

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 15-19
	<b>DATE</b> January 16, 2020

**TO:** STATE WORKFORCE AGENCIES

**FROM:** JOHN PALLASCH /s/  
Assistant Secretary

**SUBJECT:** 2020 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Seminar

1. **Purpose.** To provide information about the 2020 UI SIDES Seminar sponsored by the National Association of State Workforce Agencies (NASWA) on March 3-5, 2020, in Kansas City, Missouri.
2. **Action Requested.** State Administrators are encouraged to share this information with appropriate staff and authorize staff to take advantage of the opportunity to participate in the UI SIDES Seminar.
3. **Summary and Background.**
  - a. Summary – This notice announces the annual UI SIDES Seminar in Kansas City, MO. It also provides reimbursement instructions.
  - b. Background – NASWA, a national organization of state administrators of the publicly funded state workforce system, operates SIDES on behalf of the states. SIDES is a web-based system that allows electronic transmission of UI claims information between UI agencies and employers. For several years, NASWA has offered an annual UI SIDES Seminar for states. The 2020 UI SIDES Seminar begins on the afternoon of March 3 and ends at 5:00 p.m. on March 5. The purpose of the seminar is to provide information on SIDES usage, operational issues, and to facilitate SIDES-related business and technical discussions between state UI agencies and employers or their third-party administrators (TPAs).

The UI SIDES Seminar agenda will highlight promising state practices with a focus on improving UI integrity and SIDES exchange implementation. Some of the workshop topics include: exploring the UI improper payment rate and root causes; implementation of SIDES exchanges; state strategies for increasing employer participation in SIDES; incorporating SIDES into UI information technology modernization projects; and round table discussions. In addition, a new hands-on lab will be available to learn strategies for maintaining SIDES connectivity between the state/integrated partner system and the SIDES broker. The target audience is UI Directors, UI benefit managers, adjudication

managers, state project managers, state and employer/TPA SIDES liaisons, SIDES IT system analysts and programmers, and other appropriate staff.

The Employment and Training Administration (ETA) recognizes the importance of SIDES in reducing improper payments and supporting the efficient administration of the UI program. ETA encourages state participation in the UI SIDES Seminar to increase the use of the SIDES system.

#### 4. **Seminar Details.**

- a. Seminar Location and Hotel Information: NASWA will host the 2020 UI SIDES Seminar on March 3-6, 2020, at the InterContinental Kansas City at the Plaza, 401 Ward Pkwy, Kansas City, MO 64112. A draft schedule and detailed information about hotel reservations and seminar registration are available on NASWA's website at <https://www.naswa.org/conferences/2020-sides-seminar>.

Attendees may make reservations online at the InterContinental Kansas City at the Plaza [https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?fromRedirect=true&qSrt=sBR&qIta=99801505&icdv=99801505&qSIH=MKCHA&qCiD=02&qCiMy=022020&qCoD=06&qCoMy=022020&qGrpCd=NAS&setPMCookies=true&qSHBrC=IC&qDest=401%20Ward%20Parkway,%20Kansas%20City,%20MO,%20US&sr\\_b\\_u=1](https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?fromRedirect=true&qSrt=sBR&qIta=99801505&icdv=99801505&qSIH=MKCHA&qCiD=02&qCiMy=022020&qCoD=06&qCoMy=022020&qGrpCd=NAS&setPMCookies=true&qSHBrC=IC&qDest=401%20Ward%20Parkway,%20Kansas%20City,%20MO,%20US&sr_b_u=1) or by calling the Reservations Department at (877) 666-3243 and mentioning the room block name of "NASWA."

Attendees must make reservations by February 10, 2020, to obtain a room at the seminar rate.

- b. Travel Costs Reimbursement: NASWA will provide up to **\$2,000 to each participating state** to help cover travel costs. Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or the state's out-of-state per diem requirements, whichever is less), and minor incidental costs like parking. NASWA will reimburse states only for accommodations on the nights of March 2-6, 2020.

After the seminar and upon receipt and approval of a single invoice summarizing travel costs incurred, NASWA will issue **one** reimbursement check per state for all participants from that state. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total requested reimbursement amount, and copies of all corresponding receipts to support the reimbursement, as required by that state's travel policy.

The invoice and documentation, including mailing instructions for the check (attention of individual or department, and address), must be scanned and emailed to [accounting@naswa.org](mailto:accounting@naswa.org). Each attending state should submit its invoice no later than June 30, 2020. NASWA will not honor invoices submitted after June 30, 2020.

NASWA will send the state's reimbursement check within approximately four weeks after approval of the expense reimbursement documentation.

5. **Inquiries.** Direct any inquiries regarding the UI SIDES Seminar's content or participation to Jamie Abbott at [jabbott@naswa.org](mailto:jabbott@naswa.org). Direct any inquiries regarding registration and hotel information to [naswa-meetings@naswa.org](mailto:naswa-meetings@naswa.org).
6. **References.** Not Applicable.
7. **Attachment(s).** Not Applicable.