

TRAINING AND EMPLOYMENT NOTICE	NO. 16-23
	DATE January 12, 2024

TO: STATE WORKFORCE AGENCIES

FROM: BRENT PARTON 
Principal Deputy Assistant Secretary

SUBJECT: 2024 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Seminar

1. **Purpose.** To provide information regarding the 2024 UI SIDES Seminar to be hosted by the National Association of State Workforce Agencies (NASWA) on March 12-14, 2024, in Pittsburgh, PA.
2. **Action Requested.** State workforce agency (SWA) administrators are requested to share this information with appropriate staff and support staff participating in the UI SIDES Seminar.
3. **Summary and Background.**
 - a. Summary – This Training and Employment Notice (TEN) announces the annual 2024 UI SIDES Seminar in Pittsburgh, PA. It also provides reimbursement instructions.
 - b. Background – SIDES is a web-based system that allows the electronic transmission of UI claims information between UI agencies and employers. States should view SIDES as a critical part of their UI integrity efforts and should connect to and build SIDES into their Integrity Action Plan, as noted in Unemployment Insurance Program Letter (UIPL) No. 17-22. The Employment and Training Administration (ETA) recognizes the importance of SIDES in reducing improper payments and supporting the efficient administration of the UI program. ETA encourages state participation in the UI SIDES Seminar to increase the use of the SIDES system.

NASWA, a national organization of state administrators of the publicly funded state workforce system, operates SIDES on behalf of the states. NASWA has offered an annual UI SIDES Seminar for states for several years.

4. **Seminar Details.** The 2024 UI SIDES Seminar begins at 1:00 p.m. ET on March 12 and ends at 5:00 p.m. ET on March 14. The purpose of the seminar is to provide information on SIDES

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WASHINGTON, D.C. 20210**

usage and operational issues and to facilitate SIDES-related business and technical discussions between SWAs and employers or their third-party administrators (TPAs).

The UI SIDES Seminar agenda will highlight promising state practices focusing on improving UI integrity and encourage states to include SIDES in their modernization efforts. Some of the workshop topics include learning the differences between TPAs and professional employer organizations (PEOs); fraudulent UI trends; Benefit Timeliness and Quality (BTQ); employer outreach; and roundtable discussions. The hands-on lab will be available to learn strategies for maintaining SIDES connectivity between the state/integrated partner system and the SIDES broker.

In addition to the SIDES topics, the NASWA Integrity Center will be on-hand to share implementation strategies and promising practices related to the Integrity Data Hub (IDH), availability of training resources related to integrity, and other NASWA services.

- a. **Intended Audience:** The UI SIDES Seminar is intended for SWA administrators, UI and Information Technology (IT) directors, UI benefits and tax managers, adjudication managers, appeals staff, state and employer/TPA SIDES liaisons, SIDES IT system analysts, programmers, and other appropriate staff.
- b. **Seminar Location and Hotel Information:** NASWA will host the 2024 UI SIDES Seminar on March 12-14, 2024, at the Omni William Penn Hotel, 530 William Penn Place, Pittsburgh, PA 15219. A draft schedule and detailed information about hotel reservations and seminar registration will be available on NASWA's website at <https://www.naswa.org/conferences/2024-ui-sides-seminar>.

Registration for the 2024 SIDES Seminar will close at 5:00 p.m. ET on Monday, February 19, 2024.

In addition, attendees can make reservations online for the Omni William Penn Hotel at <https://www.omnihotels.com/hotels/pittsburgh-william-penn/meetings/naswa-sides-iiib-and-a-and-f-training-03072024> until 5:00 p.m. ET on Monday, February 19, 2024.

- c. **Travel Costs Reimbursement:** NASWA will provide up to \$2,000 to each participating SWA 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, such as parking. NASWA will reimburse states only for accommodations on the nights of March 11-14, 2024.

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 must include the name of the attendees, total travel expenses paid per attendee, the total requested reimbursement amount, and copies of all corresponding receipts to support the reimbursement, as required by the state's travel policy.

The invoice and documentation, including mailing instructions for the check (e.g., attention of individual or department, and address), must be scanned and emailed to accounting@naswa.org. For NASWA to provide reimbursement, each attending state must submit its invoice no later than July 31, 2024.

NASWA will send the state's reimbursement check within approximately four weeks after approval of the expense reimbursement documentation.

5. **Inquiries**. Direct any inquiries regarding the UI SIDES Seminar's content or participation to Jerry Pectol at jpectol@naswa.org. Direct any inquiries regarding registration information to naswa-meetings@naswa.org.
6. **References**. Not Applicable.
7. **Attachment(s)**. Not Applicable.