

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> OWS/DUIO
	<b>DATE</b> October 19, 2006

**ADVISORY:** ET HANDBOOK NO. 401, 3<sup>RD</sup> EDITION, CHANGE 17

**TO:** STATE WORKFORCE AGENCIES

**FROM:** CHERYL ATKINSON /s/  
 Administrator  
 Office of Workforce Security

**SUBJECT:** Employment and Training Administration (ETA) 902, Disaster  
 Unemployment Assistance (DUA) Activities Report

1. Purpose. To advise State Workforce Agencies that form ETA 902 definitions, data elements, and reporting instructions will now be included in Section IV, Chapter 10 of ET Handbook No. 401, and to notify states of the new due date.
2. References. Sections 410 and 423 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, regulations implementing the DUA program at 20 CFR Part 625 and ET Handbook No. 356, 2nd Edition (January 2003) Disaster Unemployment Assistance.
3. Background. Currently, the ETA 902 activities report is contained only in the Disaster Unemployment Assistance Handbook, ET No. 356 Second Edition. State Workforce Agencies (SWAs), through individual agreements with the Secretary of Labor, act as agents of the Federal government for the purpose of administering the DUA program. SWAs are required to use form ETA 902, Disaster Unemployment Assistance Activities, to report monthly information on the nature and scope of activities performed in administering DUA.
4. OMB Approval. The reporting requirements for form ETA 902 are approved according to the Paperwork Reduction Act of 1995 under OMB approval No. 1205-0051 through June 30, 2008. The Secretary's authority to implement this reporting requirement is found in Section 303(a)(6) of the Social Security Act (42 U.S.C. 505(a)(6)). Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.
5. Effective Date. These definitions, data elements, and reporting instructions are effective immediately. The new due date for submitting the report is the 30<sup>th</sup> of the month following the month to which data relate.

6. Instructions for Handbook Maintenance. Insert Chapter 10, ETA 902, Disaster Unemployment Assistance Activities, Section IV-10 in ET Handbook No. 401, 3rd Edition, Section IV, Special Programs.
7. Inquiries. Questions should be directed to the appropriate Regional Office.
8. Attachment. Chapter 10, Section IV of ET Handbook No. 401, 3rd Edition.