Handbook 401 Instructions for ETA 902 Pandemic Unemployment Assistance

ETA 902P – PANDEMIC UNEMPLOYMENT ASSISTANCE ACTIVITIES
Section IV-4

A. Facsimile of Form

ETA 902P – PANDEMIC UNEMPLOYMENT ASSISTANCE ACTIVITIES

STATE:		REGION:		REPORT FOR PERIOD		

SECTION A. APPLICATION AND PAYMENT ACTIVITIES

CATEGORY	LINE NO.	INITIAL APPS.	NO. DETERM. ELIG.	FIRST PAYMTS.	WKS. CLAIMED	WKS. COMP	AMOUNT COMP.
		1	2	3	4	5	6
Total	101						
Self-Employed	102						

SECTION B. DENIAL AND APPEALS ACTIVITY

CATEGORY	LINE NO.	WKS.OF PUA DENIED	APPEALS FILED		APPEALS DISPOSED		FAVOR OF APPELLANT	
			STATE	H A	STATE	H A	STATE	R A
		7	8	9	10	11	12	13
Total	201							
Self - Employed	202							

SECTION C. OVERPAYMENT ACTIVITY AND ADMINISTRATION

CATEGORY	LINE NO.	OVERPAYMENTS			ADMINISTRATIVE COSTS
		CASES	WEEKS	AMOUNT	PERSONNEL
		14	15	16	17
Total	301				
Fraud	302				
Signature				Title	

Comments:

OMB No.: NA   **OMB Expiration Date**: NA   **OMB Burden Minutes**: NA

OMB Burden Statement: Section 2116(a), Division B, Title II of the CARES Act states that "Chapter 35 of Title 44, United States Code, (commonly referred to as the "Paperwork Reduction Act of 1995") shall not apply to the amendments made by this subtitle." Therefore these reporting instructions do not require additional OMB approval and the submission of this information is required to obtain or retain benefits under the SSA 303(a)(6).

B. Purpose

The ETA 902P report contains monthly data on Pandemic Unemployment Assistance (PUA) activities provided by the CARES Act, enacted on March 27, 2020. PUA is a temporary Federal program to provide relief for workers affected by the coronavirus who do not qualify for other Federal benefits such as regular unemployment insurance or extended benefits.

C. Scope and Duration of the Report

1. The first report shall be sent in the month following the date the state agreement to participate in the PUA program, and later reports shall be sent each month that PUA activity continues to occur, such as for payments made for weeks in the pandemic assistance period (PAP) issued as a result of appeals.
2. Reports should be submitted monthly through the end of the Pandemic Assistance Period and until all payment and appeals activity is complete.

D. Due Date and Transmittal

Reports shall be submitted electronically each month providing PUA activities performed during the preceding calendar month. Reports are due in the National Office on the 30th of the month following the month to which data relate. South Pacific Island jurisdictions must submit hardcopy reports, as there is no electronic submittal method available to them at this time.

For South Pacific Island jurisdictions, one copy should be sent to the National Office addressed as follows:

>   U.S. Department of Labor, ETA
>   Attn: Office of Unemployment Insurance
>   Frances Perkins Building
>   200 Constitution Avenue, N.W.
>   Washington, D.C. 202l0
>   Attention: Pandemic Unemployment Assistance Coordinator/Program Specialist
>   Division of Unemployment Insurance Operations

One copy should also be sent to the San Francisco ETA Regional Office.

E. General Reporting Instructions

1. In all instructions, reference to State UI (UC) claims will include UCFE, UCX, TRA, RRA (Railroad), EB, and any other program included and/or defined under 20 C.F.R. 625.2(d).

2. Self-employed applicants are those who have filed an initial request for PUA and for whom it was determined that their primary reliance for income is on their performance of services in their own business or farm.

3. Payments of UI made to replace erroneously paid PUA should not be reported on the ETA 902P, but should be reported on the appropriate UI reports, i.e., ETA 5159.

F. Definitions

1. <u>Effective Date of an Initial Application.</u> The effective day is the first day of the first week of unemployment provided that week of unemployment is in the pandemic assistance period (PAP). PUA claims may be backdated to the beginning of the PAP, February 2, 2020.

2. <u>Eligible.</u> Meets qualifications for receiving Pandemic Unemployment Assistance, as specified in Section 2102 of the CARES Act. If an individual is eligible for UC, such individual is not eligible for PUA and should not be counted in any PUA Activities report.

G. Item by Item Instructions

1. <u>Report Period Ended.</u> Enter the month, last day of the month, and four digit year to which the data relate; e.g., 01/31/2020.

2. <u>State.</u> Enter the two-letter Federal Information Processing Standards (FIPS) State Alpha Code (identical to the two-letter U.S. Postal Service abbreviation) of the state or South Pacific Island jurisdiction as it appears in FIPS Publication 5-2. The National Institute of Standards and Technology issued the FIPS publication on May 28, 1987.

