

TRAINING AND EMPLOYMENT NOTICE	NO . 24-24
	DATE March 11, 2025

TO: STATE WORKFORCE AGENCIES

FROM: AMY SIMON /s/
Acting Assistant Secretary

SUBJECT: 2025 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Seminar

1. **Purpose.** To provide information regarding the 2025 UI SIDES Seminar to be hosted by the National Association of State Workforce Agencies (NASWA) on April 22-24, 2025, in Salt Lake City, UT.
2. **Action Requested.** State Workforce Agency (SWA) administrators are requested to share this information with appropriate staff and encourage staff participation in the UI SIDES Seminar.
3. **Summary and Background.**
 - a. Summary – This Training and Employment Notice (TEN) announces the annual 2025 UI SIDES Seminar in Salt Lake City, UT. 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 most recently in [Unemployment Insurance Program Letter \(UIPL\) No. 16-24](#). 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 2025 UI SIDES Seminar begins at 1:00 p.m. MT on April 22 and ends at 5:00 p.m. MT on April 24. The purpose of the seminar is to provide information on SIDES usage and operational issues and to facilitate SIDES-related business and technical discussions between state UI agencies and employers or their third-party administrators (TPAs).

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

The UI SIDES Seminar agenda will highlight promising state practices focusing on improving UI integrity and including SIDES in their modernization efforts. Some of the workshop topics include learning the differences between TPAs and professional employer organizations; fraudulent UI trends; Benefit Timeliness and Quality; 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 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 2025 UI SIDES Seminar on April 22-24, 2025, at the Hilton Salt Lake Center, 255 South West Temple, Salt Lake City, UT 84101. 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/2025-ui-sides-seminar>.

Registration for the 2025 SIDES Seminar will close at 5:00 p.m. ET on Friday, March 28, 2025. Attendees will receive the hotel link to reserve their rooms within their event registration confirmation email and must make reservations by 5:00 p.m. ET on Sunday, March 30, 2025.

- c. **Travel Costs Reimbursement:** NASWA will provide up to \$2000 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 like parking. NASWA will reimburse states only for accommodations on the nights of April 21-24, 2025.

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 an invoice number, 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, 2025. Invoices submitted after this date will

not be paid.

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.**
 - UIPL No. 16-24, *Additional Planning Guidance for the Fiscal Year (FY) 2025 Unemployment Insurance (UI) State Quality Service Plan (SQSP)*, issued on July 22, 2024 (<https://www.dol.gov/agencies/eta/advisories/uipl-no-16-24>).
7. **Attachment(s).** N/A.