

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b>	17-18
	<b>DATE</b>	March 8, 2019

**TO:** STATE WORKFORCE AGENCIES

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

**SUBJECT:** 2019 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Seminar

1. **Purpose.** To provide information about the 2019 UI SIDES Seminar sponsored by the National Association of State Workforce Agencies (NASWA) on April 2-4, 2019, in Nashville, Tennessee.
2. **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.
3. **Summary and Background.**
  - a. Summary – This guidance announces the annual SIDES Seminar in Nashville, TN. It also provides reimbursement instructions.
  - b. Background – NASWA, a national organization of state administrators of the publicly funded state workforce system, operates SIDES on behalf of the states. SIDES is a web-based system that allows electronic transmission of UI claims information between UI agencies and employers. For several years, NASWA has offered an annual UI SIDES Seminar (Seminar) for states. The 2019 UI SIDES Seminar begins on the afternoon of April 2 and ends at 5:00 p.m. on April 4. The purpose of the Seminar is to provide information on SIDES usage, operational issues, and 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 working with employers and TPAs for timely and accurate information exchange, as well as discussions about UI program integrity and the role SIDES plays in reducing improper UI benefits payments. Some of the workshop topics include: how SIDES can affect integrity and understanding improper payments; implementation of additional SIDES information exchanges; state strategies for increasing employer participation in SIDES; incorporating SIDES into UI information technology modernization projects; and state round table

discussions to share successful practices. 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.

The Employment and Training Administration (ETA) recognizes the importance of SIDES in reducing improper payments and supporting administration of the UI program. ETA encourages state participation in the Seminar to increase the use of the SIDES system.

#### **4. Conference Details.**

- a. Conference Location: NASWA will host the 2019 UI SIDES Seminar on April 2-4, 2019, at the Sheraton Music City Hotel, 777 McGavock Pike, Nashville, TN 37214. A draft agenda and detailed information about hotel reservations and seminar registration are available on NASWA's website at <https://www.naswa.org/conferences/2019-sides-seminar>.
- b. Travel Costs: NASWA will provide up to **\$2,000 to each participating state** 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. NASWA will reimburse states only for accommodations on the nights of April 1-4, 2019.

After the Seminar, and upon receipt and approval of a single invoice summarizing travel costs incurred, NASWA will issue **one** reimbursement check per state for all participants from that state. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total reimbursement amount, 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 Jamie Abbott at [jabbott@naswa.org](mailto:jabbott@naswa.org). Each attending state should submit its invoice no later than July 31, 2019. NASWA will not honor invoices submitted after July 31, 2019.

NASWA will send reimbursement checks within approximately four weeks after approval of the expense reimbursement documentation.

- c. Conference Registration: There is no registration fee to attend the Seminar. However, registration is required and can be completed at: <https://www.naswa.org/conferences/2019-sides-seminar>.
- d. Hotel Information and Reservations: Hotel accommodations may be arranged with the Sheraton Music City Hotel, 777 McGavock Pike, Nashville, TN 37214. The hotel is holding a block of rooms under the name "SIDES Seminar" at the average nightly rate of

\$179.00 plus 15.25% tax and \$2.50 city tax. The special room rate is available April 1, 2019, through April 4, 2019. An early departure fee of one night's room rate of \$179.00 will apply to the attendee credit card on file if the attendee checks out prior to the confirmed checkout date.

Attendees must make reservations by March 11, 2019, to obtain a room at the conference rate. The hotel will allow cancellations up to 24 hours before check-in, so attendees must cancel any reservations by 3:00 p.m. prior to check in time. Attendees who cancel after the deadline or no do not show up will be charged one (1) night's room and tax by the hotel. NASWA will not reimburse the state for the charges.

Attendees may make reservations online at the Sheraton Music City Hotel (<https://www.marriott.com/event-reservations/reservation-link.mi?id=1547131284980&key=GRP&app=resvlink>) or by calling the Reservations Department at (888) 627-7060 and mentioning the room block name of "SIDES Symposium API."

- e. Additional Information: Attendees should be aware that NASWA will not provide meals or beverages at the event, and attendees should plan accordingly.
5. **Inquiries.** Direct inquiries regarding the Seminar's content or participation to Jamie Abbott at [jabbott@naswa.org](mailto:jabbott@naswa.org). Direct inquiries regarding registration and hotel information should to [naswa-meetings@naswa.org](mailto:naswa-meetings@naswa.org).
  6. **References.** None.
  7. **Attachment(s).** None.