**DIRECTIVE:** UNEMPLOYMENT INSURANCE PROGRAM LETTER **NO.** 25-90

**TO:**       ALL STATE EMPLOYMENT SECURITY AGENCIES

**FROM:**     DONALD J. KULICK  S/S
             Administrator
             for Regional Management

**SUBJECT:**  Using the Telecomunicated Request for Transfer
             of Wages (TC-IB4} and Transfer of Wage Responses
             (TC-IB4R)

 1. <u>Purpose</u>. To advise the state Employment Security Agencies
 (SESAs) of procedural requirements for the
 telecommunication of the Combined Wage Transfer Request and
 Response using the TC-IB4,

 2. <u>References</u>. ET Handbook 399; UIPL 55-89.

 3. <u>Background</u>. By April 2, 1990, SESAs have been requested to
 have the ability to telecommunicate a Combined Wage Request
 for wages and the response to that request. Several questions
 have been raised with regard to data entry procedures as SESAs
 install and test the Combined Wage Transfer software. The
 following series of Questions and Answers covering the Use
 of the Telecommunicated Wage Requests and Responses will
 clarify the use of the data entry requirements and provide
 additional instructions to accommodate certain situations.

 4. <u>Questions and Answers</u>

 <u>Question</u>: Where do we data enter the UCFE employment
           information, currently provided in Item 13, On the
           TC-IB4?

 <u>Answer</u>:  When requesting UCFE employment On the TC-I84, use
           the "comments" line. Much of the information
           contained on the back of the IB-4 form is contained in the
           employer information. However, the following items need to be
           added.

"SF8"                      replaces "Is the address
                           based on form SF-8?" Y/N
                           (Yes or No) are the entries.

"if no, issued?"                 is for "if "NO" was SF-8 issued?"
                                 entries are Y/N or blank if SF-8
                                 question is "Y"

"DOB"                            Date of Birth – entry is mm/dd/yy
                                 for Month, Day, Year.

"FT?"                            replaces "was claimant a regular
                                 full-time employee?" – Y/N is the
                                 entry.

"covered emp fs"                 is for "Did claimant have covered
                                 employment in filing State after
                                 Federal Service?"

The "comments" line should look like this:

Comments: SF-8: N, if no, issued? Y, DOB: 010269, Covered emp fs? Y

Eventually, screen layouts and data entry fields will be provided to
accommodate this information.

Question: If there are wages available for transfer, but there will
          be more, do we send available wages?

Answer:   Yes. All available wages are transferred upon receipt of
          the request except when the response is held for a quarter
          change that will occur within 7 days.  The item "More
          information to follow" would be marked on all partial
          transfers and explanation in "comments" is appropriate.

Question: When we have the additional wages, do we send the entire
          response again?

Answer:   No.  When the additional wages are available for transfer,
          the additional wages should be sent with an explanation in
          "comments" so the Paying State can be alerted to which
          wages are new.

Question: The ETA 586 Report includes Combined Wage Time Lapse.
          Does the TC-IB4 software calculate this?

Answer:    Yes. The TC-IB4 software contains the programs
           to calculate and provide the CWC information for
           the ETA 586 Report. Only TC-IB4 responses marked
           "transaction completed" will be counted. It will
           be important when purging to purge the completed
           TC-IB4s to a file that will be available for the
           ETA 586 Report.

Question:  What actually must be in place on April 2, 1990,

Answer:    By April 2, 1990, SESAs are expected to have the
           capability to transmit and receive a rC-IB4-Request
           and to transmit and receive the Response (TC-IB4-
           Response). To achieve that, the second generation
           TC-I84 data entry screens and trangml5sion
           programs must be in place. However, it is
           highly recommended that an interface to each
           States benefit and wage files be written to take
           full advantage of the Telecommunicated Transfer
           of Wages.

Question:  When will the paper IB4 form no longer be in use?

Answer:    No date has been set to eliminate the paper IB4
           yet. SESAs may wish to contact the States with
           whom they have high volume and come to
           individual cooperative agreements regarding not
           sending the paper forms.


5. Action Required. State Administrators are requested to
distribute this information to all concerned parties including,
but not limited to, the State Interstate Program
Coordinator. the internet coordinator, if different, and the
Internet Data Processing Programmer.


6. Inquiries. Direct all inquiries to the appropriate
Regional Office.