

<b>EMPLOYMENT AND TRAINING ADMINISTRATION          ADVISORY SYSTEM          U. S. DEPARTMENT OF LABOR          Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Data Validation
	<b>CORRESPONDENCE SYMBOL</b> OUI/DPM
	<b>DATE</b> January 19, 2010

**ADVISORY:** UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 10-10

**TO:** STATE WORKFORCE AGENCIES

**FROM:** JANE OATES *Jane Oates*  
 Assistant Secretary

**SUBJECT:** Web-Based Software for Modifying Module 3 of the  
 Unemployment Insurance (UI) Data Validation (DV) Handbook

1. **Purpose.** This guidance announces the release of new UI DV Module 3 Web-based software that enables states to update and publish their state-specific instructions included in the Module 3 section of the UI DV Handbook, and that provides the means for states to certify to the Department of Labor (DOL) that their instructions are current. This guidance also establishes the timeframe to certify these data annually and indicates how users may establish accounts to use the Module 3 software.
2. **References.** Unemployment Insurance Program Letter (UIPL) No. 22-05, Change 2, "Unemployment Insurance Data Validation (UI DV) Program Activities during Validation Years (VY) 2008 and Beyond;" UIPL 25-09, "Call Memo for the Fiscal Year (FY) 2010 Unemployment Insurance (UI) State Quality Service Plan (SQSP)."
3. **Background.** The UI DV Handbook for both benefits and tax includes a state-specific component called Module 3. Module 3 provides instructions on how to validate each element of a data validation extract file. Module 3 is the indispensable guide to validation for both programmers and validators. It contains both general information common to all states, such as Federal reporting rules, and sections where states enter their specific information, such as where to find a data element on their management information database. In some cases where the state database does not contain an element, Module 3 rules can be used to calculate it.

In late November, 2009, DOL released Module 3 Web-based software enabling state users to update their state's information directly and generate a revised copy in PDF format, which they can print or use electronically. The software also permits Regional Office (RO) users to view or print their own copies of their states' benefits

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and tax Module 3. National Office (NO) staff use it to maintain the document. Before the release of this software, Module 3 could only be updated by sending changes to NO staff, who input the changes and returned an updated electronic copy of the module to the state user. The software also provides the means by which each state fulfills the DV requirement that it has reviewed and updated both its benefits and tax Module 3 each year.

The new software resides on a DOL server, and all users must have DOL accounts to access it. This advisory explains the annual Module 3 certification requirement and indicates how users can request accounts to use the software.

4. **Annual Certification Requirement.** Every year beginning in 2010, states must certify that they have reviewed and, if necessary, updated their Module 3 for benefits and tax. They must use the new software to make this certification during the 2-month window between April 10 and June 10. The software has a special certification form that will be available only during this time period. States that fail to certify that their Module 3 is up-to-date by June 10 must address this as part of their State Quality Service Plan (SQSP) corrective action plan or narrative for DV for the upcoming fiscal year.
5. **Accessing and Using the Module 3 Software.** State users have access to the software through the “Module 3” link available under the “Data Validation” link on the State UI menu of their Sun computer. The NO and RO staff can access the software through the UI applications menu. The NO staff are responsible for making any necessary changes to the information that is not state-specific and will also have the ability to change state-specific data if a state requests it. The RO users will be able to check the status of state updates and certifications. The Release Notes for this software were sent to all state system administrators and are also available on the DV Web page at <http://ows.doleta.gov/dv/>.

Because using the new Module 3 software involves direct access to a central DOL server, all users must first establish user accounts with the ETA NO. All state users and any RO users that do not already have access to the UI data base must request accounts. The necessary forms and instructions are posted on the DV Web page at <http://ows.doleta.gov/dv/>.

After their user accounts are set up, the states can access the software but will not be able to see their state-specific Module 3 until the NO updates and publishes the Federal template. An announcement will be sent out as soon as this is done. State staff needing an updated Module 3 before they can produce their own using the new software should contact the NO DV team by e-mail at [dvrpts@uis.doleta.gov](mailto:dvrpts@uis.doleta.gov).

A software tutorial will be posted to the DV Web page in the near future. Training will also be given in the future through the Minnesota Training Center.

6. **Action Requested.** Please provide copies of this advisory to all affected staff and make sure that they are aware of the need to certify benefits and tax Module 3 annually by the June 10 deadline.
7. **Inquiries.** Please direct all questions to the appropriate Regional Office.