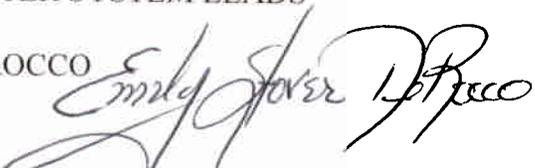


<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	CLASSIFICATION Reemployment Services
	CORRESPONDENCE SYMBOL OWS
	DATE July 23, 2002

**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 3-02**

**TO:** ALL STATE WORKFORCE LIAISONS  
 ALL STATE WORKFORCE AGENCIES  
 ALL STATE WORKER ADJUSTMENT LIAISONS  
 ALL ONE-STOP CENTER SYSTEM LEADS

**FROM:** EMILY STOVER DeROCCO  
 Assistant Secretary 

**SUBJECT:** Planning Guidance for Reemployment Services Allotments for PY 2001 and PY 2002

1. **Purpose.** To provide guidance to State Workforce Agencies responsible for Wagner-Peyser labor exchange services for the continued use of reemployment services allotments for Program Year (PY) 2001 and guidance for obtaining and using PY 2002 program allotments announced in Training and Employment Guidance Letter 13-01.
2. **References.**
  - a. Training and Employment Guidance Letter (TEGL) 13-01: Workforce Investment Act (WIA) Allotments for Program Year (PY) 2002; Wagner-Peyser Act Preliminary Planning Estimates for PY 2002; Reemployment Services Allotments for PY 2002; and Workforce Information Grants to States for PY 2002.
  - b. Training and Employment Guidance Letter (TEGL) 1-01: Program Year (PY) 2001 Reemployment Services Allotments Planning Guidance.
  - c. Wagner-Peyser Act as amended, Section 3 (c) (29 U.S.C. 49b) and Section 7 (e) (29 U.S.C. 49f).
3. **Background.** In PY 2001, Congress appropriated \$35 million to State Workforce Agencies to provide direct services to Unemployment Insurance (UI) claimants. These funds were in addition to Wagner-Peyser (W-P) state allotments and intended to enhance and target the labor exchange services to UI claimants provided within the framework of the One-Stop Career Centers. States are currently providing reemployment services using the PY 2001 funds in accordance with approved state plans.

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4. **Funding for Reemployment Services in PY 2002.** For PY 2002, \$35 million was appropriated to provide direct services to UI claimants. Like the funds for PY 2001, these funds are intended to supplement W-P allotments and thereby increase services to UI claimants over and above regular services.
5. **State Distribution Formula.** Allocations of reemployment services funds were determined on the basis of each state's share of UI first payments with every State Workforce Agency receiving a minimum of \$215,000. PY 2002 state allocations may be different from PY 2001 due to differences in UI first payment activity and no deduction from the total allocation for a national evaluation of the services provided with these funds. Preliminary funding allotments by state were published in TEGL 13-01. Revised PY 2002 funding levels will be issued shortly.
6. **Use of the Reemployment Funds.** The funds must be expended in accordance with the W-P Act and regulations and the approved State Workforce Agency Reemployment Services Plan, and expenditures must be consistent with the State's WIA/W-P Five-Year Strategic Plan.

These funds are intended to improve the quality and the quantity of reemployment services for UI claimants building on existing initiatives and targeting the funds where they are needed and will have the most positive outcomes. In light of recent changes in economic conditions and increases in service levels for UI claimants, we encourage states to review PY 2001 reemployment services plan implementation and activity to determine if changes, additions, or a refocusing of services should be done for PY 2002.

Once again, states are encouraged to collaborate with One-Stop partners to provide a full range of seamless services to UI claimants. It is especially critical for Employment Service, UI and WIA Title I grantees to work together to assure that UI claimants are provided the assistance needed to return to work.

State Workforce Agencies should review existing policies, procedures, and research to determine best practices and next step strategies. Some information and research findings are provided in the Attachment a. to this TEGL: "Activities For Improving Reemployment Services."

States should keep in mind several considerations as they begin to plan for another year of using reemployment services funds:

- a. The funds are intended primarily to enhance direct service delivery to UI claimants.
- b. State Workforce Agencies are encouraged to use these funds, or some portion, on strategies and service delivery methods that ensure claimants served through call

centers are linked to all of the available reemployment services in their One-Stop service delivery system.