3. <u>Section A. Application and Payment Activities.</u>

   a. <u>Column 1, Initial Applications</u>. Enter the number of initial applications for PUA taken during the report period. This will equal the number of initial applications that were completed and/or number of applications entered into an automated system through an electronic/telephone claims taking system during the report period. Do <u>not</u> include individuals eligible for UC where it may have been necessary, due to the filing environment, to accept initial claims for both programs.

   b. <u>Column 2, Number Determined Eligible</u>. Enter the number of individuals determined eligible for PUA during the report period. Do not include individuals eligible for UC where it may have been necessary, due to the filing environment, to accept initial claims for both programs.

   c. <u>Column 3, First Payments</u>. Enter the number of payments which represent, for any individual, the first week for which assistance is paid in the pandemic assistance period.

   d. <u>Column 4, Weeks Claimed</u>. Enter the total number of weeks for which PUA is claimed during the report period whether or not PUA is actually paid. If claims are filed weekly, the number of weeks will equal the number of weekly received during the report period. If claims are filed other than weekly claims, the number of weeks will equal the number of weeks during the report period.

   e. <u>Column 5, Weeks Compensated</u>. Enter the number of weeks of unemployment for which PUA was paid during the report period. A week of unemployment

compensated is any week of unemployment for which PUA funds are paid, regardless of amount.

f. Column 6, Amount Compensated. Enter the amount of PUA funds represented by the weeks reported in column 5.

4. Section B. Denial and Appeals Activity.

a. Column 7, Weeks of PUA Denied. Enter the number of weeks of unemployment where a PUA payment was denied for which an individual, except for the reason of the denial, would have been eligible to receive a PUA payment.

NOTE: For columns 8 through 13, the entries refer to the number of cases received or disposed of during the report period by authority (i.e., first level state appeals authority and the second level state higher authority). All cases, including cases disposed of before reaching the appeals authority, should be included. Definitions of case, authority, disposal, etc., are those developed for the PUA program where found or, when these do not exist, are those used in the state UI program.

b. Columns 8 and 9, Appeals Filed. In columns 8 and 9, distribute, by type of authority, the appeal cases or requests for review received during the month. In addition, provide a sub-breakout of the Total for self-employed individuals in line 202.

c. Columns 10 and 11, Appeals Disposed. Enter in columns 10 and 11 the total number of cases disposed during the month by authority level. In line 202, provide the number of cases disposed of involving self-employed individuals.

d. Columns 12 and 13, Favor of Appellant. Enter in columns 12 and 13 the number of appeal decisions included in columns 10 and 11, which were in favor of the appellant by authority level. In line 202 enter a breakout of self-employed individuals who appealed and had the decision in their favor.

5. Section C. Overpayment Activity.

a. Columns 14, 15, and 16, Overpayments. In column 14, Cases, line 301, enter the number of cases, including willful misrepresentation (fraud) determined   during the report period as an overpayment, regardless of when it occurred. In line 302 provide a sub-breakout of the number of cases determined as fraud cases. In column 15, Weeks, enter in line 301 the number of weeks of PUA overpaid in connection with the cases reported in column 14; enter the number of weeks of fraud overpayments included in line 301. In column 16, Amount, enter in line 301, the amount overpaid represented by cases reported in column 14. Provide a sub-breakout of the amount involving fraud in line 302.

b. Columns 17, Administrative Costs. This data cell will self-populate and reflect computed administrative costs based on workload items reported in Section A. and Section B. above. Minute per unit factors reflected in the annual UIPL advisory communicating target allocations for base administrative grants and staff year usage

information from the UI-1 report will be used to compute staffing levels needed to process the initial claims (line 101 column 1), weeks claimed (line 101 column 4) and appeals disposed (line 201 column 10) workload. Staff salary rates will reflect the rates used for quarterly above base computations. Staffing costs will be increased by the applicable factor to account for leave, and resulting costs will be increased by 19% to account for overhead.

Time factors and staff salary rates necessary for the computations of administrative costs described above for Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau will be communicated to each territory separately.

H.   Checking the Report

1.<u>General Checks.</u> Entries should be made for all required items. If the item is inapplicable, or if applicable but no activity corresponding to the items occurred during the report period, a zero should be entered. A report containing missing data cannot be sent to the National Office, but can be stored on the state's system.

2.<u>Arithmetic Checks.</u>

a.   For columns 1, 2, and 8 through 13, the entries in line 102 and 202 respectively, should be equal to or less than the entries in line 101 or 201.

b.   For columns 14 through 16, the entries in line 302 should be equal to or less than line 301.

<u>Signature</u>. Signature is only required if reports are sent manually to the National Office.