

TRAINING AND EMPLOYMENT NOTICE	<b>NO.</b> 7-14
	<b>DATE</b> August 29, 2014

**TO:** STATE WORKFORCE AGENCIES

**FROM:** PORTIA WU /s/  
Assistant Secretary

**SUBJECT:** Federal-State Unemployment Compensation Legislative Seminar

1. **Purpose.** To announce and solicit nominations for the Federal-State Unemployment Compensation (UC) Legislative Seminar.
2. **Background.** Historically, the Office of Unemployment Insurance (OUI) in the Employment and Training Administration conducted a five-day in-person training seminar about Federal law requirements for UC programs and the Federal conformity review process on a biennial cycle. This seminar provided an overview of specific Federal law requirements for tax credit and administrative grant certification, as well as other specific Federal law provisions that affect state UC programs. The seminars were also intended to improve states' understanding of the Federal conformity review process and improve communications between state agencies and the Department of Labor. Seminars could previously only accommodate approximately 45 state participants, thus limiting the impact of the training. Traditionally, the seminar was targeted primarily to state Unemployment Insurance (UI) legislative staff and, in some cases, UI Directors. However, the training is valuable to a broad range of senior UI program staff.
3. **Online Training Course.** In order to make this training available to more Federal and state UI agency staff, OUI developed a self-paced online training course that will be available to the UI community beginning in December 2014. The online course has 11 lessons: Introduction to UC, History of the Federal-State UC Program, Federal Conformity and Compliance Process, Coverage and the FUTA Tax, Experience Rating, Benefit Standards, Immediate Deposit and Withdrawal Standards, Title XII Advances, Administration and Payment When Due, Appeals, and Confidentiality and Disclosure. The lessons are self-paced and will take approximately 25 hours to complete. This training will be available on the members' only portion of the Information Technology Support Center (ITSC) UI Learning Center website ([www.itsc.org](http://www.itsc.org)).
4. **Training Seminar.** To replicate the in-person training experience as closely as possible, OUI will periodically conduct enhanced training seminars to supplement the self-paced lessons. The first set of enhanced seminar sessions will be held during a four-week period with interactive webinars being conducted three times a week to discuss the material and answer participants' questions. These 90 minute webinars will be held each Monday,

Wednesday, and Friday at 12:30 p.m. EDT starting on October 27, 2014, and ending on November 21, 2014.

Balancing the pent up demand for this seminar, the need for all states to have access to this training, and capacity limitations, each state may have one participant. However, we will accept multiple nominations from states, so we can accommodate as many participants as possible, if additional space is available. If states submit multiple nominations, they should indicate their priority for selection. Approval of nominations will be based upon the participant's need for this training and their availability for the enhanced training seminars, as documented on the nomination form. States should only nominate individuals who will be available to participate in each of the 12 webinar sessions. Agency Administrators, UI Directors, legislative liaisons, legal counsels, or legislative staff are the priority candidates for this training.

- 5. Action Requested.** States wishing to have staff participate should have nominees complete the attached form indicating their responsibility in creating or reviewing UC legislation or in assuring conformity and compliance with Federal law. Please make sure that nominees provide complete answers to all questions, including their availability during this four-week period.

Once participants are selected, OUI will send them further information about the seminar and request any information necessary to establish an account for them in the ITSC training center system so they can access the on-line seminar content.

Nomination forms must be sent by September 30, 2014 to Agnes Wells, by e-mail at [wells.agnes@dol.gov](mailto:wells.agnes@dol.gov).

- 6. Inquiries.** Please direct questions concerning the seminars to Daniel L. Hays at 202-693-3011. Questions concerning nominations should be directed to Agnes Wells at 202-693-2996.
- 7. Attachment(s).** Participant Nomination Form