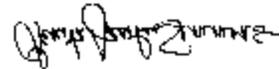


U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL TEUFA
	DATE May 18, 2000

DIRECTIVE : ET HANDBOOK NO. 401, 2ND EDITION, CHANGE 22

TO : ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM : LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary



SUBJECT : Form ETA 204, Experience Rating Report

1. Purpose. To clarify language for the ETA 204, Experience Rating Report, and to inform States that the Office of Management and Budget (OMB) has approved a three year extension of the ETA 204.

2. Background. Definitions of active employers, inactive employers and benefits charged, and the calculation of contributions and average tax rates for purposes of Form ETA 204 have been clarified, and instructions for checking the report have also been clarified in response to suggestions by State, Regional and National Office staff.

3. OMB Approval. This reporting instruction has been approved under the Paperwork Reduction Act of 1995, through 01/31/2003, under OMB number 1205-0164. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average one quarter hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Respondents' obligation to reply is mandatory (SSA, Sec. 303(a)(6)). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0164).

RESCISSIONS None	EXPIRATION DATE Continuing
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4. Handbook Maintenance.

Remove and destroy:
Section II, Chapter 4 (7/97)

Replace with:
Section II, Chapter 4 (4/2000)

5. Inquiries. Address all inquiries to the appropriate ETA Regional Office.

6. Attachment. ET Handbook No. 401, Section II, Chapter 4