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| TRAINING AND EMPLOYMENT NOTICE | NO. 8-18 |
| | DATE November 9, 2018 |

TO: STATE WORKFORCE AGENCIES
UNEMPLOYMENT INSURANCE DIRECTORS
UNEMPLOYMENT INSURANCE MANAGERS AND SUPERVISORS

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Availability of Disaster Unemployment Assistance (DUA) Training

1. **Purpose.** To announce the availability of DUA training for DUA Coordinators and other staff responsible for accepting and adjudicating DUA claims and hearing DUA appeals.
2. **Action Requested.** State Administrators are requested to provide this information to all staff responsible for accepting DUA claim applications, adjudicating DUA claims, and hearing DUA appeals.
3. **Summary and Background.**
 - a. Summary – DUA training courses are available online to educate staff in the DUA program.
 - b. Background – The U.S. Department of Labor (Department) oversees the DUA program and coordinates with the Federal Emergency Management Agency to provide funds to state Unemployment Insurance (UI) agencies for payment of benefits and state administration costs related to DUA claims. The Department identified the need for readily accessible training for designated DUA personnel to effectively administer DUA. The Department contracted with the National Association of State Workforce Agencies' Information Technology Support Center (NASWA- ITSC) to develop a DUA online training course.
4. **DUA Training.** This training course is designed for new and existing DUA Coordinators, as well as any staff charged with accepting DUA claim applications, adjudicating DUA claims, and hearing DUA appeals. The course includes lessons on DUA Background and History, the DUA Administrative Process, DUA Claims Processing, DUA Determinations, DUA Overpayments, and DUA Appeals. This training is designed to provide a broad overview of DUA at the state level. This course is accessible via the Information Technology Support Center's UI Learning Center located at <http://itsc.org/Pages/UI-Learning-Center.aspx>.
5. **Inquiries.** Questions should be directed to the appropriate ETA Regional Office.