

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO .</b> 4-21
	<b>DATE</b> August 23, 2021

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS

**FROM:** LENITA JACOBS-SIMMONS /s/  
Acting Assistant Secretary

**SUBJECT:** Signature Block for ETA Advisories during COVID-19 Pandemic

1. **Purpose.** To remind the workforce community that during the COVID-19 Pandemic, ETA Advisories issued using the following signature block “LENITA JACOBS-SIMMONS /s/” constitute official guidance.
2. **Action Requested.** Please follow guidance issued using signature block “LENITA JACOBS-SIMMONS /s/.”
3. **Summary and Background.**
  - a. Summary – At the start of the COVID-19 pandemic, ETA modified its procedures for processing ETA Advisories, which include Training and Employment Notices (TENs), Training and Employment Guidance Letters (TEGLs), and Unemployment Insurance Program Letters (UIPLs). Advisories with a signature block of “/s/” may be posted on the ETA Advisory website before the complete, scanned document containing a wet signature. The posting of either version constitutes official issuance on the ETA Advisory website. This practice will continue until further notice.
  - b. Background – ETA posts two versions of official guidance on the ETA Advisory System website: 1) a scanned copy with the original wet signature; and 2) the 508 compliant version using “/s/” in the signature block to indicate that the document contains a signature. The posting of either version is considered official issuance.
4. **ETA Advisories.** State workforce partners are reminded that ETA Advisories with the “/s/” signature block posted on the ETA Advisory website continue to serve as official guidance documents. ETA will post the complete version containing the wet signature on the ETA Advisory System website when available.
5. **Inquiries.** Please direct inquiries to the appropriate Regional Office.
6. **References.** N/A
7. **Attachment(s).** N/A