

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 13-21
	<b>DATE</b> October 19, 2021

**TO:** STATE WORKFORCE AGENCIES

**FROM:** ANGELA HANKS *AH*  
Acting Assistant Secretary

**SUBJECT:** State Quality Service Plan Assurances Required for Disaster Unemployment Assistance

1. **Purpose.** To provide information regarding annual assurances for Disaster Unemployment Assistance (DUA), which must be included in all State Quality Service Plans (SQSP) beginning Fiscal Year (FY) 2022; and to announce the availability of a DUA Standard Operating Procedures (SOP) template.
2. **Action Requested.** The Department of Labor’s Employment and Training Administration (Department) requests that State Administrators provide this information to DUA Coordinators and other staff responsible for accepting DUA claim applications, adjudicating DUA claims, and hearing DUA appeals.
3. **Summary and Background.**
  - a. Summary – This notice provides State Workforce Agencies (SWAs) with information regarding new assurances required in the annual SQSP narrative.
  - b. Background – The Department oversees the DUA program and coordinates with the Federal Emergency Management Agency to provide funds to state Unemployment Insurance (UI) agencies for payment of benefits and state administration costs related to DUA claims.

A recent audit conducted by the Office of Inspector General (OIG) found some states were not adequately prepared to operate a DUA program when a major disaster was declared. To ensure continuity of operations when a disaster is declared, all states are required to conduct DUA training annually and maintain and use a SOP for DUA during a major disaster declaration.

4. **Requirements.**

- a. DUA Training – SWAs must include an assurance in the annual SQSP narrative indicating the date the state will conduct/or attend DUA training during the FY. Training and Employment Notice No. 08-18 announced the availability of DUA training for DUA Coordinators and other staff responsible for accepting and adjudicating DUA claims and hearing DUA appeals. This course is accessible via the National Association of State Workforce Agencies learning portal, located at: <https://learning.naswa.org/public/contentdetails/8692/disaster-unemployment-assistance>.
- b. SOP – SWAs must include an assurance in the annual SQSP narrative indicating that they have a DUA SOP and continue to maintain it. The Regional Offices will also obtain an initial copy from all states for the Department’s record. For states interested in developing or updating their DUA SOPs, the Department is making available a SOP template that states may edit/customize to reflect the state’s standard operating procedures for operating the DUA program in the event of a disaster. States may contact their Regional Office to obtain a copy.

5. **Inquiries.** Please direct inquiries to the appropriate Employment and Training Administration’s Regional Office.

6. **References.**

- Unemployment Insurance Program Letter No. 24-21, *Additional Planning Guidance for the Fiscal Year (FY) 2022 Unemployment Insurance (UI) State Quality Service Plan (SQSP)*: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=5733](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5733);
- Training and Employment Notice 08-18, *Availability of Disaster Unemployment Assistance Training*: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3963](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3963).

7. **Attachment.** None.