

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b>
	4-19
	<b>DATE</b>
	August 1, 2019

**TO:** STATE WORKFORCE AGENCIES

**FROM:** JOHN PALLASCH   
Assistant Secretary

**SUBJECT:** Federal-State Unemployment Compensation (UC) Legislative Enhanced Seminar Series

1. **Purpose.** To announce and solicit nominations for the 2019 Federal-State UC Legislative Enhanced Seminar Series.
2. **Action Requested.** State UC agencies who wish to have staff participate in this year's enhanced seminar series should nominate participants by sending a nomination by email to Daniel L. Hays at [Hays.Daniel@dol.gov](mailto:Hays.Daniel@dol.gov). Nominations should be received by September 6, 2019.
3. **Summary and Background.**
  - a. Summary – The Division of Legislation within the Office of Unemployment Insurance (OUI) periodically conducts an enhanced seminar series for Federal and state UC agency staff about Federal law requirements for UC programs and the Federal legislative review process. The 2019 enhanced seminar series will be conducted over a four-week period beginning on Wednesday, October 16, 2019.
  - b. Background – OUI developed an online training course to enable Federal and state UC 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.

The enhanced seminar series is offered to supplement the year-round access to the online training. The series 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

**EMPLOYMENT AND TRAINING ADMINISTRATION  
U.S. DEPARTMENT OF LABOR  
WASHINGTON, D.C. 20210**

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 seminar series will take place during a four-week period with interactive webinars being conducted three times a week to discuss the material and answer participants' questions. These ninety-minute webinars will take place each Monday, Wednesday, and Friday at 1:00 p.m. EDT starting Wednesday, October 16, 2019, and ending on Friday, November 8, 2019. **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.

Because we typically receive more nominations than there are available participant slots, we ask that all nominations 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 enhanced seminar series and information necessary to establish an account in the ITSC training center system so they can access the online seminar content.

5. **Inquiries.** For further information, please contact Daniel L. Hays at 202-693-3011 or at [Hays.Daniel@dol.gov](mailto:Hays.Daniel@dol.gov).
6. **References.** Not Applicable.
7. **Attachments.** Not Applicable.