

Attachment C

UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT AND ELIGIBILITY ASSESSMENT (REA) PROPOSAL OUTLINE FOR PARTICIPATING STATES

- 1. UI REA Grant Project Summary.** States should use this outline to submit proposals to continue the UI REA initiative. All proposals must include the Unemployment Insurance Reemployment and Eligibility Assessments Cover Sheet (Attachment B). Proposals from continuing states are not scored. Requests to expand the state's initiative will be subject to funding availability.
- 2. Project Costs.** Proposals must include a description of proposed expenditures and a projected schedule for significant project activities. States may elect to provide REAs at the same level as the prior year or they may elect to expand the REA program. If the state is implementing at the current level incremental costs are not needed.

Fixed Costs: The proposal should include fixed costs to fund REAs at the FY 2009 level.

Incremental Costs: If the state proposes to increase the number of REAs the proposal should also include incremental costs. These costs should be expressed as costs per 10,000 assessments.

- i. Staff Costs.** The proposal should identify both state staffing needs (in excess of base staff) and any contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly cost. Staff cost estimates should reflect only actual hours to be worked. States should include information in the following format for all staff requests.

Position Title	# Hours	Cost Per Hour	Total Cost
Claims Examiner	120	\$50	\$6,000

States should charge all staff time utilized for the REA initiative to an REA project code.

If contract staff is requested, documentation should include the type of position, estimated contract staff hours, anticipated costs per hour, and total cost.

- ii. Other.** The proposal should include costs for other activities and/or equipment, not identified above. Each cost should be broken down to the specific cost item with a description of each cost and the associated costs for each item requested. All costs must be related to providing REAs to claimants.

- 3. Information about the REA Initiative.** States are asked to provide brief answers to the elements below (Attachment D is an automated version of this item). This information will be shared with states seeking assistance to implement or change an REA project. It will also be used to provide information as needed for UI management staff. The information will be compiled and will be available to all states. This information is not used for scoring purposes and an extensive narrative is not needed.
- a. Service Delivery Staff.** Provide information about the type of staff conducting the REA. For example, are they UI or One-Stop staff? If UI staff, are they claims takers, adjudicators, or other? If One-Stop Career Center staff members conduct the REA, how are they trained to conduct the UI eligibility review?
 - b. Selection of REA Participants.** Identify the pool from which REA participants and the comparison group are selected. If the Worker Profiling and Reemployment Services (WPRS) program pool is utilized please explain which claimants in the WPRS pool are selected for the REA treatment and comparison groups.
 - c. Description of an REA.** Please provide a brief description of the state's REA. What are the elements of the REA? Are any of the key components, identified in Section 5 of this UIPL, conducted by different staff? Are any of the elements conducted in a group setting?
 - d. Scheduling the REA in the Claims Series.** At what point in the claimant's claim series is the first REA scheduled. For example, the state may elect to send an REA letter after claimants receive the first benefit payment requiring that they report to the One-Stop Career Center two (2) weeks later, which may be the fifth week of the claim.
 - e. Single or Multiple REAs.** Does the state conduct single or multiple REAs for each claimant? If multiple REAs are scheduled at what intervals are they scheduled? Do all subsequent REAs contain the key components?
 - f. Failure to Report for an REA.** What does the state do if the claimant fails to report for a scheduled REA? Are claimants notified that they may be held ineligible for the week if they fail to participate in the REA? Is the claimant provided a contact number to notify the state in advance that s/he will be unable to attend the REA as scheduled? Is UI staff notified if the claimant fails to report for a scheduled REA? If no, please explain. Are claimants who fail to report for an REA rescheduled? Are they referred to adjudication? Please describe all actions taken when the claimant fails to report as scheduled.
 - g. Use of the REA Required Reports.** What can the state conclude from the REA data in the state's required reports? Does it appear that the program is having a positive effect? If the state is having problems with any of the required reports, please identify the problem(s), provide the steps that are being taken to correct the

problem(s), and include target dates that corrections are expected to be made. If in the past, the state made significant corrections to these required reports, please identify the date the corrections were made and the date after which the state's data was correct/valid as a result of the changes.

- h. REA Activities to Share with Other States.** If the state has implemented practices that would be helpful to share with other states please provide a brief summary of the practice. This information will be compiled and shared with other states.