Attachment C

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

1. UI REA Grant Project Summary. States should use this outline to submit proposals to continue the UI REA program. All proposals must include the Unemployment Insurance Reemployment and Eligibility Assessments Cover Sheet (Attachment B). The project summary should contain narrative that describes how the state will change its current service delivery design and processes to implement the new requirements outlined in this UIPL. In addition, the state should include a transition timeline.

Proposals from continuing states are not scored. Requests to expand the state's program 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.

As of the date of issuance of this UIPL, the Unites States Department of Labor (USDOL) has been funded under a continuing resolution (CR) for REA activities for slightly less than one half of the funding level of FY 2010. The current CR ends on March 4, 2011. Due to the uncertain status of the budget it is necessary for states to provide funding levels for both a full year of REA activities and for a six month period beginning April 1, 2011, and ending September 30, 2011. If it is necessary to issue incremental funding to states due to an additional continuing resolution(s), states will be advised of the funding status and the USDOL will address this in the grant award letter(s).

States that implemented new REA programs in FY 2009 and FY 2010 were provided funds to be utilized for a one-year period beginning with the date that the first claimant(s) were scheduled for an REA(s). If any states have sufficient funds to cover some portion of the period covered by the 2011 grants, such states should provide the implementation date of their REA project and request funds to cover the balance of the time period covered by this solicitation. If funds are not needed for the FY 2011 grants which extend through March 31, 2012, it is not necessary to submit a proposal for FY 2011.

Fixed Costs: Include fixed costs related to conducting an equal number of REAs as funded in FY 2010.

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.

Types of REAs: The total projected number of individual initial and subsequent (if any) REAs should be provided along with the projected cost for each type of REA. In addition, states should provide the number of projected REAs for which the claimant does not report along with the estimated cost of rescheduling the REA. Claimants who do not report as scheduled must be referred for UI adjudication and/or they may be rescheduled, as appropriate.

a. **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. Staff costs for continuing states should primarily include costs for conducting the REA. 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 program to an REA project code.

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

b. **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 conducting REAs for UI claimants.

3. **Information about the REA program.** States are asked to provide brief answers to the elements below. 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. **REA Staffing and Time.** Identify the following: 1) which staff conducts each of the REA key components for the initial REA; 2) whether the REA is conducted on an individual basis or in a group setting; and 3) indicate the average time required for each REA activity. Staff identification should contain the name of the program office for these staff such as UI, the Employment Service (ES), or other. Any additional key activities should be included in the table. The sum of the average time for each activity below should be equal to the time required to complete the initial REA.

Activity	Staff	Individual/ Group	Average Time
Eligibility Review			
Labor Market Information			
Individual Service Plan			
Orientation			
Referral to Reemployment Services			

If the state conducts multiple REAs for individual claimants provide the following: 1) identify which staff conducts the subsequent REA; 2) whether it is conducted on an individual basis or in a group setting; and 3) indicate the average time required for each REA activity. Staff identification should contain the name of the program office for these staff such as UI, the Employment Service (ES), or other. Any additional key activities should be included in the table. The sum of the average time for each activity below should be equal to the time required to complete the subsequent REA.

Activity	Staff	Individual/ Group	Average Time	Check if by Telephone
Eligibility Review				
Labor Market Information				
Individual Service Plan				
Orientation				
Referral to Reemployment Services				

b. **Service Delivery Staff.** Provide information about the type of staff conducting the REA; e.g., UI staff, Wagner-Peyser staff, Workforce Investment Act (WIA) staff, or some combination. .If Wagner-Peyser or WIA One-Stop Career Center staff members conduct the REA, briefly describe how they are trained to conduct the UI eligibility review.

c. **Selection of REA Participants.** Identify the pool from which REA participants and the comparison group are selected. Describe how claimants are assigned to these two groups. If the Worker Profiling and Reemployment Services (WPRS) program pool is utilized, states must explain which claimants in the WPRS pool are selected for the REA treatment and comparison groups.

d. **Description of an REA.** Provide a brief description of the state's REA, including the elements of the REA and how the key components identified in section 5 of this UIPL are implemented. In addition, please describe the type of staff that will provide each of the components of the REA (provision of labor market information, development of the reemployment plan) and what format is used (group or individual).

e. **Scheduling the REA in the Claims Series.** Claimants must be contacted and notification must be sent to the claimant advising of a scheduled REA by the fifth week in the individual's claim series. The fifth week in the claim series means the fourth week after the week in which the claimant files an initial claim. If the claimant has not yet established monetary eligibility for benefits or is not yet eligible because a nonmonetary issue is pending adjudication, the claimant should be selected during the first week that he/she claims after being determined eligible for benefits.

f. **Single or Multiple REAs.** Identify whether the state plans to conduct single or multiple REAs for each claimant and indicate the timing within the claim series when the REA and any subsequent REA(s) will be conducted. Multiple REAs that exceed one initial REA and two subsequent REAs per individual claimant will not be funded.

g. **Failure to Report for an REA.** Describe actions taken when claimants fail to report for REAs, including how claimants will be notified that they may be held ineligible for the week if they fail to report as scheduled and/or fail to participate in the REA. Also, states must describe how claimants are provided information such as a contact number to notify the state in advance that s/he will be unable to attend the scheduled REA. Describe the feedback system that is in place to notify appropriate UI adjudication staff when claimants fail to report for scheduled REAs. In addition, describe the states rescheduling policy and processes.

h. **Collaboration with Service Providers.** An agreement or Memorandum of Understanding (MOU) is required to be developed by UI and appropriate service providers who partner with UI for the REA program. This ensures that the necessary partners commit to providing reemployment services as required by the grant. In addition, states in which the UI partner has entered into an agreement with One-Stop Career Center staff to provide the REA must gain a commitment of staff to perform the necessary tasks. States must submit a copy of the agreement or MOU. If the agreement/MOU has not been finalized, the state must provide the estimated date of submission. In addition, the agreement or MOU must contain:

- Names of all parties to the agreement;
- A brief description of the collaborative process jointly developed;
- Identification of those who will provide the specific services;
- Description(s) of how feedback will be provided; and
- Description(s) of the role of the service providers.

i. **Use of the REA Required Reports.** States should provide a summary of their performance results to date by fiscal year. Also, states should provide any analyses of their REA data and any changes made in the REA program design as a result. States should include in their proposal confirmation that they are providing the required REA reports as described in Section 7 of this UIPL (See Handbook No. 401, 4^{th} Edition.). States should also identify problems that they are having with any of the required reports and actions the state is taking to improve reporting accuracy and timeliness. 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.

4. 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.