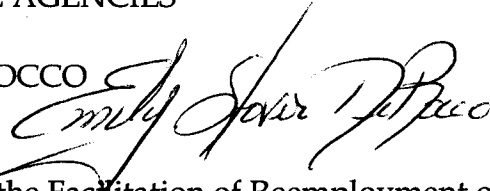


<b>U. S. Department of Labor</b> Employment and Training Administration Washington, D.C. 20210	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> OWS/DPM
	<b>DATE</b> August 2, 2006

**ADVISORY:** UNEMPLOYMENT INSURANCE PROGRAM LETTER No. 1-06,  
CHANGE 1

**TO:** STATE WORKFORCE AGENCIES

**FROM:** EMILY STOVER DeROCCO  
Assistant Secretary



**SUBJECT:** Collection of Data on the Facilitation of Reemployment of  
Unemployment Insurance (UI) Benefit Recipients

- 1. Purpose.** To provide new instructions to State Workforce Agencies (SWAs) on use of the National Directory of New Hires (NDNH) to obtain reemployment data for the Employment and Training Administration (ETA) 9047 report and to provide additional guidance on general reporting issues.
- 2. References.** Unemployment Insurance Program Letter (UIPL) No. 1-06 (October 6, 2005); ET Handbook No. 401, 3rd Edition; ET Handbook No. 402, 4th Edition, Change 9 (May 4, 2006).
- 3. Background.** UIPL No. 1-06 provided implementation instructions to the SWAs for providing baseline reemployment data by March 31, 2006, and initial guidance on use of the NDNH and the Wage Record Interchange System, Distributive Data Base Index (WRIS/DDBI) to obtain reemployment data for subsequent ETA 9047 reports.

States that do not yet crossmatch with the NDNH will continue to use their wage record files to obtain data on intrastate employment (as discussed in UIPL No. 1-06) and the WRIS/DDBI to obtain out-of-state reemployment data. On May 8, 2006, the U.S. Department of Labor (DOL) National Office conveyed instructions on the use of the WRIS/DDBI to the Regional Offices and requested that these instructions be relayed to the SWAs.

The Office of Child Support Enforcement (OCSE), Administration for Children and Families, U. S. Department of Health and Human Services (HHS) consulted with

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> June 30, 2007
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DOL and state agencies participating in the NDNH crossmatch to develop procedures that will support the use of the NDNH for multiple purposes, including the collection of reemployment data, UI payment integrity, and locating individuals with outstanding UI overpayments. On May 3, 2006, HHS issued an e-mail to SWAs informing them of changes in the SWA match with the NDNH and modifications of the SWA Input Detail Record (Attachment B) to allow states to specify the Quarterly Wage (QW) records they want to match by Social Security Number (SSN). The modification also includes a Passback Data field that states can use to specify the type of record submitted for NDNH crossmatching and that will be returned on the SWA QW Output Detail Record (Attachment C) to the states. The modifications to the attached record specifications are highlighted in the Comments column.

Because states can use the NDNH crossmatch for purposes other than the collection of reemployment data, states must follow the detailed instructions in Attachment A to assure that records submitted for NDNH crossmatching are properly identified as reemployment data. **These procedures supercede the procedures discussed in UIPL No. 1-06, Attachment, section 5 (a).**

4. Additional Guidance.

- a. Implementation. States participating in the NDNH match should use the procedures discussed in this advisory for the ETA 9047 report due November 30, 2006, (reemployment of UI beneficiaries receiving first payments during the January - March quarter 2006 matched against the April - June 2006 quarterly wages). A schedule for submitting SSNs to HHS / OCSE for the QW match is provided in section 10 of Attachment A.

States not participating in the NDNH must use the WRIS to obtain reemployment data for out-of-state employers. States that do not participate in either the WRIS or NDNH must inform their Regional Administrator by August 31, 2006, of the estimated date by which the state will begin to access the WRIS or NDNH for purposes of collecting reemployment data for the ETA 9047 report.

