

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI /DPM
	DATE March 8, 2010

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 17-10

TO: STATE WORKFORCE AGENCIES

**FROM: JANE OATES /s/
Assistant Secretary**

SUBJECT: Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits

1. **Purpose.** To transmit a revision of the Benefits portion of the UI DV Handbook, ET Handbook No. 361.
2. **References.** ET Handbook No. 361, “UI Data Validation Handbook” (Benefits, July 11, 2008).
3. **Background.** UI Data Validation is necessary to ensure that data reported by states that are used to measure performance, for administrative funding allocations, for economic analysis, and for other purposes are accurate and comparable across states. The Benefits portion of the UI DV Handbook has been revised to reflect current policy and program requirements. The Department will issue a revision of the Tax portion at a later date. The authority for this program (OMB collection No. 1205-0431) has been approved through July 31, 2011.
4. **Handbook Modification Summary.** The Benefits portion of the Handbook has been revised to clarify instructions and refine overall content. The changes are summarized below:
 - All sections and appendices have been revised to reflect the most recent policy changes disseminated in previous advisories, which are available on the DV website <http://www.ows.doleta.gov/dv/> .
 - Some sections and appendices have been renamed, and others have been split for the sake of clarity.
 - Appendices H (Duplication Detection Criteria) and I (Record Layouts) have been eliminated from the Handbook and incorporated into the DV User’s Guide that will be published at a later date. These appendices are still available on the DV website <http://www.ows.doleta.gov/dv/> .

RESCISSIONS ET Handbook No. 361, UI Data Validation Handbook (July 11, 2008).	EXPIRATION DATE Continuing
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- Appendices D (Report Validation (RV) Summary Reports), E (Data Element Validation (DEV) Worksheets), and F (DEV Reports) have been eliminated.
 - Appendix C (Liable Agent Data Transfer (LADT) and Combined Wage Claims (CWC) Technical Guidance) has been divided into two separate appendices, C and D, one for interstate filed from agent records and another one for combined wage claims and payments.
 - Appendix G (Independent Count) has been renamed to Appendix E (Independent Count Validation) and has been thoroughly revised to clarify instructions.
 - A table of contents has been added for Appendix A (Subpopulation Specifications).
5. **OMB Approval.** The Office of Management and Budget (OMB) has approved ET Handbook No. 361, “UI Data Validation Handbook”, for use through July 31, 2011. The approval number is OMB No. 1205-0431. The public reporting burden for the collection of information has not changed.
 6. **Action Requested.** Copies of the attachment should be distributed to all holders of ET Handbook No. 361. States should review these changes and adjust their procedures, as necessary.
 7. **Effective Date.** The contents of the Handbook are effective immediately.
 8. **Handbook Maintenance.** Replace the Benefits portion of the ET Handbook No. 361, “UI Data Validation Handbook”, dated July 11, 2008, in its entirety.
 9. **Inquiries.** All questions should be directed to the appropriate Regional Office.
 10. **Attachment.** ET Handbook No. 361, “UI Data Validation Handbook”, Benefits, November, 2009.