

## ATTACHMENT B

### **UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROPOSAL OUTLINE**

**RESEA Grant Project Summary.** States should follow this outline to develop RESEA grant proposals. All proposals must include Attachment A, *Elements of the Unemployment Insurance Reemployment and Eligibility Assessment (RESEA) Proposal Abstract*. Proposals should include only the information required in this outline. Additional narrative is not helpful and does not enhance the state's proposal. All pages in the state's proposal should be numbered.

- 1. Project Costs.** Proposals must include a description of all proposed expenditures and a projected schedule for significant project activities. States may elect to provide RESEAs at the same level as the prior year or they may elect to expand the RESEA program. If the state is implementing at the current level, incremental costs are not needed.
  - A. Fixed Costs:** Include fixed costs related to conducting the number of RESEAs the state projects to schedule during the grant period through December 31, 2016.
  - B. Incremental Costs:** If the state proposes to increase the number of RESEAs, the proposal should also include incremental costs. These costs should be expressed as costs per 10,000 REAs or less.
  - C. Initial and Subsequent RESEAs:** The total projected number of individual initial and subsequent (if any) RESEAs should be provided along with the projected cost for each type of RESEA. In addition, states should provide the number of projected RESEAs for which the claimant does not report along with the estimated cost of rescheduling the RESEA. Claimants who do not report as scheduled must be referred to UI adjudication. They may also be rescheduled, as appropriate.
    - a. Staff Costs.** The proposal should identify both state staffing needs 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 may work on the RESEA program part-time and on other projects part-time and must charge their time to each task based on hours worked. Staff costs for continuing states should include costs for conducting the RESEA and costs for programming proposed changes to the RESEA program to be implemented in 2016. Management costs should also be identified, as appropriate. States should include information in the following format for all staff requests:

Position Title	# Hours	Cost Per Hour	Total Cost
RESEA Interviewer	120	\$50	\$6,000

States must charge all staff time used for the RESEA program to a RESEA project code. Both management and other staff may be working on the RESEA program on a part-time basis while assuming other duties. Only the portion of work that accrues to the RESEA initiative may be funded under this grant. Thus, the proposal should identify only the project time that will be devoted solely to the RESEA program for all staff hours for which funding is requested.

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 RESEAs for UI claimants.
  - c. **Total Costs**. The proposal should include the total funding request. Spreadsheets used to calculate and total these costs should be included.
2. **Information about the RESEA Program**. States should provide brief descriptions of the elements below. This information will be shared with states seeking assistance to implement or change a RESEA program. 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. An extensive narrative is not needed.
- A. **RESEA Staffing and Time**. Identify the following: 1) the type of staff conducting each of the RESEA key components for the initial RESEA; 2) which, if any, RESEA activity is conducted on an individual basis or in a group setting (the eligibility review and the development of the individual reemployment plan must be done on an individual basis); and 3) the average time required for each RESEA activity. Claimants may be provided forms in a group setting which they will discuss with staff on an individual basis after completion. 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 RESEA.

## Initial RESEA

<u>Activity</u>	<u>Staff</u>	<u>Individual/ Group</u>	<u>Average Time</u>
Eligibility Review			
Labor Market Information			
Individual Reemployment Plan			
Orientation			
Referral to Reemployment Services			
Reemployment Services*			
Total Average Time for Initial RESEAs			

\*Note: States that are participating in the evaluation of the UI REA program must continue with their planned UI REA program delivery as agreed to in the evaluation design in addition to projecting participation in the RESEA program for the balance of FY 2016.

States requesting funds to provide reemployment services to RESEA participants should describe the proposed services that will be provided to participants. Claimants have differing needs and services will vary. Funding requests should be based on the average number of claimants that are projected to receive each service and the time and cost per service. Group reemployment services should be calculated based upon the example and formula provided in Section 10 of this UIPL.

## Reemployment Services

<u>Activity</u>	<u>Staff</u>	<u>Individual, Group or Both</u>	<u>In-Person, Internet or Telephone</u>	<u>Direct Staff Time</u>
Total Average Time Per RESEA				

If the state conducts multiple RESEAs for individual claimants, provide the following: 1) the type of staff conducting the subsequent RESEA; 2) whether it is conducted on an individual basis or in a group setting; and 3) the average time required for each RESEA activity. Staff identification should contain the name of the program office for these staff such as UI, the 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 RESEA.