- b. Report Date. The report date field in the ETA 9047 report (rptdate) refers to the ending date of the quarter during which UI beneficiaries received their first payments, not the ending date of the quarter during which UI beneficiaries received wages.
- c. ASCII File Format. The ASCII file format displayed on page A-5 in the Attachment to UIPL No. 1-06, section 5 (a) has been superceded by the ASCII file format ET Handbook No. 402, 4th Edition, Change 9, p. B-23.

d. Record Retention. The general reporting instructions in ET Handbook No. 401, 3rd Edition, regarding record retention, "source data supporting counts should be retained for at least three years," applies to all data files created by the SWA or received by the SWA from OCSE, HHS that are used to obtain the counts required for the ETA 9047 report.

5. Action Required. State Administrators are requested to 1) provide the above information to appropriate staff; and 2) provide the information requested in section 4 (a) concerning state participation in the WRIS or NDNH to the appropriate Regional Administrator for Employment and Training.

6. Inquiries. SWAs should direct technical questions regarding the SWA Input Detail Record or the SWA QW Output Detail Record or questions involving NDNH data submission procedures to their State Technical Support Liaison. A list of liaisons is available at the following Web site:

<http://www.acf.hhs.gov/programs/cse/newhire/contacts/fcrtcontacts.htm>.

SWAs should direct questions regarding ETA 9047 data collection and reporting issues to Andrew Spisak, via telephone (202-693-3196); fax (202-693-3975); or e-mail ([spisak.andrew@dol.gov](mailto:spisak.andrew@dol.gov)).

7. Attachments.

- A. Procedures for Collecting ETA 9047 Data Through the NDNH
- B. SWA Input Detail Record
- C. SWA QW Output Detail Record

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**Procedures for Collecting ETA 9047 Data  
Through the National Directory of New Hires (NDNH)**

1. Passback Data. State Workforce Agency (SWA) Input Detail Records (Attachment B) submitted to the NDNH for quarterly wage matching for reemployment must be identified in the Passback Data field. This is a 20-character alphanumeric field used to specify the type of record submitted to the NDNH. States must also use the Passback Data field to distinguish Unemployment Insurance (UI) first payment recipients who are not exempt (code 0) or exempt (code 1) from the state's active work search requirements as of the week ending date of the first week compensated (that is, the week ending date of the claimed week for which the first payment was issued). *If no active work search requirement exists in state law or practice*, the state will identify those claimants who are exempt (for whatever reason) from the state's requirement to register for labor exchange services.

States can use any 20-character alphanumeric code in this field to uniquely identify the purpose (Employment and Training Administration (ETA) 9047 report data) and record type (exempt / non-exempt). For example, the code "ETA 9047 0" in this field specifies that the record was submitted to obtain reemployment data for a non-exempt UI first payment recipient. The code entered by the state will be returned on the corresponding output match detail or error record.

2. W-4 Match Indicator. This field indicates if a state wants to match the submitted Social Security Number (SSN) to NDNH W-4 (new hire) data. Records submitted for the ETA 9047 reemployment data crossmatch must contain an 'N' this field - do not match the SSN to NDNH W-4 data.
3. Quarterly Wage (QW) Match Code. For records submitted for the ETA 9047 reemployment data crossmatch, this field must contain code 'R' - QW matching is requested based on Reporting Period (see below).
4. QW Same State Data Indicator. This field indicates if the submitting state is requesting QW data that it submitted to the NDNH. For records submitted for the ETA 9047 reemployment data crossmatch, this field must contain code 'Y' - return matches where the state submitting the SWA Input Detail Record is the same as the QW submitting state.
5. QW From Reporting Period and QW Through Reporting Period. These fields specify the QW reporting quarters that will be crossmatched, with format QCCYY. Valid quarter (Q) values are 1, 2, 3, or 4. In the U. S. Department of Health and Human Services (HHS) coding scheme, CC designates the first two digits of the year requested. For example, to request matches with QW records for the first

quarter of 2006, the QW From Reporting Period and QW Through Reporting Period will be coded 12006. The QW Match Code must be 'R'.

The crossmatch will be performed for QW records from the quarter specified in the QW From Reporting Period forward. If the QW From Reporting Period contains spaces or an invalid date and the QW Match Code is 'R', all QW records will be crossmatched, dependent upon the QW Through Reporting Period. If QW Through Reporting Period contains spaces or an invalid date and the QW Match Code is 'R', all QW records will be crossmatched, dependent upon the QW From Reporting Period.

