

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL OWS/DPM
	DATE May 1, 2001

DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 29-01

TO : STATE EMPLOYMENT SECURITY AGENCIES

FROM : GRACE A. KILBANE 
 Administrator
 Office of Workforce Security

SUBJECT : Training Seminars for State Employment Security Agency (SESA)
 Benefit Accuracy Measurement (BAM) Staff on BAM Case
 Investigations

1. **Purpose.** To announce Fiscal Year 2001 training seminars for SESA/BAM Investigators.
2. **References.** Unemployment Insurance Program Letter (UIPL) No. 10-01, dated November 23, 2000; and UIPL No. 22-01, dated February 23, 2001.
3. **Background.** ET Handbook No. 395 requires SESAs to draw weekly samples of paid and denied intrastate and interstate claims, and to conduct in-depth investigations of the sampled cases. Each of these cases represents a large number of payments in the population, so it is very important that SESA staff adhere to methodology prescribed in the Handbook to ensure the data are collected properly and coded accurately for entry into the BAM automated data base. The revised version of Handbook No. 395, which reflects the addition of denied claims and interstate paid claims to BAM, will be distributed at the training seminars. The introduction of Denied Claims Accuracy (DCA) cases to the SESA investigative process will require application of BAM methodology in the conduct of these investigations. Also, staff turnover and attrition within States continues to cause an influx of new or inexperienced investigators nationwide. Continuing changes in State Unemployment Insurance (UI) operations due to telephone and other electronic filing methods are occurring, and these changes require certain modifications to the BAM methodology. To address the needs of the more recent hires, as well as existing BAM staff, the Department of Labor is offering training for investigators to ensure continued validity of the data collected.
4. **FY 2001 BAM State Investigator Training Seminars.** The Department of Labor has scheduled two training seminars in FY 2001 for BAM staff who are responsible for conducting the investigations. Seminar size will be limited to no more than 25 participants each to permit

RESCISSIONS None	EXPIRATION DATE May 31, 2002
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comprehensive discussion. Selection will be on a first-come, first-served basis. The two training seminars are scheduled as follows:

<u>Date</u>	<u>Location</u>	<u>Hotel Deadline</u>
August 14 - 17, 2001	Washington, D.C.	July 13, 2001
August 28 - 31, 2001	Tempe, Arizona	July 27, 2001

5. **Costs.** The SESAs will be responsible for travel and per diem costs for State staff to attend the training sessions.
6. **Logistics.** The attached sheets provide information on location, hours, hotel arrangements, and ground transportation for the upcoming training seminars. A separate sheet is provided for each seminar.
7. **Action Required.** State Administrators are requested to (1) notify appropriate State staff of the upcoming BAM training seminars and (2) provide Regional Office (RO) staff with the name, title, and session preference of each SESA nominee by June 15, 2001. ROs will advise nominees of their acceptance by June 30, 2001. Reservations should be made with the applicable hotel by the deadlines indicated above.
8. **Inquiries.** Direct any questions to the appropriate RO.
9. **Attachments.**

BAM INVESTIGATOR TRAINING SEMINAR
August 14 - 17, 2001

HOTEL/SEMINAR LOCATION

The Four Points Sheraton Hotel
1201 K Street, N.W.
Washington, D. C. 20005

SEMINAR HOURS: Begins: 8:30 AM - August 14, 2001
Concludes: 12:00 Noon - August 17, 2001

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BAM Training.”** The room rate is \$119.00 plus 14.5 % tax per night for a single or \$139.00 plus 14.5 % tax for a double. Each participant is responsible for contacting the hotel at (202) 289-7600, or through Sheraton’s central reservation office at 1-800-325-3535 to make his/her own reservation. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than July 13, 2001.

GROUND TRANSPORTATION: The hotel is located at the corner of 12th & K Streets, N.W., approximately 4 blocks north of Metro Center. The Metro blue line is available from Reagan National Airport without a change of trains. Super Shuttle and taxi cabs are also available from all three area airports (Reagan National, Dulles, Baltimore-Washington).

BAM INVESTIGATOR TRAINING SEMINAR
August 28 - 31, 2001

HOTEL/SEMINAR LOCATION
Tempe Mission Palms Hotel and Conference Center
60 East 5th Street
Tempe, Arizona 85281

SEMINAR HOURS: Begins: 8:30 AM - August 28, 2001
Concludes: 12:00 Noon - August 31, 2001

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BAM Training.”** The Room rate is \$59.00 plus 11.07 % tax per night for a single, or \$69.00 plus 11.07 % tax for a double. Each participant is responsible for contacting the hotel at (480) 894-1400 to make his/her own reservation. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than July 27, 2001.

GROUND TRANSPORTATION: The Tempe Missions Palms Hotel provides courtesy transportation for individual travelers to and from the Sky Harbor International Airport every ½ hour from 6:00 a.m. - 11:00 p.m. daily. Courtesy telephones are located in the baggage claim area. Hotel parking is also available on a complimentary basis.