

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U. S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OUI /DPM
	<b>DATE</b> June 9, 2011

**ADVISORY:** UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 18-11

**TO:** STATE WORKFORCE AGENCIES

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

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

1. **Purpose.** To transmit a revision of the Tax portion of ET Handbook No. 361, the UI DV Handbook.
2. **References.** ET Handbook No. 361, “UI Data Validation Handbook” (Tax, July 11, 2008); UIPL 17-10, “Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits,” March 8, 2010; UIPL 01-11, “Issuance of State Unemployment Insurance Data Validation Operations Guide (ET Operations Guide 411),” October 22, 2010.
3. **Background.** UI Data Validation is necessary to ensure that data reported by states that are used to measure performance, to determine administrative funding allocations, to conduct economic analysis, and for other purposes are accurate and comparable across states. The Tax portion of the UI DV Handbook has been revised to reflect current policy and program requirements. The Department issued a revision of the Benefits portion in March 2010. The authority for the UI DV program (OMB collection No. 1205-0431) has been approved through July 31, 2011. A three-year extension has been requested.
4. **Summary of Handbook Modifications.** The Tax 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 Web site, <http://www.ows.doleta.gov/dv/> .
  - Appendices E (Duplication Detection Criteria) and F (Record Layouts) have been eliminated from the Handbook and incorporated into the DV Operations Guide issued in October 2010. The Guide and these appendices are available on the DV Web site, <http://wdr.doleta.gov/directives/attach/UIPL/UIPL01-11a1.pdf>.

<b>RESCISSIONS</b> Handbook 361, UI Data Validation Handbook, Tax (July 11, 2008)	<b>EXPIRATION DATE</b> June 9, 2012
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- Appendices C (Report Validation Summary Reports) and D (FIV Worksheets) have been eliminated.
  - A table of contents has been added for Appendix A (Subpopulation Specifications).
5. **Action Requested.** Copies of the attachment should be distributed to all holders of ET Handbook No. 361, the “UI Data Validation Handbook,” Tax. States should review these changes and adjust their procedures as necessary. The contents of the Handbook are effective immediately. Replace the Tax portion of the ET Handbook No. 361, “UI Data Validation Handbook,” dated July 11, 2008, in its entirety.
  6. **Inquiries.** All questions should be directed to the appropriate Regional Office.
  7. **Attachment.** ET Handbook No. 361, “UI Data Validation Handbook”, Tax, May 2011.