employment Security Agencies (SESAs) to submit proposed changes of the QC Claimant Questionnaire to the Regional Office for review prior to implementation. The proposed questionnaires are then sent along with appropriate Regional office comments from the Regional office to the National office for final review and approval prior to implementation. To date, the criteria for determining whether or not proposed changes will be acceptable have not been provided. These criteria have now been defined and should be used to guide revisions.
4. **Guidelines.** The following general guidelines will be used during the review of proposed changes to the QC Claimant Questionnaire. As the mandatory QC Program continues to evolve, suggestions will be entertained for additions or deletions to these guidelines.
 - o State law concerning eligibility must be accommodated through appropriate alterations (e.g., dependency provisions). If State law changes, the QC questionnaire must keep pace.
 - o SESAs may request the alteration of language, or the reorganization of questions. Changes may be approved which enable the SESA to collect

more accurate information, or reduce confusion for claimants attempting to complete the questionnaire.

- SESAs must use the same questionnaire (in all languages) for all claimants. A separate questionnaire cannot be used within the State for specific subgroups (such as union members, job attached claimants, etc.).
- Questions may be deleted only if State law or regulation prohibits the asking of such questions. Copies of the applicable section of State law or regulation (e.g. privacy provisions) must be submitted with requests for deletions.

These guidelines are approved by OMB under 1205-0245, which expires July 1989.

5. **Actions Required.** This information should be supplied to appropriate QC staff.
6. **Inquiries.** Inquiries should be directed to appropriate Regional office staff.