### Subsequent RESEA

<u>Activity</u>	<u>Staff</u>	<u>Individual, Group or Both</u>	<u>In-Person, Internet or Telephone</u>	<u>Direct Staff Time</u>
Eligibility Review				
Labor Market Information				
Individual Reemployment Plan				
Referral to Reemployment Services				
Total Average Time Per Subsequent RESEA				

### Reemployment Services

<u>Activity</u>	<u>Staff</u>	<u>Individual, Group or Both</u>	<u>In-Person, Internet or Telephone</u>	<u>Direct Staff Time</u>
Total Average Time Per Subsequent RESEA				

- B. Service Delivery Staff.** Provide information about the type of staff managing the RESEA project and the type of staff conducting the RESEA. In accordance with RESEA guidelines, a UI staff member must be available to work on the RESEA program management. Provide an explanation of the UI staff role in the program management. The delivery of the RESEA may be assigned to the staff designated by the state, e.g., UI staff, Wagner-Peyser staff, Workforce Innovations Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) staff or some combination. If Wagner-Peyser or WIA/WIOA American Job Center (AJC) staff members conduct the RESEA, briefly describe how they are trained by or with the assistance of, UI staff to conduct the UI eligibility review.
- C. Selection of RESEA Participants.** Identify the pool from which RESEA participants are selected. Describe how claimants are selected and at what point in the claims series these selections are made. If the WPRS program is used to target claimants who are most likely to exhaust UI benefits, states must explain which claimants in the WPRS pool are selected for the RESEA.
- D. Description of a RESEA.** Provide a brief description of the state's RESEA, including the elements of the RESEA and how the key components identified in this UIPL are implemented. In addition, please describe the type of staff that will provide each of the components of the RESEA (e.g., provision of labor market information, development of

the reemployment plan) and what format is used (group or individual). Please **include** a copy of the form that is used to develop the individual reemployment plan.

- E. Scheduling the RESEA in the Claims Series.** Claimants must be contacted and notification must be sent to the claimant advising of a scheduled RESEA 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, for example, a nonmonetary issue is pending adjudication, the claimant may be selected during the first week that s/he claims benefits after being determined eligible for benefits. Benefits must not be withheld pending that reporting date.
- F. Single or Multiple RESEAs.** Identify whether the state conducts single or multiple RESEAs for each claimant and indicate the timing within the claim series when the RESEA and any subsequent RESEA(s) will be conducted. Multiple RESEAs that exceed one initial RESEA and two subsequent RESEAs per individual claimant will not be funded.
- G. Failure to Report for a RESEA.** Describe the actions taken when claimants fail to report for RESEAs, including how claimants will be notified of the potential consequences of their failure to report as scheduled and/or failure to participate in the RESEA. Also, states must describe how information is provided to claimants such as a contact number to notify the state in advance that s/he will be unable to attend the scheduled RESEA. Describe the feedback system that is in place to notify appropriate UI adjudication staff when claimants fail to report for scheduled RESEAs. In addition, describe the state's rescheduling policy and processes.
- H. Collaboration with Workforce Service Providers.** An agreement or Memorandum of Understanding (MOU) must be renewed by UI and appropriate workforce service providers who partner with UI for the RESEA program. This ensures that the necessary partners commit the staff necessary to provide reemployment services as required by the grant. States that have previously submitted a copy of the agreement do not need to submit a copy of the agreement or MOU; however, they must certify that a MOU or other agreement has been signed by all service partners for the RESEA program. 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. RESEA Required Reports.** Through FY 2016, states that are currently operating a program must review both the ETA 9128s and the ETA 9129s focusing primarily on the most recent four calendar quarters to address the accuracy of the reports. Attachment C,

*Unemployment Insurance Reemployment Services and Eligibility Assessment (RESEA) Data Concerns*, provides some guidelines for detecting current reporting problems. States have been provided a quarterly summary that includes calculations of some of the relationships between the data elements and the probable outcomes. In addition, the ETA National Office sends a quarterly summary of RESEA data to each state and the ETA Regional Offices, which includes some calculations of outcomes and data relationships. This quarterly summary will be used during the review of the proposal. In addition the RESEA program must be addressed in the Quarterly Narrative Progress Report (ETA 9165).

- J. **Narrative Description of Data Reporting Problems.** In a narrative, states should identify problems that they are having with any of the required reports and provide a plan to improve their reporting accuracy and timeliness. If in the past the state made significant corrections to these required reports, the date the corrections were made and the date after which the state's data was correct/valid as a result of the changes should be included.
- K. **RESEA Activities to Share with Other States.** If the state has implemented practices that would be helpful to share with other states, the state is requested to provide a brief summary of the practice. This information will be compiled and shared with other states.