

TRAINING AND EMPLOYMENT NOTICE	NO. 5-21
	DATE August 23, 2021

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE DIRECTORS

FROM: LENITA JACOBS-SIMMONS /s/
Acting Assistant Secretary

SUBJECT: Mixed Earners Unemployment Compensation (MEUC) – Operations Checklist

Purpose. The purpose of this Training and Employment Notice (TEN) is to advise States of the availability of an Operations Checklist, developed by the Employment and Training Administration (ETA), for use by States to ensure they have systems and procedures in place to properly administer the Mixed Earners Unemployment Compensation (MEUC) program enacted in Section 261 of the Continued Assistance for Unemployed Workers Act (Continued Assistance Act).

1. **Action Requested.** ETA requests that State Workforce Administrators review this TEN and the attached Operations Checklist and provide it to the state’s Unemployment Insurance (UI) Director and other appropriate state workforce system staff to use as a self-assessment tool and to prepare for upcoming ETA Regional Office assessments and monitoring of the states’ implementation and operational efforts under the provisions of MEUC, as provided for in the Continued Assistance Act.

2. **Summary and Background.**

- a. Summary – This TEN provides information to states regarding systems and procedures necessary to ensure proper administration of the MEUC program as it relates to the UI program.
- b. Background – The Department of Labor’s (Department) ETA is actively working with states to ensure they have the resources necessary to successfully administer the provisions of the Continued Assistance Act, including MEUC. In addition, as with Federal Pandemic Unemployment Compensation (FPUC), states will be reimbursed for 100 percent of MEUC benefits and any additional administrative expenses. The attached checklist provides a means for states to ensure that their administration of the MEUC program meets statutory requirements under both the Continued Assistance Act and the UI provisions of the Social Security Act.

3. **Content.** The attached MEUC Program Operations Checklist provides a list of systems and procedures for proper administration of the MEUC program within the context of the UI program. The state program areas covered by this checklist include:

- a. Administrative guidance and processes, including initial claims and weekly or bi-weekly eligibility certification;
- b. Publicity and program announcements, including the program website and outreach efforts;
- c. Program integration, including eligibility, internal controls, and security;
- d. IT systems checks, including availability, and identification and resolution of defects;
- e. Program interfaces;
- f. Assessment of documentation of net earnings;
- g. Adjudication and appeals;
- h. Reporting; and
- i. Federal funds administration.

4. **Inquiries.** For further information, please contact the appropriate ETA Regional Office.

5. **References.**

- American Rescue Plan Act of 2021 (ARPA), including Title IX, Subtitle A, Crisis Support for Unemployed Workers (Pub. L. 117-2);
- Consolidated Appropriations Act, 2021 (Pub. L. 116-260) including Division N, Title II, Subtitle A, the Continued Assistance for Unemployed Workers Act of 2020;
- Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. 116-136), including Title II Subtitle A Relief for Workers Affected by Coronavirus Act;
- UIPL No. 15-20, Change 3, *Continued Assistance for Unemployed Workers (Continued Assistance) Act of 2020 — Federal Pandemic Unemployment Compensation (FPUC) Program Reauthorization and Modification and Mixed Earners Unemployment Compensation (MEUC) Program Operating, Reporting, and Financial Instructions*, issued January 5, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6122;
- UIPL No. 15-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 — Federal Pandemic Unemployment Compensation (FPUC) Program Operating, Financial, and Reporting Instructions*, issued April 4, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9297;
- UIPL No. 10-20, *Unemployment Compensation (UC) for Individuals Affected by the Coronavirus Disease 2019 (COVID-19)*, issued March 12, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8893; and
- ETA Handbook No. 401, *UI Report Handbook*, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7774.

6. **Attachment(s).**

- **Attachment I:** Continued Assistance Act MEUC Operations Checklist