

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DUIO
	DATE April 27, 2020

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 16-20
Change 1**

TO: STATE WORKFORCE AGENCIES

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 –
Pandemic Unemployment Assistance (PUA) Program Reporting Instructions and
Questions and Answers

1. **Purpose.** As States have gained experience administering the PUA program under the CARES Act, they have identified questions about aspects of the program’s operation. The purpose of this UIPL is to address those questions and provide further guidance about the PUA program authorized by section 2102 of the CARES Act of 2020, Public Law (Pub. L.) 116-136 and to provide instructions for completing Form ETA 9178-P, Quarterly Narrative Progress Report – Employment and Training Supplemental Budget Request Activities.
2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests that State Workforce Administrators provide the information in this Unemployment Insurance Program Letter (UIPL) and all attachments to appropriate program and other staff in state workforce systems as they implement the Unemployment Insurance (UI)-related provisions in the CARES Act that respond to the economic effects of the Coronavirus Disease 2019 (COVID-19).
3. **Summary and Background.**
 - a. **Summary.** On March 27, 2020, the President signed into law the CARES Act, which includes the Relief for Workers Affected by Coronavirus Act set out in Title II, Subtitle A. Section 2102 of the CARES Act creates a new temporary federal program called Pandemic Unemployment Assistance (PUA) that in general provides up to 39 weeks of unemployment benefits, and provides funding to states for the administration of the program. An individual receiving PUA benefits may also receive the \$600 weekly benefit amount (WBA) under the Federal Pandemic Unemployment Compensation (FPUC) program if he or she is eligible for such compensation for the week claimed.

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b. **Background.** The CARES Act was designed to mitigate the economic effects of the COVID-19 pandemic in a variety of ways. The CARES Act includes a provision of temporary benefits for individuals who have exhausted their entitlement to regular unemployment compensation (UC), as well as coverage for individuals who are not eligible for regular UC, individuals who are self-employed, or who have limited recent work history. These individuals may also include certain gig economy workers, clergy and those working for religious organizations who are not covered by regular unemployment compensation, and other workers who may not be covered by the regular UC program under some state laws. The coordination of programs within the CARES Act is discussed in UIPL No. 14-20.

4. **Questions and Answers.** The Department hosted a webinar with states on April 8, 2020, to discuss UIPL No. 16-20, which went over key provisions of the PUA program. A recording is available under the “Events” section on the Unemployment Insurance Community of Practice on WorkforceGPS (<https://ui.workforcegps.org/>). Attachment I contains answers to certain questions received during the webinar and through the Department’s designated e-mail on all COVID-19 related inquiries (covid-19@dol.gov). Attachment II provides a reference table for how to calculate the WBA for PUA.

When determining the appropriate course of action in administering the PUA program, states should first consult section 2102 of the CARES Act and the subsequent operating instructions provided by the Department, including UIPL No. 16-20 and UIPL No. 16-20 Change 1. Where the CARES Act and the operating instructions are silent, states should refer to DUA regulations at 20 C.F.R. Part 625. Where DUA regulations are silent, states should follow applicable state law for administering the regular UC program.

5. **Supplemental Budget Request Project Status Tracking.** The form ETA 9178-P is intended to be a monitoring instrument used by ETA to track a grantee’s progress toward completing project activities related to the supplemental budget request funding provided to states under section 4(e) of UIPL No. 16-20.

As part of the monitoring process, grantees that receive supplemental grant awards must submit a Quarterly Progress Report (QPR) using the form ETA 9178-P. The form ETA 9178-P requires the grantee to provide ETA with narrative updates on supplemental grant activities and helps ensure that the grantee achieves the goals described in the supplemental grant application. Attachment II contains form ETA 9178-P and Attachment III provides instructions for completing the form ETA 9178-P and timeline for the submission of these status reports. The reporting requirements outlined in this section also apply to SBR funding provided to states under UIPL Nos. 15-20 (paragraph 3 under section 4(c)) and 17-20 (paragraph 3 under section 4(c)), respectively.

6. **Inquiries.** States should direct inquiries to covid-19@dol.gov and copy the appropriate Regional Office.

7. References.

- Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. 116-136), including Title II Subtitle A Relief for Workers Affected by Coronavirus Act;
- 20 C.F.R. Part 625;
- UIPL No. 03-20, *Minimum Disaster Unemployment Assistance (DUA) Weekly Benefit Amount: January 1 – March 31, 2020*, issued December 12, 2019, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3675;
- UIPL No. 13-20, *Families First Coronavirus Response Act, Division D Emergency Unemployment Insurance Stabilization and Access Act of 2020*, issued March 22, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8634;
- UIPL No. 14-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Summary of Key Unemployment Insurance (UI) Provisions and Guidance Regarding Temporary Emergency State Staffing Flexibility*, issued April 2, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3390;
- UIPL No. 15-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Federal Pandemic Unemployment Compensation (FPUC) Program Operating, Financial, and Reporting Instructions*, issued April 4, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9297;
- UIPL No. 16-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Pandemic Unemployment Assistance (PUA) Program Operating, Financial, and Reporting Instructions*, issued April 5, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4628;
- UIPL No. 17-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Pandemic Emergency Unemployment Compensation (PEUC) Program Operating, Financial, and Reporting Instructions*, issued April 10, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8452; and
- ET Handbook No. 356 *Disaster Unemployment Assistance Handbook*.

8. Attachments.

- Attachment I: Questions and Answers
- Attachment II: Calculating the Weekly Benefit Amount (WBA) for Pandemic Unemployment Assistance (PUA)
- Attachment III: Form 9178-P Quarterly Narrative Progress Report
- Attachment IV: ETA 9178-P Quarterly Narrative Progress Report Instructions