- c. Services provided should be integrated into the One-Stop service delivery system to ensure maximum benefits for unemployment insurance claimants.

7. **Grant Procedures.** Funds are being provided to State Workforce Agencies for the provision of reemployment services to UI claimants. These services must be consistent with the instructions in this TEGL.

- a. **Grant Agreement.** Reemployment Services grant funds are provided on the basis of approved state plans for the program and are provided under separate W-P Annual Funding Agreements for each program year with the designated State Workforce Agency for the Wagner-Peyser Act program. The Agreement includes Standard Assurances and Certifications that apply to all grant programs covered by the Agreement. PY 2001 state plans may be modified to extend the date and to make changes in program activities. PY 2002 funds will require a separate Reemployment Services State Plan. States should include both the new program plan and prior year plan modification under one submission as Part I and II of the plan as described below.
- b. **Grant Application.** The Grant Application must include a signed transmittal letter, a signed Application for Federal Assistance (SF-424), Budget (SF-424A, Section D only) and Plan Program Narrative that outlines how the PY 2001 carry-in and PY 2002 funds will be used.

State Reemployment Services Plans/Modifications. The overall submission must include a signed transmittal letter and a Part I and II (if applicable) as described below.

Part I (PY 2002 Funds) must include a signed SF-424 Application for Federal Assistance for the PY 2002 allotment, an SF-424A Budget (Part D only) for July 1, 2002 through June 30, 2003 expenditures, and a plan narrative which describes activities in accordance with this guidance.

Part II (PY 2001 Funds) should describe how remaining PY 2001 funds will be used differently (if there are any changes to the existing plan) and must include an SF-424A Budget (Part D only) which shows expenditures for the extended period. Note: Part II will be optional in those cases where the state has already obtained a plan modification for the extended period.

States are requested to submit two signed copies of the Plan and Modification submission to the appropriate Regional Office and one copy to:

U.S. Department of Labor  
Employment and Training Administration  
Division of USES/ALMIS  
Room S-4231  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

c. Program Plan. The program plan should be developed in accordance with the following guidelines:

- 1) Reemployment Services allocations may not be used for any type of UI profiling model update or modification.
- 2) System building projects must not exceed a range of 10% to 20% of the allocated funds. System building projects include career tools, assessment tools, equipment for job seekers use in resource rooms and similar projects.
- 3) Reemployment Services allocations may not be used to purchase capital improvements or major equipment purchases. For example, a bus to provide services is a major equipment purchase and not allowed.
- 4) Although the maximum timeframe for using these funds is three years, both PY 2001 and PY 2002 plans should plan for program completion no later than June 30, 2003. Timely service to UI claimants is an important element of providing reemployment services.
- 5) Plan Part I. The PY 2002 program plan narrative should include the following information:
  - i. Describe the background and need for the funds. Describe the relationship of the PY 2002 plan to the PY 2001 plan; indicate the extent to which the PY 2002 plan builds on the success or corrects weaknesses in the PY 2001 plan and examines the need for the services in PY 2002.
  - ii. Include a program design. Explain how the funds will be used including a description of specific activities.
  - iii. Include timeline and milestones. Provide the timeframes and milestones to mark progress.
  - iv. Provide information about program linkages. Indicate program linkages with partners and other organizations inside and outside of the One-Stop that will be involved.

- v. Describe delivery of service through the One Stop. Describe how services will be delivered through the One-Stop system.
  - vi. Specify performance outcomes. Describe how program outcomes will be obtained and measured; program goals should reflect the experience of PY 2001.
  - vii. The program plan must identify the specific program performance outcomes anticipated and method to measure attainment of those outcomes. State Workforce Agencies should evaluate performance outcomes from PY 2001 when developing performance outcomes for PY 2002 to revise weaknesses and model successes. Weak or difficult to measure performance outcomes used in PY 2001 should be revised or replaced with better measures.
- 6) Plan Part II. The PY 2002 program plan modification should include the following information:
- i. Description of how the remaining funds will be used. The modification should explain why funds have not been expended during the year and how the State Workforce Agency plans to expend funds during PY 2002.
  - ii. Changes to the plan. The modification should describe any changes from the current plan, why changes are needed and how the modified plan will assure that funds will be expended during the year.
  - iii. Performance measurement should reflect experience in PY 2001. The plan should reflect experience with performance goals in PY 2001 and describe any changes to performance measurement.
- d. Program Plan Approval. Regional Administrators are responsible for review, negotiation of changes, if appropriate, and final approval of the plan and modifications and will issue an approval letter, with a copy of the approved plan, to the State Workforce Agency and a copy of the approval letter and plan to the Grant Officer and the OWS/USES/ALMIS. Federal obligation of funds will be issued via a Notice of Obligation (grant modification) by the Grant Officer after the receipt of the Regional Office's approval package. Funding for PY 2002 will be provided on or around July 1, 2002, the effective date. To receive funds, an approved plan must be in place no later than 45 days from publication of this Planning Guidance.
- e. Program Report. State Workforce Agencies must submit a program narrative performance report using ETA Form 9100 (see attachment B) for both PY 2001 and PY 2002 (The report number has been changed from ETA Form 9011 to 9100 since issuance of TEGL 1-01.)