Because the ETA 9047 reemployment data is collected only for the quarter subsequent to the quarter in which the beneficiary received his/her first UI payment, the QW Through Reporting Period for records submitted for the QW crossmatch, must specify the same quarter as the QW From Reporting Period.

6. SWA QW Output Detail Record. Results of the crossmatch will be returned to the state with the SWA QW Output Detail Record (Attachment C). Records submitted for the ETA 9047 reemployment data crossmatch will be identified with the code used by the state in the Passback Data field.
7. Counting Rules for the ETA 9047 Report.
  - If the Employer State Code in the SWA QW Output Detail Record is the same as the SWA submitting the reemployment data on the Input Detail Record, the record will be included in the count of intrastate crossmatch hits reported on the 9047 report. States will have to use the information coded in the Passback Data field to identify exempt and not exempt UI beneficiaries.
  - If the Employer State Code in the SWA QW Output Detail Record is not the same as the SWA submitting the reemployment data on the Input Detail Record, the record will be included in the count of interstate crossmatch hits reported on the 9047 report. States will have to use the information coded in the Passback Data field to identify exempt and not exempt UI beneficiaries.
  - If the Employer State Code in the SWA QW Output Detail Record is blank and the Employer Foreign Country is coded, the record will be included in the count of interstate crossmatch hits reported on the 9047 report. States will have to use the information coded in the Passback Data field to identify exempt and not exempt UI beneficiaries.

- If both the Employer State Code and the Employer Foreign Country in the SWA QW Output Detail Record are blank, the record will be included in the count of intrastate crossmatch hits reported on the 9047 report. States will have to use the information coded in the Passback Data field to identify exempt and not exempt UI beneficiaries.
8. Multiple Matches. For SSNs with more than one match reported on the SWA QW Output Detail Record, include only one count for that SSN in the 9047 report, regardless of how many matches are reported.
- If the SSN has more than one intrastate match and no interstate matches (out-of-state or foreign employer), the record will be included as a single count in the intrastate crossmatch hits reported on the 9047 report.
  - If the SSN has more than one interstate match (out-of-state or foreign employer) and no intrastate matches, the record will be included as a single count in the interstate crossmatch hits reported on the 9047 report.
  - If the SSN has one or more intrastate match and one or more interstate match (out-of-state or foreign employer), the record will be included as a single count in the intrastate crossmatch hits reported on the 9047 report.
9. Zero Wage Matches. SSNs for which the QW Employee Wage Amount reported on the SWA QW Output Detail Record is 0 (zero), should not be included in either the intrastate or interstate counts reported on the 9047 report, but should be included in the count of UI first payment recipients.
10. Schedule. SWAs should submit their Input Detail Records for the QW match to HHS / Office of Child Support Enforcement according to the following schedule.

Quarter in which UI First Payment is Issued ↓	Quarterly Wage Record File Matched ↓	Earliest Date to Submit SWA Input Detail Record to HHS / OCSE ↓
1st quarter: January 1 - March 31	2nd quarter: April 1 - June 30	First week of November
2nd quarter: April 1 - June 30	3rd quarter: July 1 - September 30	First week of February
3rd quarter: July 1 - September 30	4th quarter: October 1 - December 31	First week of May
4th quarter: October 1 - December 31	1st quarter: January 1 - March 31	First week of August

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
<b>Submitter Identifier</b>	1-3	3	A/N	<b>Required</b> This field uniquely identifies the submitter of the request file and must contain the characters 'SWA'.
<b>Record Identifier</b>	4-6	3	A/N	<b>Required</b> This field must contain the characters 'MCH'.
<b>SSN</b>	7-15	9	A/N	<b>Required</b> This field must contain a nine-digit Social Security number (SSN). If this field is spaces, contains any alphabetic characters, is all zeros, all sixes or all nines, then the record will be eliminated from the match and notification will be returned on the Output Error Detail Record.
<b>Verification Request Indicator</b>	16	1	A/N	<b>Optional</b> This field must contain one of the following values to indicate if the submitter is requesting verification of the person's SSN and Name combination: 'Y' – SSN/Name verification is requested. Verification will be performed using SSA SSN verification routines. If verification fails, the record will be eliminated from the match and the verification result will be returned on the Output Error Detail Record. 'N' – SSN/Name verification is not requested and the submitter is certifying that this SSN/Name combination has been verified using SSA SSN verification routines prior to the match request. Default is 'Y'.

