

## CONTENTS

<b>A. Facsimile of Form .....</b>	<b>V-6-2</b>
<b>B. Purpose .....</b>	<b>V-6-3</b>
<b>C. Due Date and Transmittal.....</b>	<b>V-6-3</b>
<b>D. General Reporting Instructions .....</b>	<b>V-6-3</b>
1. Pending Lower Authority Single Claimant Appeals Case Aging .....	V-6-3
2. Pending Higher Authority Single Claimant Appeals Case Aging .....	V-6-3
<b>E. Definitions .....</b>	<b>V-6-4</b>
1. Pending Single Claimant Appeals Case Age.. .....	V-6-4
2. Average Age of Pending Single Claimant Appeals Cases.....	V-6-4
3. Median Age of Pending Single Claimant Appeals Cases... ..	V-6-4
<b>F. Item by Item Instructions .....</b>	<b>V-6-4</b>
1. Age of Pending Lower Authority Single Claimant Appeals Cases .....	V-6-4
2. Age of Pending Higher Authority Single Claimant Appeals Cases .....	V-6-4
3. Comments.....	V-6-4

# **UI REPORTS HANDBOOK NO. 401**

## **ETA 9055 Appeals Case Aging**

### **A. Facsimile of Form**

#### Section A. Age of Pending Lower Authority Single Claimant Appeals Cases

Days	Total
Total	
<=25	
26-40	
41-90	
91-120	
121-180	
181-360	
> 360	
	Days
Average Age	
Median Age	

#### Section B. Age of Pending Higher Authority Single Claimant Appeals Cases

Days	Total
Total	
<=40	
41-70	
71-120	
121-180	
181-360	
> 360	
	Days
Average Age	
Median Age	

Comments:

## **B. Purpose**

The ETA 9055 report gathers monthly information on the inventory of lower authority and higher authority single claimant appeals cases that have been filed but not decided. Appeals case aging provides information about the number of days from the date an appeal was filed through the end of the month covered by the report. Also included are the average and median ages of the pending single claimant appeals cases.

## **C. Due Date and Transmittal**

The report is due in the ETA National Office on the 20th of the month following the month to which the data relates. This report will be transmitted electronically.

## **D. General Reporting Instructions**

Appeals Case Aging measures require states to report data on the universe of all single claimant appeals cases that have not been decided prior to the end of the reporting period. Edit checks can be found in Handbook 402, Unemployment Insurance Required Reports User's Manual, Appendix C.

### **1. Pending Lower Authority Single Claimant Appeals Case Aging.**

- a. Includes all lower authority single claimant appeals cases, including those remanded by the higher authority for a hearing and decision and reopened appeals cases not decided at the end of the month.
- b. Excludes episodic claims programs such as Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances. Also excludes pending multi-claimant appeals cases (See F.3.d. below for further instructions about pending multi-claimant appeals cases).

### **2. Pending Higher Authority Single Claimant Appeals Case Aging.**

- a. Includes all higher authority single claimant appeals cases, including remanded and reopened appeals cases, not decided at the end of the month. An appeals case that has been remanded to the lower authority for additional evidence and will be returned to the higher authority for a decision is reported in this inventory. An appeals case that has been remanded to the lower authority for a new hearing and decision, is not a pending higher authority appeals case and should not be counted as such.
- b. Excludes episodic claims programs such as Extended Benefits, Disaster Unemployment Assistance, and Trade Readjustment Allowances. Also excludes pending multi-claimant appeals cases (See F.3.d. below for further instructions about pending multi-claimant appeals cases).

## E. Definitions

Definitions, unless otherwise specified in these instructions, will follow the definitions for the ETA 5130 found elsewhere in this handbook.

### 1. Pending Single Claimant Appeals Case Age.

The age of an appeals case is the date of the last day of the month being reported minus the date the appeal was filed.

### 2. Average Age of Pending Single Claimant Appeals Cases.

The total age of all pending appeals cases (lower or higher authority) divided by the total number of pending lower or higher authority appeals cases.

### 3. Median Age of Pending Single Claimant Appeals Cases.

If all of the pending appeals cases (lower or higher authority) are ranked from the lowest to the highest age, the median is the age of the case at the midpoint of the ranked cases. If there are an odd number of cases ( $n$ ), the median is the age of the  $[(n+1)/2]^{th}$  case. If there are an even number of cases ( $n$ ), the median is the value midway between the age of the  $(n/2)^{th}$  case and the  $[(n/2)+1]^{th}$  case.

## F. Item by Item Instructions

Enter the number of single claimant appeals cases that fall within each category.

### 1. Age of Pending Lower Authority Single Claimant Appeals Cases.

a. Total Pending Lower Authority Single Claimant Appeals Cases. Enter in the "Total" column of Section A, the total number of pending lower authority single claimant appeals cases and the individual totals for each pending appeals case age interval.

### 2. Age of Pending Higher Authority Single Claimant Appeals Cases.

a. Total Pending Higher Authority Single Claimant Appeals Cases. Enter in the "Total" column of Section B, the total number of pending higher authority single claimant appeals cases and the individual totals for each pending appeals case age interval.

3. Comments. Explain in the comments area significant variations in case aging in lower and higher authority appeals cases not decided from levels in the prior period or the same period one year ago. In response to Item d. below, describe in the "Comments" section the inventory, if any, of pending multi-claimant

appeals cases at the end of the reporting period. Pending multi-claimant appeals cases should not be reported in Section A or B.

- a. Administrative Factors. Describe administrative factors, such as changes in operating procedures, issuance of rules and regulations, staff turnover, change in administrative policies, and increase or decrease in initial determinations, which may affect data reported in such a way that they will lack comparability with the data on prior reports or on current reports submitted by other state agencies.
- b. Legal Factors. Describe legal factors, such as new laws or amendments or change in interpretation of existing laws, which may affect the data reported in such a way that they cannot be compared with data from prior reports or on current reports from other state agencies.
- c. Economic Factors. Describe economic factors which may affect data reported.
- d. Pending Multi-Claimant Appeals Cases. Describe the inventory of pending lower and higher authority multi-claimant appeals cases.  
For example:

At lower authority there are 3 groups of multi-claimant appeals cases pending; in one group, there are 150 claimants, in a second group, there are 40 claimants, and in a third group, there are 500 claimants. At higher authority, there is one group of multi-claimant appeals cases pending, and in that group, there are 250 claimants.