

TRAINING AND EMPLOYMENT NOTICE	NO. 32-15
	DATE April 12, 2016

TO: STATE WORKFORCE AGENCIES

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Directory of Federal Civilian and Military Agencies Requesting Quarterly Unemployment Compensation for Federal Employees or Unemployment Compensation for Ex-Servicemembers Detailed Benefit Payment Data

1. **Purpose.** To provide an updated directory of Federal agencies that request detailed Unemployment Compensation for Federal Employees (UCFE) or Unemployment Compensation for Ex-Servicemembers (UCX) benefit payment data, which support the United States Department of Labor's (Department) quarterly unemployment compensation billings.
2. **References.**
 - Fiscal Letter No. 3-81, *Reporting of UCFE (including Postal) Benefit Charges Under P.L. 96-499*;
 - Unemployment Insurance Program Letter (UIPL) No. 6-14, *ET Handbook 401, 4th Edition, Change 3 - Revision to ETA 191, Statement of Expenditures and Financial Adjustments of Federal Funds for Unemployment Compensation for Federal Employees and Ex-Servicemembers (UCFE/UCX)*; and
 - Training and Employment Notice (TEN) No. 23-13, *Directory of Federal Civilian and Military Agencies Requesting Quarterly Unemployment Compensation for Federal Employees (UCFE) or Unemployment Compensation for Ex-Servicemembers (UCX) Detailed Benefit Payment Data*.
3. **Background.** TEN No. 23-13 informed State Workforce Agencies (SWAs) of the requirement to furnish Federal agencies, upon request, with detailed benefit payment data that supports the charges contained in Section B of the ETA 191 report. The detailed benefit payment data must include the following: (1) claimant's name; (2) claimant's social security number; (3) chargeable benefits paid to each claimant; and (4) recoupments, offsets, and other adjustments affecting the quarterly charges. Federal agencies use this detailed benefit payment data to reconcile the charges against the quarterly unemployment compensation billings they receive from the Department. Once detailed benefit payment data is requested, SWAs are required to furnish this data to the Federal agency each quarter. In order to protect the data, it must be password-protected or encrypted in accordance with the state's own policies and procedures.

4. **Action Requested.** State administrators are requested to distribute this notice to appropriate staff. Detailed benefit payment data should be forwarded directly to the requesting Federal agencies by the 25th day of the month following the end of the reporting quarter. The detailed benefit payment data must be equal to the agency charges submitted in Section B of the ETA 191 report for the same quarter.
5. **Inquiries.** Inquiries should be directed to the appropriate regional office.
6. **Attachment.** Directory of Federal Civilian and Military Agencies Requesting Quarterly UCFE or UCX Detailed Benefit Payment Data.