

TRAINING AND EMPLOYMENT NOTICE	NO.
	39-16
	DATE
	February 9, 2017

TO: STATE WORKFORCE AGENCIES

FROM: BYRON ZUIDEMA
Deputy Assistant Secretary

SUBJECT: 2017 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Training Seminar

1. **Purpose.** To announce the 2017 UI SIDES Training Seminar, being held April 18-20, 2017, in Kansas City, Missouri.
2. **Background.** The National Association of State Workforce Agencies (NASWA) is a national organization of state administrators of the publicly-funded state workforce system, delivering policy expertise on workforce development, including UI and other transitional support, as the voice of state workforce agencies. For several years, NASWA has offered an annual UI SIDES Training Seminar for states. The NASWA SIDES Team will be leading the 2017 UI SIDES Training Seminar, which begins the morning of April 18 and ends at 3:00pm on April 20. The purpose of the Seminar is to facilitate SIDES-related business and technical discussions between state UI agencies and employers or their third party administrators (TPAs).

The Seminar agenda will highlight best practices, including successfully partnering with employers and TPAs for the best information exchange results and discussions about UI integrity and the role SIDES plays. Some of the workshop topics will include the following: implementation of additional SIDES exchanges; state strategies for engaging employer participation in SIDES; the “dos and don’ts” of implementing the SIDES single sign-on option; and fact-finding 101 for employers/TPAs explaining why states ask particular eligibility-related questions. The target audience is UI Directors, UI benefit managers, adjudication managers, state and employer/TPA SIDES liaisons, SIDES IT system analysts and programmers and other appropriate staff as determined by states and employers.
3. **Conference Location.** NASWA will host the 2017 SIDES Training Seminar on April 18-20, 2017, at the Kansas City Marriott Country Club Plaza, 4445 Main Street, Kansas City, Missouri, 64111. A draft agenda and detailed information about hotel reservations and seminar registration are available on NASWA’s website at <http://www.naswa.org/meetings>.
4. **Travel Costs.** The Employment and Training Administration (ETA) recognizes the importance of states attending this Seminar to increase the consistency and use of the SIDES system. **Each participating state will be provided up to \$2,000 to help cover travel costs.**

Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or the state's out-of-state per diem requirements, whichever is less), and minor incidental costs like parking. States will be reimbursed only for accommodations on the nights of April 17-20, 2017.

After the Seminar, NASWA will issue one reimbursement check per state for all participants from that state, upon receipt of a single invoice summarizing travel costs incurred. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total reimbursement amount being submitted, and copies of all corresponding receipts to support the reimbursement as required by that state's travel policy.

The invoice and documentation, including mailing instructions for the check (attention of individual or department, and address), must be scanned and emailed to Deja Morrison at deja.morrison@itsc.org. Each attending state should submit its invoice no later than July 31, 2017. Invoices submitted after July 31, 2017, will not be honored.

Reimbursement checks will be paid within approximately four weeks after expense reimbursement documentation is received.

5. **Conference Registration.** There is no registration fee to attend the Seminar. However, registration is required and can be completed at: <http://www.naswa.org/meetings> .
6. **Hotel Information and Reservations.** Hotel accommodations may be arranged with the Kansas City Marriott Country Club Plaza, 4445 Main Street, Kansas City, Missouri, 64111. A block of rooms has been held under the name "SIDES Training Seminar" at the average nightly rate of \$112.00 plus 15.85% tax. The special room rate is available April 16, 2017 through April 21, 2017. An early departure fee of one night's room rate of \$112.00 will apply to the credit card on file by attendee if the attendee checks out prior to the confirmed checkout date.

Reservations must be made by March 29, 2017, to obtain a room at the conference rate. Cancellations can be made up to 24 hours by 3:00 p.m. prior to check in time. Guests that cancel after the deadline, or no shows, will be charged one (1) night's room and tax by the hotel. These charges will not be reimbursed by NASWA.

Attendees may make reservations at the Kansas City Marriott Country Club Plaza website (http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=SIDES%20Training%20Seminar%5EMCIPL%60SIDSIDA%7CSIDSIDB%60112.00%60USD%60false%604%604/16/17%604/21/17%603/29/17&app=resvlink&stop_mobi=yes) or by calling the Reservations Department at (816) 531-3000 and mentioning the room block name of "SIDES Training Seminar."

7. **Additional Information.** Attendees should be aware that meals and beverages will not be provided at the event and should plan accordingly. A list of restaurant options in the hotel

and within walking distance of the hotel will be posted on NASWA's website on the Training Seminar's webpage.

8. **Action Requested.** State Administrators are encouraged to share this information with appropriate staff and authorize staff to take advantage of the opportunity to participate in the Training Seminar.
9. **Inquiries.** Inquiries regarding the Training Seminar's content or participation in the Seminar should be directed to Jamie Abbott at jamie.abbott@itsc.org. Inquiries regarding registration and hotel information should be directed to Jeff Becker at jbecker@naswa.org.