

TRAINING AND EMPLOYMENT NOTICE	NO. 22-15
	DATE January 22, 2016

TO: STATE WORKFORCE AGENCIES

FROM: PORTIA WU 
Assistant Secretary

SUBJECT: 2016 National Unemployment Insurance Benefit Timeliness and Quality (BTQ) Review - Spring Session

1. **Purpose.** To announce the 2016 National BTQ Review that will be held the week of May 16-20, 2016, at the Frances Perkins Building, 200 Constitution Avenue NW, Washington, D.C., and request that Administrators from selected states ensure that two of their BTQ experts attend.
2. **References.**
 - Training and Employment Notice (TEN) No. 8-14, *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes*;
 - TEN No. 3-15, *Reengineering Unemployment Insurance (UI) Benefits Program Accountability Processes: Update on Implementation Progress and State Impacts*; and
 - ET Handbook No. 301, 5th Edition, *UI Performs: Benefits Timeliness and Quality Nonmonetary Determinations Quality Review*.
3. **Background.** TEN No. 8-14 announced the U.S. Department of Labor (Department), Employment and Training Administration's (ETA) efforts to reengineer its Unemployment Insurance (UI) Benefits Accountability processes. In the past, each state was required to participate in a Cross-Regional (Peer) Review during at least one quarter of each calendar year. The Cross-Regional (Peer) Review methodology has been discontinued and has been replaced with a national review. Beginning in fiscal year 2016, two national BTQ sessions will be held triennially (every three years) instead of annually. The National BTQ Review will be jointly coordinated by the ETA Regional Offices and National Office. This National BTQ Review will be structured similar to the National UI Appeals Review and will provide a forum for federal and state staff to review a sub-sample of non-monetary determination BTQ cases from the past three years. There will be two sessions, a Spring Session and a Summer Session. The states selected to attend this Spring Session are listed in Attachment A and must plan to send two BTQ reviewers to this designated session.

The sub-sample of cases selected for the national BTQ review will be provided to states through the appropriate ETA Regional Office. States must mail case materials for the selected sub-sample by close of business (COB) March 18, 2016. ET Handbook No. 301, 5th Edition, will be used for the review and there will be at least one webinar conducted to familiarize the state BTQ reviewers with the national review process.

**EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

4. **Logistics.** The Department will host the National BTQ Review Spring Session at the Frances Perkins Building located at 200 Constitution Avenue, NW, Washington, D.C. 20210, during the week of May 16-20, 2016. A draft agenda is attached (Attachment B). The Department has secured a block of rooms with the Courtyard Marriott Washington, D.C./U.S. Capitol, located at 1325 2nd Street NE, Washington, D.C. 20002. The hotel is located close to the Red Line Metro Station and is on the same block as the NoMa-Gallaudet U Metro station, which is two stops away from the Judiciary Square Metro station where the Frances Perkins Building is located.

Hotel reservations can be made by calling 1(800) 331-3131 and referencing “National BTQ Review May 2016” or by visiting the hotel’s website for this event at:
http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=National%20BTQ%20Review%20May2016%5Ewasus%60btqbtqa%60226.00%60USD%60false%601%605/15/16%605/20/16%604/18/16&app=resvlink&stop_mobi=yes.

The deadline to make hotel reservations is April 18, 2016.

The Department will reimburse states for travel costs associated with two staff BTQ experts attending the National BTQ Review. Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or states’ out-of-state per diem requirements, whichever is less) and minor incidental costs.

5. **Action Requested.** State Administrators from the states selected to participate in this National BTQ Review, Spring Session, are requested to:
 - a. Provide this TEN to appropriate staff including BTQ Coordinator(s), and
 - b. Submit the names and contact information for the two staff that will attend this review to the appropriate ETA Regional Office no later than COB March 4, 2016.
6. **Inquiries.** Inquiries should be directed to the appropriate ETA Regional Office.
7. **Attachments.**
 - A. States Selected for the 2016 National BTQ Review Spring Session
 - B. 2016 National BTQ Review - Draft Agenda

ATTACHMENT A

STATES SELECTED FOR THE 2016 NATIONAL BTQ REVIEW SPRING SESSION

- Alabama
- Alaska
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Hawaii
- Indiana
- Iowa
- Maryland
- Massachusetts
- Michigan
- Missouri
- Montana
- New Jersey
- North Carolina
- North Dakota
- Tennessee
- Texas
- Vermont
- Virgin Islands
- Virginia
- Washington
- Wisconsin
- Wyoming

ATTACHMENT B

**2016 National BTQ Review
Draft Agenda**

(NOTE: This is a draft agenda of the Spring Session and is subject to change.)

Monday, May 16, 2016

U.S. Department of Labor, Frances Perkins Building

8:30 a.m. to 12:00 p.m. (Cesar Chavez Auditorium)

- Orientation
 - Introductions
 - Logistics
 - Scoring/Case Review

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. to 5:00 p.m. (N-4437 and C5521 Room 4)

- State case distributions
- Reviewing and scoring state BTQ cases

Tuesday, May 17, 2016 through Thursday, March 19, 2016 (N-4437 and C5521 Room 4)

8:00 a.m. to 5:00 p.m. daily

- Case Reviews and daily wrap-up

Friday, May 20, 2016

9:00 a.m. to 12:00 p.m. (Cesar Chavez Auditorium)

- Debriefing of state review team leads
- Miscellaneous