

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 11-16
	<b>DATE</b> September 6, 2016

**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.** The Division of Legislation within the Office of Unemployment Insurance (OUI) developed an online training course to enable Federal and state staff to have year-round self-paced access to training about Federal law requirements for UC programs and the Federal legislative review process. This training is made available to Federal and state UC agency staff without traveling to Washington, DC through the Information Technology Support Center (ITSC) website.

In addition to the year-round access, to replicate the in-person training experience as closely as possible, we periodically conduct a four-week enhanced training seminar to supplement the self-paced lessons. We will be conducting an enhanced seminar series beginning October 24 this year.

3. **Content.** The seminar provides 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 seminar is intended to improve state agency staff's understanding of the Federal legislative review process and improve communications between state agencies and the U.S. Department of Labor.

The online course has 11 lessons: Introduction to UC, History of the Federal-State UC Program, Federal Conformity and Compliance Process, Coverage and the Federal Unemployment Tax Act (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.

4. **Logistics.** The upcoming enhanced training seminar 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 October 24, 2016, and ending on

November 21, 2016. **All participants will be expected to complete the online courses prior to the individual webinars on each topic.**

We plan to allow each state to have one participant. However, recognizing the need for many state employees to have access to this training, we will accept multiple nominations from states. We will accommodate as many additional nominations as possible if there is excess capacity. The primary criterion for determining whether a nominee will be selected is the individual's need for the training as documented in the nomination.

- 5. Action Requested.** States wishing to nominate a participant should do so by sending a nomination by e-mail to Nicole Roberson of the OUI Division of Legislation at [Roberson.nicole@dol.gov](mailto:Roberson.nicole@dol.gov). Because we typically receive more nominations than there are available participant slots, we ask that the nomination include the nominee's job title as well as their role in creating or reviewing UC legislation or in assuring conformity and compliance with Federal law. This will help us determine which nominees will be accepted for the training if there are more nominees than space available.

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

Nominations should be received by September 30, 2016. We will attempt to accommodate any nominations received after that date if space is available.

- 6. Inquiries.** Please direct questions concerning the seminars to Agnes Wells at 202-693-2996 or by e-mail at [wells.agnes@dol.gov](mailto:wells.agnes@dol.gov). Questions concerning nominations should be directed to Nicole Roberson at 202-693-2688 or by e-mail.