

TRAINING AND EMPLOYMENT NOTICE	NO. 1-20
	DATE July 30, 2020

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE DIRECTORS

FROM: JOHN PALLASCH /s/
Assistant Secretary

SUBJECT: Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020-
Implementation Checklist

1. **Purpose.** The purpose of this Training and Employment Notice (TEN) is to advise States of the availability of a CARES Act Implementation Checklist, developed by the Department of Labor's (Department) Employment and Training Administration (ETA), for use by States to ensure they have systems and procedures in place to properly administer the Pandemic Unemployment Assistance (PUA), Federal Pandemic Unemployment Compensation (FPUC), and Pandemic Emergency Unemployment Compensation (PEUC) programs enacted in Title II, CARES Act.
2. **Action Requested.** ETA requests State Workforce Administrators to review this TEN and the attached Implementation Checklist and provide it to the State's Unemployment Insurance (UI) Director and other appropriate state workforce system staff to use as a State self-assessment tool and to prepare for upcoming ETA Regional Office assessments and monitoring of the States' implementation efforts under the provisions of PUA, FPUC, and PEUC, as provided for in the CARES Act.
3. **Summary and Background.**
 - a. Summary – This TEN provides guidance to States regarding systems and procedures necessary to ensure proper administration of the CARES Act programs affecting the UI program.
 - b. Background – ETA is actively working with states to ensure they have the tools necessary to successfully implement the provisions of the CARES Act as they relate to PUA, FPUC, and PEUC. In addition, the CARES Act provided \$26 million to the Department's Office of the Inspector General to audit CARES Act programs. The attached checklist provides a means for States to ensure that their administration of the PUA, FPUC, and PEUC programs meets statutory requirements under both the CARES Act and the UI provisions of the Social Security Act.
4. **Content.** The attached CARES Act Implementation Checklist provides a detailed list of systems and procedures for proper implementation of PUA, FPUC, and PEUC programs

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 integrity, including initial and continued eligibility, internal controls, and security;
- d. IT systems checks, including availability and identification and resolution of defects;
- e. Program interfaces;
- f. Employer accounts;
- g. Adjudication and appeals;
- h. Return to work reviews, including employer and employee contacts;
- i. Reporting; and
- j. Federal funds administration.

In addition, there are included separate checklists for each of the CARES Act programs – FPUC, PUA, and PEUC.

5. Inquiries. For further information, please contact the appropriate Regional Office or email covid19@dol.gov with a copy of the email to the Regional Office.

6. References.

- ETA’s guidance related to FPUC, PUA and PEUC, which are located at: <https://oui.doleta.gov/unemploy/coronavirus/>;
- *Coronavirus Aid, Relief, and Economic Security (CARES) Act* (Pub. L. 116-136), including Title II Subtitle A, Relief for Workers Affected by Coronavirus Act;
- Sections 3304(a)(6)(A) and 3309(a)(1) of the Federal Unemployment Tax Act (FUTA), 26 U.S.C. § 3304(a)(6)(A) and 3309(a)(1);
- 20 CFR Part 603;
- Unemployment Insurance Program Letter (UIPL) No. 02-16, *State Responsibilities for Ensuring Access to Unemployment Insurance Benefits*, issued October 1, 2015, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4233 and UIPL No. 02-16 Change 1, issued on May 11, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5491;
- UIPL No. 19-11, *National Effort to Reduce Improper Payments in the Unemployment Insurance (UI) Program*, issued June 10, 2011, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3036;
- ETA Handbook No. 336, *State Quality Service Plan-Planning and Reporting Guidelines*;
- ETA Handbook No. 356, *Disaster Unemployment Assistance*; and
- ETA Handbook No. 401, *Unemployment Insurance Report Handbook*.

7. Attachment(s).

- Attachment I: CARES Act Implementation Checklist