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
<b>Person First Name</b>	17-26	10	A	<b>Required</b> This field must contain at least one alphabetic character or the record will be eliminated from the match and notification will be returned on the Output Error Detail Record. This field may contain hyphens.
<b>Person Middle Name</b>	27-36	10	A	<b>Optional</b> This field must contain alphabetic characters or spaces. This field may contain hyphens.
<b>Person Last Name</b>	37-56	20	A	<b>Required</b> This field must contain at least two alphabetic characters or the record will be eliminated from the match and notification will be returned on the Output Error Detail Record. This field may contain hyphens.
<b>Passback Data</b>	57-76	20	A/N	<b>Optional</b> This field may be used by the submitter for identifying information and will be returned on the corresponding output match detail or error record.
<b>W-4 Match Indicator</b>	77	1	A/N	<b>Optional</b> This field indicates if a state wants to match the submitted SSN to NDNH W-4 data. This field must contain a space or an 'N'. 'N' – Do not match the submitted SSN to NDNH W-4 data. ' ' – A space in this field indicates that the submitted SSN will be matched to NDNH W-4 data. Default is ' ' space.



CHART 2: SWA INPUT DETAIL RECORD

Field Name	Location	Length	Alpha/ Numeric	Comments
<b>W-4 Same State Data Indicator</b>	78	1	A/N	<b>Optional</b> This field indicates if the submitter is requesting W-4 data submitted to the NDNH by their state. This field must contain a space or one of the following values: 'Y' - Return matches where the submitter is the same as the W-4 submitting state. 'N' - Do <u>not</u> return matches where the submitter is the same as the W-4 submitting state. Default is 'N'.
<b>W-4 From Date</b>	79-86	8	A/N	<b>Optional</b> If this field contains a date in CCYYMMDD format, match only W-4 records processed from this date forward, dependent upon the W-4 Through Date. If this field contains spaces or an invalid date, match all available W-4 records from two weeks prior to the match, dependent upon the W-4 Through Date.
<b>W-4 Through Date</b>	87-94	8	A/N	<b>Optional</b> If this field contains a date in CCYYMMDD format and the W-4 indicator is 'Y', match only W-4 records processed through this date, dependent upon the W-4 From Date. If this field contains spaces or an invalid date, match all available W-4 records, dependent upon the W-4 From Date.
<b>QW Match Code</b>	95	1	A/N	<b>Optional</b> This field must contain one of the following values to indicate if the submitter is requesting QW data and the type of match requested: 'N' - QW matching is not requested. 'R' - QW matching is requested based on Reporting Period. Default is 'N'.

**CHART 2: SWA INPUT DETAIL RECORD**

Field Name	Location	Length	Alpha/ Numeric	Comments
<b>QW Same State Data Indicator</b>	96	1	A/N	<b>Optional</b> This field indicates if the submitter is requesting QW data submitted to the NDNH by their state. This field must contain one of the following values: 'Y' – Return matches where the submitter is the same as the QW submitting state. 'N' – Do <u>not</u> return matches where the submitter is the same as the QW submitting state. Default is 'N'.
<b>QW From Reporting Period</b>	97-101	5	A/N	<b>Optional</b> If this field contains a reporting quarter in QCCYY format and the QW match code is 'R', match only QW records containing this calendar year reporting period forward, dependent upon the QW Through Reporting Period. If this field contains spaces or an invalid date and the QW Match Code is 'R', match all available QW records, dependent upon the QW Through Reporting Period. Valid quarter values (Q) are 1, 2, 3, or 4.
<b>QW Through Reporting Period</b>	102-106	5	A/N	<b>Optional</b> If this field contains a reporting quarter in QCCYY format and the QW Match Code is 'R', match only QW records up through this calendar year reporting period, dependent upon the QW From Reporting Period. If this field contains spaces or an invalid date and the QW Match Code is 'R', match all available QW records, dependent upon the QW From Reporting Period. Valid quarter values (Q) are 1, 2, 3, or 4.
<b>Filler</b>	107-200	94	A/N	This field must contain spaces.

