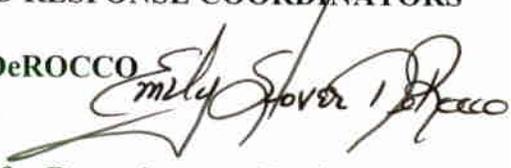


EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION
	Reemployment Services/PRAs
	CORRESPONDENCE SYMBOL
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	September 24, 2004

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 5-04

**TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ALL STATE RAPID RESPONSE COORDINATORS**

FROM: EMILY STOVER DeROCCO
Assistant Secretary 

SUBJECT: Planning Guidance for Reemployment Services Allotments for Program Year (PY) 2004 and Announcement of an Impending Personal Reemployment Accounts (PRAs) Demonstration

1. **Purpose(s).** (a) Transmit Wagner-Peyser (W-P) Reemployment Services allotments for PY 2004 to State Workforce Agencies (SWAs); (b) Provide guidance and instructions for submittal of a Reemployment Services (RES) plan against that allotment; (c) Outline RES plan requirements and submission instructions; (d) Announce an opportunity for up to nine states to voluntarily participate in a demonstration for early implementation of Personal Reemployment Accounts (PRAs).
2. **References.** Training and Employment Guidance Letter (TEGL) 12-00: Workforce Investment Act (WIA) Allotments for Program Year (PY) 2001; Wagner-Peyser Act Preliminary Planning Estimates for PY 2001 and Reemployment Services Allotments for PY 2001; TEGL No. 17-00: Automation of SESA Standard Form 269 Financial Reporting. April 5, 2001. Wagner-Peyser Act as amended, Section 3(c)(3)(29 U.S.C. 49B) and Section 7 (e)(29 U.S.C. 49f); USES Employment Service Program Letter No. 1-98: Reemployment Services for Unemployment Insurance (UI) Claimants Through State Worker Profiling and Reemployment Services (WPRS) Systems. 1999; Social Security Act, as amended, Section 303(a) and (j).
3. **Background.** Since PY 2001, funds have been made available to states each year to provide direct services to Unemployment Insurance (UI) claimants. These funds are *in addition to* Wagner-Peyser (W-P) Act state allotments and are used to increase and target reemployment services to UI claimants through the One-Stop Career Centers. States currently provide reemployment services using these funds in accordance with approved RES state plans.

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New this year, ETA is announcing an opportunity for **up to nine states** to conduct an early test of the Administration's proposed FY 2005 Personal Reemployment Accounts initiative by launching a PRA demonstration. For those states that express a commitment and are selected as one of the nine, their RES allocation would be obligated as a special demonstration grant in order to be able to provide Personal Reemployment Accounts (PRAs) to a subset of the UI claimant population. Moreover, additional demonstration monies (above the level of the RES allotment) will be made available as a supplement.

States that wish to consider this option are referred to **Section 10 and Attachments 2 through 6** of this document. Those references provide substantial insight into the direction ETA wishes to take with PRAs, the anticipated requirements of participating states, and details on how the PRA commitment, selection and plan process will be conducted.

4. **Funding for Reemployment Services in PY 2004.** For PY 2004, available Reemployment Services funds total \$34,566,846. The allotment levels for the distribution of these funds to each state for PY 2004 are contained in Attachment #1. As in previous years, these funds are to be used to supplement W-P Act allotments to increase services to UI claimants over and above regular services.
5. **State Distribution Formula.** Allocation levels of PY 2004 Reemployment Services funds were determined on the basis of each state's share of UI first payments with every state receiving a minimum of \$215,000. PY 2004 state allotment levels may be different from PY 2003 due to Congress' appropriated across-the-board reduction and differences in UI first payment activity. These funds must be expended in accordance with the W-P Act and regulations and an approved RES state plan.
6. **Use of the Reemployment Services Funds.** Reemployment Services funds are to be used to improve the quality and quantity of direct reemployment services for UI claimants. In alignment with this goal, the Department of Labor expects the following activities to occur:
 - States will use these funds on strategies that link call centers to all of the available reemployment services in their One-Stop Career Center system to ensure that UI claimants receive the services necessary to return them to the workforce using the most effective methods available.
 - States will integrate the Reemployment Services program with One-Stop Career Center partners to provide a full range of seamless services to UI claimants. It is especially important for Employment Service (ES), UI, TAA and WIA Title I entities to work together to provide the necessary services to UI claimants enabling as many of them as possible to return to the workplace before exhausting their benefits.

7. **Required Contents and Submittal Instructions of the Reemployment Services Plan.**

States must file a PY 2004 Reemployment Services plan and required documents as outlined in this TEGl to the *appropriate Regional Office* (as per instructions below) and include the following:

- A transmittal letter from the authorized signatory
- An SF-424 (Revised 9/2003) Application for Federal Assistance including, but not limited to, the proposed plan period, the funding amount of the PY 2004 fund allotment requested, and the newly required organizational Dun and Bradstreet Numbering Systems (DUNS) number. This number should be available from state fiscal/accounting units. A copy of the current SF-424 form may be obtained from the ETA Web site, Grants and Contracts section, at <http://wdsc.doleta.gov/sga/forms/form424.pdf>.
- SF 424 A Budget (Section D only)
- A Plan Narrative for the funding request. Activities must be in accordance with the guidance on operating a traditional plan as provided in section 6 earlier in this TEGl.

The Reemployment Services plan with all required documents should be submitted via e-mail, an overnight delivery service, U.S. Priority Mail or fax to the appropriate DOL Regional Administrator.

