

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE February 6, 2020

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 9-20

TO: STATE WORKFORCE AGENCIES

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Unemployment Insurance (UI) State Quality Service Plan (SQSP) Submittal Schedule

1. **Purpose.** To provide advance notice to states on the implementation of the revised submittal schedule for states' submissions of the Biennial SQSP and the Alternate Year SQSPs.
2. **Action Requested.** The Employment and Training Administration (ETA) requests State Administrators to:
 - Make this information available to appropriate staff;
 - Prepare the state's SQSPs in accordance with the planning and reporting instructions contained in Employment and Training (ET) Handbook No. 336, 18th Edition, Change 4, and in the Additional Planning Guidance for the Fiscal Year (FY) 2021 Unemployment Insurance (UI) State Quality Service Plan (SQSP) (in FY 2020, issued as Unemployment Insurance Program Letter (UIPL) No. 15-19); and
 - Submit the FY 2021 SQSP to the appropriate Regional Office (RO) by the deadline set by the RO.
3. **Summary and Background.**
 - a. **Summary.** ETA will use a new submission schedule that will be the same for all states. To begin this new cycle, all states will submit the Biennial SQSP in Fiscal Year (FY) 2021 and will submit a Biennial SQSP in every other year thereafter. Similarly, all states will submit the Alternate Year SQSP in FY 2022 and in every other year thereafter.
 - b. **Background.** The Biennial SQSP planning cycle provides a 24-month window for states to adequately plan and implement their visions to enhance the UI program, to implement corrective actions as needed to improve program performance, and to

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achieve performance excellence. Since funds for UI administrative grants to states are appropriated each year, budget worksheets, various assurances, and other items necessary for the Federal UI administrative funding process are required to be submitted every year with the Biennial and Alternate Year SQSP submittals.

As set out in UIPL No. 17-14 and prior to FY 2021, states switch between the Biennial SQSP and Alternate Year SQSP submissions each year on alternating schedules. Each year, half of the states in each region submitted a Biennial SQSP (a complete SQSP package), and the other half of the states in each region submitted an Alternate Year SQSP.

The new schedule, announced in this UIPL, changes the time of submittal to require all states to submit the same type of plan in the same year. ETA is making this change to reduce the regional workload and confusion among states on which plan needs to be submitted each year as part of the SQSP process.

The Biennial SQSP consists of a complete SQSP package that includes a transmittal letter; the State Plan Narrative, including Assurances; Corrective Action Plans (CAPs); the Integrity Action Plan (IAP); budget worksheets/forms; organizational charts; a Signature Page; and other required administrative documents as requested in the annual SQSP UIPL.

The Alternate Year SQSP consists of a transmittal letter; any proposed modifications to the State Plan Narrative, including Assurances; CAPs for newly identified performance deficiencies; any required modifications to previously existing CAPs; appropriate modifications/updates to the IAP; budget worksheets/forms; organizational chart (if changed); and a Signature Page.

4. **Implementation Schedule.** The implementation of the new schedule will begin in FY 2021. For the FY 2021 SQSP, all states will submit a complete Biennial SQSP. In FY 2022, all states will submit an Alternate Year SQSP. This submittal schedule will continue on a recurring basis for all future SQSP cycles.

Implementation Plan(All States)	
FY	SQSP Type
2021	Biennial
2022	Alternate Year

Each year, ETA’s National Office will initiate the SQSP submittal with the annual SQSP UIPL. The UIPL will provide guidance on the dates relevant to the SQSP process for the approaching FY, summarize Federal Program Emphasis for the year, and identify any special planning requirements for the FY. The FY 2021 SQSP UIPL will provide additional instructions to implement the new process discussed in this UIPL.

5. **OMB Approval.** On November 20, 2019, the Office of Management and Budget approved the non-substantive change request to the SQSP cycle in accordance with the

Paperwork Reduction Act of 1995. The OMB approval number is 1205-0132. The public reporting burden for this collection of information has not changed.

6. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.

7. **References.**

- ET Handbook No. 336, *Unemployment Insurance (UI) State Quality Service Plan (SQSP) Planning and Reporting Guidelines*, 18th Edition, Change 4 (March 2019) https://wdr.doleta.gov/directives/attach/ETAHandbook/ET_Handbook_No.336_18th_Edition_Change_4_acc.pdf;
- UIPL No. 15-19, *Additional Planning Guidance for the Fiscal Year (FY) 2020 Unemployment Insurance (UI) State Quality Service Plan (SQSP)*; and
- UIPL No. 17-14, *Revised Employment and Training (ET) Handbook No. 336, 18th Edition: “Unemployment Insurance (UI) State Quality Service Plan (SQSP) Planning and Reporting Guidelines.”*

8. **Attachments.** Not applicable.