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| <b>TRAINING AND EMPLOYMENT<br/>NOTICE</b> | <b>NO.</b><br>20-23              |
|   | <b>DATE</b><br>February 14, 2024 |

**TO:** STATE WORKFORCE AGENCIES

**FROM:** BRENT PARTON   
Principal Deputy Assistant Secretary

**SUBJECT:** Announcement of the Fiscal Year (FY) 2024 National Benefit Accuracy Measurement (BAM) Paid Claims Peer Review

1. **Purpose.** The purpose of this Training and Employment Notice (TEN) is to provide the logistic details for the Spring 2024 BAM Paid Claims Peer Review.
2. **Action Requested.** The information and instructions in this TEN should be shared with all BAM and other appropriate state staff.
3. **Summary and Background.**
  - a. Summary – This TEN announces the Spring 2024 BAM Paid Claims Peer Review.
  - b. Background – Beginning in FY 2015, the BAM Peer Review process changed to a three-year cycle for the evaluation of the state BAM program. Using a national approach for conducting the reviews, the BAM Peer Review process provides more uniformity in the review process and ensures that all the states are trained in a similar manner on BAM procedures.
4. **Spring 2024 BAM Paid Claims Peer Review.**
  - a. The staff selected to attend must have the knowledge and skills necessary to review BAM Paid Claims Accuracy (PCA) cases. Since all case issues are resolved and finalized as part of the review process, experienced state staff are needed to negotiate the final acceptance of any exception during the close-out of the review.

The review will be conducted at Embassy Suites Hilton Atlanta at Centennial Olympic Park (267 Marietta Street, Atlanta, GA 30313). The review participants are authorized to travel on Sunday to ensure they are available to start the review Monday morning. This review will begin at 8:30 a.m. on April 8, 2024, and conclude by 12:00 noon on Friday, April 12, 2024.

Travel arrangements should be made to facilitate participation for the entire review. ETA has arranged travel funds for two BAM staff per state to participate in the review. Please note that ETA has a new process for reimbursing travel costs that will reimburse states for **actual** travel costs, and per diem expenses. States will submit their requests for

reimbursements **after** completing travel for participation in the review. Travel costs should not exceed the maximum federal approved rates.

Participants should contact the hotel directly to guarantee room reservations with an individual credit card. The rate is \$173, plus a \$5.00 state hotel-motel fee per night, and applicable taxes. The rate and room availability will be guaranteed until **March 19, 2024**. Individuals may call 1-800-Embassy (800-362-2779) and ask for group name “2024 DOL BAM Peer Review Meeting”. Dress code for the review is business casual.

- b. ETA staff will provide the following materials on-site:
  - Exception Code Summary Sheets handouts;
  - Unemployment Insurance (UI) Database Data Collection Instrument (DCI) reports; and
  - Monitor Discussion Forms for use during the review and how to record exception(s).
  
- c. State BAM staff will provide the following:
  - One complete copy of each PCA cases selected for the review;
  - A short summary of state UI laws, policies, rules, etc., as they relate to benefits eligibility, and claimants’ responsibilities. The summary should contain:
    - How case files are organized and where to find key information (i.e., issue codes, initial claims filing method, claimed week filing method, and appeal status information);
    - Provide background information on any unique interpretation of the state law that may come up during the case review; and
    - Copies of states’ policies and procedures manual
  
- d. Sample for this BAM Paid Claims Review should be pulled on March 18, 2024. Copies of the BAM Paid cases and all supporting materials must be delivered to the Atlanta Regional Office no later than April 1, 2024. The case material should be sent to:

U.S. Department of Labor  
Employment Training and Administration  
Attn: Doris Garnett-Harris  
Room 6M12  
61 Forsyth Street SW  
Atlanta, GA 30303

Please ensure that all packages are sent using a tracking number. State participants also have the option to personally transport the BAM Paid cases and all supporting materials to the review.

**5. Inquiries.** For further information, please contact your Regional Office.

**6. References.**

- Payment Integrity Information Act of 2019 (PIIA), Pub. L. 116-117, enacted March 2, 2020, <https://congress.gov/116/plaws/publ117/PLAW-116publ117.pdf>;
- 20 C.F.R. Part 602, Quality Control in the Federal-State Unemployment Insurance System, <https://www.ecfr.gov/current/title-20/chapter-V/part-602>;
- TEN 20-22: *Announcement of the Fiscal Year (FY) 2023 National Benefit Accuracy Measurement (BAM) Paid Claims Peer Reviews and New Three-year cycle for Future Reviews*, dated March 10, 2023, <https://www.dol.gov/agencies/eta/advisories/ten-no-20-22>;
- TEN 03-15: *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes: Update on Implementation Progress and State Impacts*, dated July 27, 2015, <https://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-03-15>;
- Employment and Training (ET) Handbook No. 395, 5<sup>th</sup> Edition, *Benefit Accuracy Measurement State Operations Handbook* (November 17, 2009) <https://www.dol.gov/agencies/eta/advisories/handbooks/et-handbook-no-395-5th-edition>;  
and
- Office of Management and Budget (OMB) Circular No. A-123, Appendix C, *Requirements for Payment Integrity Improvement* (March 5, 2021) <https://www.whitehouse.gov/wp-content/uploads/2021/03/M-21-19.pdf>.

**7. Attachment(s).** Not applicable.