8. **Program Plan and Modification Review and Approval.** Regional Administrators (RAs) are responsible for review, negotiation of changes (where appropriate), and final approval of the plan. The RA will issue an approval letter, with a copy of the approved plan, to the SWA and a copy of the approval letter and plan to the Grant Officer and the Administrator, Office of Workforce Investment.

9. **Administrative and Reporting Instructions.**

Program Reporting

SWAs must submit a program narrative performance report for PY 2004 using ETA Form 9100. The PY 2004 report is due on September 30, 2005. SWAs should report all activity and compare accomplishment of planned performance goals, including the goals established by the SWA, with the attainment of the performance indicators, including state goals identified in the program plan. The report should include an explanation of problems or delays as well as corrective actions plans and subsequent outcomes. States are encouraged to discuss their experience and report any costs savings, especially those to the UI Trust Fund, occurring as a result of the RES program grants.

The program narrative performance report based on a RES plan should be submitted via e-mail, fax, an overnight delivery service or U.S. Priority Mail to the appropriate RA with a copy to Ms. Gay Gilbert, Administrator, Office of Workforce Investment.

Financial Reporting

SWAs must report quarterly expenditures separately for each program year fund allotment, by direct data entry of Standard Form 269 into the Web-based Enterprise Information Management System (EIMS). Reports must be submitted in accordance with guidance provided in TEGL No. 17-00, "Automation of SESA Standard Form 269 Financial Reporting." Following the instructions in TEGL No. 17-00, Section 4, please provide appropriate contact information for data entry and data certification for Reemployment Services. If Reemployment Services will be added to a SWA Contact Information Listing (Attachment II of TEGL No. 17-00) already submitted per instruction in TEGL No 17-00, please re-submit that listing and identify as revised. If Reemployment Services contact information is different from that for all other SWA programs, an additional Contact Information sheet must be provided. As with all other SF 269 reporting, the data must be entered electronically into the system within 30 days after the end of each quarter.

OMB Approval

Recipients of RES grants are required to report on program activities and expenditures. However, SWAs are not required to respond to a particular collection of information unless the report form displays an OMB approval number. Public reporting burden for this collection of information is estimated to average 56 hours for one report per year including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S4231, 200 Constitution Avenue, N.W. Washington, D.C. 20210 (Paperwork Reduction Project 1205-0424).

10. **Participation in a Personal Reemployment Accounts (PRA) Demonstration.** As an alternative to mounting a traditional Reemployment Services strategy using the fund allotments transmitted with this TEGL, ETA is providing an opportunity for **up to nine states** to participate in a PRA demonstration. States are encouraged to make an informed decision regarding their potential participation in this demonstration, based in part on the information contained here and in Attachment #2 of this document entitled, "The Personal Reemployment Accounts Demonstration." Please note that states **selected** to demonstrate PRAs will receive additional funds above the level of their RES allocation. The total amount of additional funds available will not exceed \$4 million. From this set-aside, the Department will provide an additional dollar for each dollar of RES funds used for the demonstration, up to \$750,000 per state.

States that are interested in being considered for participation in the PRA demonstration must submit a letter of commitment signed by the State Workforce Agency Administrator. Please send the letter via e-mail, fax, an overnight delivery service or U.S. Priority Mail **within 10 working days of the issuance date of this TEGL** to:

U.S. Department of Labor
Employment and Training Administration
Office of Workforce Investment
Division of Adults and Dislocated Workers
200 Constitution Ave., N.W.
Room C-4318
Washington, D.C. 20210
Attention: Mr. Dennis Lieberman
Director, Division of Adults and Dislocated Workers
lieberman.dennis@dol.gov
202-693-3375 (phone)
202-693-2982 (fax)

The letter of commitment should express the state's desire to participate in the demonstration and contain a request that, if chosen, the state's PY 2004 Reemployment Services funds should be obligated to the state as a special and separate demonstration grant. As a convenience to states that are interested in participating, Attachment #5 of this document contains a "Letter of Commitment" template that can be completed, signed and submitted to ETA.

Those letters received within the 10-working day time frame will be reviewed, and selections will be made. In order to assure that the demonstration results and lessons learned can be applied to the broadest number of future PRA projects, the selection criteria will include consideration of characteristics such as state size, population, and geographic location. Within 10 working days after the letter of commitment deadline has passed, ETA will issue notification of acceptance letters to those states selected to participate in the PRA demonstration. The notification of acceptance will be faxed to each state, followed by a mailed letter. The letter will also outline the necessary next steps for submittal of a PRA demonstration plan.

Those states that submitted a letter of commitment but are not selected to participate in the PRA demonstration will be notified by fax, followed by a mailed letter. States that have not been selected for the PRA demonstration should follow the planning guidelines contained in this TEGL that apply to the Reemployment Services grant program and submit their RES plan in accordance with instructions outlined in Section 7. The RES allotments for states that have not been selected for the PRA demonstration will be obligated to them in the usual manner.

11. **Action Required.** SWAs should submit the information indicated according to the instructions and timelines as outlined in this TEGl. SWAs are requested to forward the contact information, as specified in Section 9, to Elizabeth Norris norris.elizabeth@dol.gov and Shantay Logan logan.shantay@dol.gov and to the regional office.
12. **Inquiries.** Questions regarding this TEGl should be directed to the appropriate regional office. Specific questions regarding the PRA demonstration program should be directed to Mr. Dennis Lieberman at (202) 693-3375 or lieberman.dennis@dol.gov.

Attachments:

- #1 RES Allotments
- #2 The PRA Demonstration
- #3 PRA Readiness Indicators
- #4 PRA Implementation Study Questions
- #5 PRA Letter of Commitment Template
- #6 PRA Research Papers List