

ET HANDBOOK

**U.S. Department of Labor
Employment and Training Administration
Office of Workforce Security**

No. 399: Unemployment Compensation Claims Filed Under The Interstate Arrangement For Combining Employment And Wages

This Handbook contains procedures for handling unemployment compensation claims filed under the Interstate Arrangement for Combining Employment and Wages and supersedes E.S. Manual, Part V, Section 5900.

CONTENTS

SECTION I - GENERAL ADMINISTRATION [Word Version]

1. Introduction
2. Roles of States in Wage Combining
3. Adoption of Rules, Regulations, Procedures and Forms
4. The Relationship of Wage-Combining to Other UI Allowances
5. Resolution of Disagreements
6. Measurement of Benefit Payment Promptness
 - a. Intrastate Combined-Wage Claim
 - b. Interstate Combined-Wage Claim
7. Record Retention and Disposition

SECTION II - RIGHTS AND RESPONSIBILITIES OF THE COMBINED-WAGE CLAIMANT [Word Version]

1. Rights of a Combined-Wage Claimant

SECTION III - RIGHTS AND RESPONSIBILITIES OF THE FILING STATE [Word Version]

1. Identifying the Potential Combined-Wage Claimant

2. Review of Work History
3. Explaining Types of Claims Available to Claimant
 - a. Separate Eligibility
 - b. Combined-Wage Claim
4. Filing Interstate Combined-Wage Claims
5. Interpreting the Monetary Determination
6. Canada as the Filing State

SECTION IV - RIGHTS AND RESPONSIBILITIES OF THE PAYING STATE [Word Version]

1. Establishing an Intrastate Combined-Wage Claim
2. Establishing an Interstate Combined-Wage Claim
3. Requesting Wages From Transferring States
 - a. Form IB-4, Request for Transfer of Wages
 - b. Purpose and Use
 - c. Preparation of Form IB-4 by Paying State
4. Federal Civilian and Military Employment and Wages
 - a. Use of UCFE Wages
 - b. Use of UCX Wages
5. Employment and Wages Earned By An Alien
 - a. Determining if Wages Can Be Used
 - b. Redetermination of Legal Status
6. Use of Wages From an Educational Institution
7. Use of Wages Earned as a Professional Athlete
8. Use of Wages Subject to Seasonal Restrictions
9. Review of Transferring State's Reply
10. Monetary and Nonmonetary Determinations
 - a. Monetary Determination
 - b. Nonmonetary Determination
 - c. Combined-Wage Claimant's Right of Appeal
11. Notice of Determination of Combined-Wage Claim
 - a. Report on Determination of Combined-Wage Claim, Form IB-5
 - b. Issuing an Eligible Report on Determination of Combined-Wage Claim, Form IB-5
 - c. Issuing an Ineligible Report on Determination of Combined-Wage Claim, Form IB-5
 - d. Returning Unused Wages
12. Redetermination of Combined-Wage claim
13. Notice of Determination of Extended or Additional Benefits

14. Withdrawal of Combined-Wage Claim
15. Continuing Eligibility of Combined-Wage Claimant
16. Determination of Overpayment - Credit to Transferring State
17. Collecting Overpayments for Other States
 - a. Recovery of Outstanding Overpayment in Transferring State
 - b. Recovery of Overpayment Resulting From Cancellation of Combined-Wage Claim
 - c. Recovery of Overpayments Under The Interstate Reciprocal Overpayment Recovery Arrangement
 - d. Order of Priority for Overpayment Offset
18. Charging of Benefits Paid
 - a. Obtaining Reimbursement For Federal Share of Benefits Paid
19. Notice to Transferring State of Benefits Paid
 - a. Statement of Benefits Paid to Combined-Wage Claimants, Form IB-6
 - b. Purpose and Use
 - c. Completing Form IB-6
20. Settlement of Disagreements

SECTION V - RIGHTS AND RESPONSIBILITIES OF THE TRANSFERRING STATE

[Word Version]

1. Responding to Wage Transfer Request
2. Promptness of Wage Transfer Response
3. Determining Availability of Wages
 - a. Employment and Wages not Transferable
4. Transferring Federal Civilian Employment and Wages
5. Transferring Federal Military Service and Wages
6. Transferring Employment and Wages From An Educational Institution or Earned By a Professional Athlete
7. Completing the Wage Transfer Response
 - a. Separate Eligibility in the Transferring State
 - b. Existing Benefit Year in Transferring State
 - c. Total base period wages
8. Correcting a Wage Transfer Response
9. Requesting Recovery of Overpayments
 - a. Overpayment Created By Withdrawal of Combined Wage Claim
 - b. Date of Overpayment Determination Within 3 Years of the Effective Date of the Combined-Wage Claim
 - c. Date of Determination in Excess of 3 Years From the Date of the Combined-Wage Claim

d. Updating Overpayment Records in Transferring State

10. Reimbursing the Paying State

11. Settlement of Disagreements

Appendix A - INTERSTATE ARRANGEMENT FOR COMBINING EMPLOYMENT AND WAGES, 20 CFR 616 [Word Version]

1. (616.1) Purpose of Arrangement

2. (616.2) Consultation with the State Agencies

3. (616.3) Interstate Cooperation

4. (616.4) Rules, Regulations, Procedures, Forms - Resolution of Disagreements

5. (616.5) Effective Date

6. (616.6) Definitions

7. (616.7) Election to File a Combined-Wage Claim

8. (616.8) Responsibilities of the Paying State

9. (616.9) Responsibilities of the Transferring State

10. (616.10) Reuse of Employment and Wages