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| TRAINING AND EMPLOYMENT NOTICE | NO. 28-15 |
| | DATE February 29, 2016 |

TO: STATE WORKFORCE AGENCIES

FROM: PORTIA WU 
Assistant Secretary

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

1. **Purpose.** To announce the 2016 National UI BTQ Review – Summer Session that will be held the week of June 13-17, 2016, at the Frances Perkins Building, 200 Constitution Avenue NW, Washington, DC, 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. 08-14 announced the U.S. Department of Labor (Department), Employment and Training Administration's (ETA) efforts to reengineer its 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 Summer 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) April 22, 2016. Employment & Training 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.

4. **Logistics.** The Department will host the National UI BTQ Review Summer Session at the Frances Perkins Building located at 200 Constitution Ave, NW, Washington, D.C. 20210, during the week of June 13-17, 2016. A draft agenda is attached (Attachment B). The Department has secured a block of rooms with the Courtyard Washington, DC/US 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 June 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=US%20Department%20of%20Labor%20-%20National%20Reveiw%5Ewasus%60usdusda%60226.00%60USD%60false%601%606/12/16%606/17/16%605/15/16&app=resvlink&stop_mobi=yes.

The deadline to make hotel reservations is May 15, 2016.

The Department will reimburse states for travel costs associated with two staff BTQ experts attending the National UI 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 UI BTQ Review, Summer 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 April 8, 2016.
6. **Inquiries.** Inquiries should be directed to the appropriate ETA Regional Office.
7. **Attachments.**
 - A. States Selected for the 2016 National UI BTQ Review Summer Session
 - B. 2016 National UI BTQ Review - Draft Agenda

ATTACHMENT A

STATES SELECTED FOR THE 2016 NATIONAL UI BTQ REVIEW SUMMER SESSION

- Arizona
- District of Columbia
- Georgia
- Idaho
- Illinois
- Kansas
- Kentucky
- Louisiana
- Maine
- Minnesota
- Mississippi
- Nebraska
- Nevada
- New Hampshire
- New Mexico
- New York
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Utah
- West Virginia

ATTACHMENT B

**2016 National UI BTQ Review
Draft Agenda**

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

Monday, June 13, 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 C5515)

- State case distributions
- Reviewing and scoring state BTQ cases

Tuesday, June 14, 2016 through Thursday, June 16, 2016 (N-4437 and C5515)

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

- Case Reviews and daily wrap-up

Friday, June 17, 2016

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

- Debriefing of state review team leads
- Miscellaneous