

Attachment A to UIPL 04-10, Change 5

Instructions for Using the EUC08 Notification System

The Website to access the EUC08 Notification System may be used by states in administering the EUC08 State Option. The states will input data to be transmitted to another appropriate state(s) for use in determining whether individuals are affected individuals who may continue to collect EUC08 instead of Regular UC.

- 1) The EUC08 State will provide certain personal identifying information about the individual and the EUC08 claim. The following is required information:
 - a) The EUC08 WBA;
 - b) Remaining balance on EUC08;
 - c) Benefit Year Ending date of the Regular UC claim (07/23/2010 or later);
 - d) Additional information, if necessary;
 - e) The Destination States where the EUC08 Notification is to be sent; and,
 - f) EUC08 State contact information, as necessary.
- 2) After the EUC08 State completes the information in the Website, the EUC08 State will click “Submit” to transmit the EUC08 Notification information to the state (Regular UC State) in which the individual has potential regular UC entitlement.
 - a) The system will then automatically generate an email message to the Regular UC State.
 - b) This email notification is sent to all EUC08 User IDs in the “Destination State.”
- 3) After receiving the EUC08 Notification information, the Regular UC State will complete the Regular UC State Information.
 - a) Required fields (marked with an asterisk) must be completed and the state may provide any optional information that is available.
 - b) If the individual has **not** contacted the Regular UC State, do not enter a value in the Regular UC WBA field. However, an estimated WBA may be entered in the Remarks field.
- 4) After the Regular UC State completes the information, the state will then click “Submit” to transmit the EUC08 Notification information back to the EUC08 State.
 - a) The system will then automatically generate an email message to the EUC08 state.
 - b) This email notification is sent to all EUC08 User IDs in the EUC08 State.
- 5) The EUC08 State will follow the EUC08 State instructions to either continue or stop paying EUC08 benefits.

EUC08 Notification System Reports will be prepared on this Website to allow states to track transmissions and responses and these can be run at the discretion of the state. It is recommended that these reports be run daily to ensure prompt responses to the EUC08 Notifications. Detailed information on these reports will be provided in the system user guide for this Website.