The PY 2001 report is due December 31, 2002. State Workforce Agencies should report all activity and compare the accomplishment of planned performance goals with the attainment of the performance indicators including state goals identified by the State Workforce Agency in the program plan. The report should include an

The PY 2002 report is due 90 days after completion of the program year or September 28, 2003. State Workforce Agencies should report all activity and compare accomplishment of planned performance goals with the attainment of the performance indicators including state goals identified by the State Workforce Agency in the program plan. The report should include an explanation of problems or delays, as well as corrective actions plans and resulting outcomes.

U.S. Department of Labor  
Employment and Training Administration  
Division of USES/ALMIS  
Room S-4231  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

To evaluate the success of this effort, ETA will track for each state, the entered employment rate with a new employer by the end of the second quarter following registration with the labor exchange using the ETA 9002 report. In addition, ETA will track activity reported on the UI-9048 and UI-9049 reports.

- f. **Financial Report.** State Workforce Agencies must report quarterly expenditures by direct data entry of Standard Form 269 into the web-based Enterprise Information Management System (EIMS). Reports must be submitted in accordance with guidance provided in TEGL No. 17-00, Automation of SESA Standard Form 269 Financial Reporting. Following the instructions in TEGL No. 17-00, Section 4, please provide appropriate contact information for data entry and data certification for reemployment services. If reemployment services will be added to a State Workforce Agency Contact Information Listing (Attachment II of TEGL No. 17-00) already submitted per instruction in TEGL No 17-00, please re-submit that listing and identify as revised. If reemployment services contact information is different from that for all other State Workforce Agency programs, an additional Contact Information sheet must be provided. As with all other SF 269 reporting, the data must be entered electronically into the system within 30 days after the end of each quarter.
8. **OMB Approval.** Persons are not required to respond to the report requirement unless the report displays an OMB approval number. The reporting requirement is mandatory (Public Law 105-220, Section 185). State Workforce Agencies must agree to submit the reports to receive reemployment services funds. Public reporting burden for this collection of information is estimated to average 56 hours for two reports per year including the time for reviewing instructions, searching, existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information

needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information including suggestions for reducing this burden, please send them to the U.S. Department of Labor, U.S. Employment Service/ALMIS, Room S4231, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project 1205-0424).

9. **Action Required.** State Workforce Agencies should review and evaluate PY 2001 reemployment services plan implementation when developing the program plan and modification. Since economic circumstances may have changed in states since PY 2001 plans were implemented, State Workforce Agencies should determine if plans for PY 2002 should be changed or refocused from the PY 2001 plan to respond to economic changes during the past year. States should submit grant plans within 30 days of the date of this advisory. Regional Offices may extend the due date, if necessary. State Workforce Agency Administrators are requested to:

- Immediately transmit this planning guidance to the appropriate State Workforce Agency office.
- Submit two signed copies of the PY 2002 grant program plan to the appropriate Regional Administrator and one copy to the National Office address indicated in Section 7b. of this letter.

Forward the Contact Information, as specified in Section 7e. to Thomas C. Martin at [tcmartin@doleta.gov](mailto:tcmartin@doleta.gov), with a copy to the Regional Office.

10. **Inquiries.** Questions regarding this TEGL should be directed to the appropriate Regional Office.

11. **Attachments.**

- a. Activities For Improved Reemployment Services
- b. ETA Form 9100