Federal Parent Locator Service  
National Directory of New Hires

## SWA Data Match

CHART 5: SWA QW OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
<b>Submitter Identifier</b>	1-3	3	A/N	This field will contain the data submitted on the Input Detail Record.
<b>Record Identifier</b>	4-6	3	A/N	This field will contain the characters 'QWM'.
<b>SSN</b>	7-15	9	A/N	This field will contain the data submitted on the Input Detail Record.
<b>Verification Request Indicator</b>	16	1	A/N	This field will contain the information used in the match process. 'Y' - SSN/Name verification was performed. 'N' - SSN/Name verification was not performed.
<b>Filler</b>	17-21	5	A/N	This field will contain spaces.
<b>Person First Name</b>	22-31	10	A/N	This field will contain the data submitted on the UI record for the NDNH quarterly submission with special characters removed.
<b>Person Middle Name</b>	32-41	10	A/N	This field will contain the data submitted on the UI record for the NDNH quarterly submission with special characters removed.
<b>Person Last Name</b>	42-61	20	A/N	This field will contain the data submitted on the UI record for the NDNH quarterly submission with special characters removed.
<b>Filler</b>	62-71	10	A/N	This field will contain spaces.
<b>QW Processed Date</b>	72-79	8	A/N	This field will contain the date the QW record was processed by OCSE in the Year 2000-compliant format of CCYYMMDD.
<b>QW Employee First Name</b>	80-95	16	A/N	If present, this field will contain the Employee First Name as provided on the QW record submitted to the NDNH.
<b>QW Employee Middle Name</b>	96-111	16	A/N	If present, this field will contain the Employee Middle Name as provided on the QW record submitted to the NDNH.
<b>QW Employee Last Name</b>	112-141	30	A/N	If present, this field will contain the Employee Last Name as provided on the QW record submitted to the NDNH.

**CHART 5: SWA QW OUTPUT DETAIL RECORD**

Field Name	Location	Length	Alpha/ Numeric	Comments
<b>Non-Verifiable Indicator</b>	142	1	A/N	This field will indicate if the QW data were returned from Verified or Non-Verifiable files. The valid values are: V – verified – the QW SSN/Name combination was verified with SSA. N – non-verifiable – the QW SSN is valid, but verification of the SSN/Name combination was not possible because there were not enough characters in the name to perform the verification. If present, this field will contain the Federal Employer Identification Number (FEIN) as reported on the NDNH QW record. Values are 000000001 through 999999999, or spaces.
<b>Federal EIN</b>	143-151	9	A/N	If present, this field will contain the state Employer Identification Number (EIN) as reported on the NDNH QW record. Values are A through Z, 0 through 9, or spaces.
<b>State EIN</b>	152-163	12	A/N	(DOD only) If present, this field will contain the information from the QW record submitted to the NDNH. The valid values are: A – Active duty employees C – Civilian employees P – Pension/Retired employees R – Reserve employees
<b>Department of Defense Code (DOD)</b>	164	1	A/N	If present, this field will contain the Employer Name as provided on the QW record submitted to the NDNH.
<b>Employer Name</b>	165-209	45	A/N	If present, this field will contain the Employer Street Address Line 1 as provided on the QW record submitted to the NDNH.
<b>Employer Street Address Line 1</b>	210-249	40	A/N	If present, this field will contain the Employer Street Address Line 2 as provided on the QW record submitted to the NDNH.
<b>Employer Street Address Line 2</b>	250-289	40	A/N	If present, this field will contain the Employer Street Address Line 3 as provided on the QW record submitted to the NDNH.
<b>Employer Street Address Line 3</b>	290-329	40	A/N	

