EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE July 29, 2011

ADVISORY: **UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 17-10 Change 1**

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits

1. Purpose. To transmit a revision of the Benefits portion of the UI DV Handbook, Employment and Training (ET) Handbook No. 361.

2. References. ET Handbook No. 361, "UI Data Validation Handbook" (Benefits, July 11, 2008); Unemployment Insurance Program Letter (UIPL) No. 17-10, "Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits," March 8, 2010; UIPL No. 1-11, "Issuance of State Unemployment Insurance Data Validation Operations Guide (ET Operations Guide 411)," October 22, 2010.

3. Background. UI DV is necessary to ensure that data reported by states and used for measuring performance, for administrative funding allocations, for economic analysis, and for other purposes, are accurate and comparable across states. A revised version of the UI DV Benefits Handbook was issued in March 2010 and the Tax Handbook in June 2011. Portions of the 2008 editions of the Benefits and Tax Handbooks were moved to the DV Operations Guide issued in October 2010.

The Office of Management and Budget (OMB) has approved ET Handbook No. 361, "UI Data Validation Handbook" (OMB control No. 1205-0431), for use through July 31, 2011. The public reporting burden for the collection of information has not changed, and a three-year extension of this collection is pending.

4. Handbook Modification Summary. The Benefits portion of the Handbook has been revised to change the procedures to be used when building the Population 5 extract file and to make technical corrections to the handbook. The changes are summarized below:

- Population 5, Nonmonetary Determinations. When building the Population 5 extract file, the state must build either: (a) a record for each *claimant denied* in a multiclaimant nonmonetary determination or (b) a record for each *denial determination*. If (a) is chosen, the number of claimants denied in nonmonetary determinations will be properly

RESCISSIONS None	EXPIRATION DATE Continuing

validated but not the count of determinations; if (b) is chosen, the number of determinations will be validated properly. Existing notes to Population 5 instruct states to build a record for each denied claimant. With this change, states are now being instructed to build a record for each denial determination. This will allow the counts of determinations on both the ETA 207 (Group 5.04) and on the ETA 9052 (Group 5.10) reports to be validated properly. The determination counts are part of the nonmonetary determinations workload counts, and the 9052 counts are used as benchmark counts for one of the Module 4 universes. Thus, it is more important to validate those counts.

- Technical corrections have been made to an Appendix A note for Population 3; to Appendix A tables for Population 5 and 12; to the cut-off value for errors to pass a random sample of size 60/200 in Appendix B; and to a template in Module 4 to make it clearer that the Separations and Nonseparations quality sample reviews are separate.

The technical corrections to the Handbook are effective immediately; the procedure change should be made for any Population 5 extract files built for Validation Year 2012 and subsequent validations.

5. Action Requested. Distribute attached pages (4.6, A.18, A.42, A.44, A.71, and B.2) to all holders of ET Handbook No. 361, "UI Data Validation Handbook, Benefits," dated November 2009. Users should remove existing pages and replace them with the attached. States should review these changes and adjust their procedures, as necessary.

6. Inquiries. All questions should be directed to the appropriate Regional Office.

7. Attachments. ET Handbook No. 361, "UI Data Validation Handbook," Benefits, page 4.6; Appendix A, pages A.18, A.42, A.44, and A.71; and Appendix B, page B.2.