CHART 5: SWA QW OUTPUT DETAIL RECORD

Field Name	Location	Length	Alpha/ Numeric	Comments
<b>Employer City</b>	330-354	25	A/N	If present, this field will contain the Employer City as provided on the QW record submitted to the NDNH.
<b>Employer State</b>	355-356	2	A/N	If present, this field will contain the Employer State as provided on the QW record submitted to the NDNH.
<b>Employer Zip Code</b>	357-361	5	A/N	If present, this field will contain the Employer Zip Code as provided on the QW record submitted to the NDNH.
<b>Employer Zip Code Extension</b>	362-365	4	A/N	If present, this field will contain the Employer Zip Code Extension as provided on the QW record submitted to the NDNH.
<b>Employer Foreign Country Code</b>	366-367	2	A/N	If present, this field will contain the Employer Foreign Country Code as provided on the QW record submitted to the NDNH.
<b>Employer Foreign Country Name</b>	368-392	25	A/N	If present, this field will contain the Employer Foreign Country Name as provided on the QW record submitted to the NDNH.
<b>Employer Foreign Zip Code</b>	393-407	15	A/N	If present, this field will contain the Employer Foreign Zip Code as provided on the QW record submitted to the NDNH.
<b>QW Employee Wage Amount</b>	408-418	11	A/N	This field will contain the gross amount of wages an employer reports paid to an employee during a reporting quarter as provided on the QW record submitted to the NDNH. This field will always be positive when a wage amount is reported. Values are 0000000000 through 99999999999 without decimal. This field is whole dollars only.
<b>QW Reporting Period</b>	419-423	5	A/N	The field will contain the reporting quarter as provided on the QW record submitted to the NDNH in the format QCCYY. Valid quarter values (Q) are 1, 2, 3, or 4.
<b>Employer Optional Street Address Line 1</b>	424-463	40	A/N	If present, this is the address where an employer receives child support wage withholding orders. This is a number, street name, rural route or post office box, city, state, and zip code. This may be a foreign address.
<b>Employer Optional Street Address Line 2</b>	464-503	40	A/N	
<b>Employer Optional Street Address Line 3</b>	504-543	40	A/N	
<b>Employer Optional City</b>	544-568	25	A/N	

CHART 5: SWA QW OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Employer Optional State	569-570	2	A/N	
Employer Optional Zip Code	571-575	5	A/N	
Employer Optional Zip Code Extension	576-579	4	A/N	
Employer Optional Foreign Country Code	580-581	2	A/N	
Employer Optional Foreign Country Name	582-606	25	A/N	
Employer Optional Foreign Zip Code	607-621	15	A/N	
Filler	622-623	2	A/N	This field will contain spaces.
Passback Data	624-643	20	A/N	This field will contain the data submitted on the Input Detail Record.
Filler	644-661	18	A/N	This field will contain spaces.
QW Match Code	662	1	A/N	This field will contain information that was used in the match. 'R' - QW matching was performed based on Reporting Period.
QW Same State Data Indicator	663	1	A/N	This field will contain information that was used in the match. 'Y' - Return matches where the submitter is the same as the QW submitting state. 'N' - Do <b>not</b> return matches where the submitter is the same as the QW submitting state.
QW From Reporting Period	664-668	5	A/N	This field will contain the reporting quarter in QCCYY format as the beginning reporting quarter that was used in the match. Valid quarter values (Q) are 1, 2, 3, or 4.

Federal Parent Locator Service  
National Directory of New Hires

SWA Data Match

**CHART 5: SWA QW OUTPUT DETAIL RECORD**

Field Name	Location	Length	Alpha/ Numeric	Comments
<b>QW Through Reporting Period</b>	669-673	5	A/N	This field will contain the reporting quarter in QCCYY format as the ending reporting quarter that was used in the match. Valid quarter values (Q) are 1, 2, 3, or 4.
<b>Filler</b>	674-717	44	A/N	This field will contain spaces.
<b>Transmitter Agency Code</b>	718-726	9	A/N	If the submitter of the QW record was a federal agency, this field will contain the Federal Employer Identification Number (FEIN) or the FIPS code of the Federal agency that submitted the data to the NDNH. Valid values are the FEIN or the letter 'A' followed by a valid four-digit FIPS code.
<b>Transmitter State Code</b>	727-728	2	A/N	If the submitter of the QW record was a state or territory, this field will contain the state or territory that transmitted the data to the NDNH. Valid values are the numeric FIPS code of the state or territory, or spaces.
<b>Transmitter State or Agency Name</b>	729-786	58	A/N	This field will contain the descriptive name of the Federal agency or state that submitted the data to the NDNH.
<b>Filler</b>	787-1000	214	A/N	This field will contain spaces.