

TRAINING AND EMPLOYMENT NOTICE	NO. 6-17
	DATE August 18, 2017

TO: STATE WORKFORCE AGENCIES

FROM: BYRON ZUIDEMA /s/
Deputy Assistant Secretary

SUBJECT: Revised ETA Handbook No. 401, Unemployment Insurance Reports Handbook

1. **Purpose.** To transmit the fifth edition of ETA Handbook No. 401, Unemployment Insurance (UI) Reports Handbook.
2. **Background.** The fourth edition of ETA Handbook No. 401 was originally published in 2007. During the last few years, new reports have been added and several updates have been made to existing reporting instructions. The reports included in the ETA Handbook No. 401 undergo the Paperwork Reduction Act process individually to obtain approval for continued collection activities. The new edition of the handbook incorporates the changes issued to the previous edition as well as instructions for data collections that were not previously included in the handbook.
3. **Notifications of changes.** Unemployment Insurance Program Letters (UIPLs) have previously been issued for all updates included in this edition (see “Attachment B: Notification of Changes”).
4. **Reports Not Previously Included.** The ETA 9161, ETA 9128, and ETA 9129 have been added to the Handbook.
5. **Reports Removed.** The ETA 9000 Internal Fraud Activity and ETA 205 Preliminary Estimates of Average Employer Contribution Rates have been removed. The ETA 9000 was merged with ETA 227 Overpayment Detection and Recovery Activities and the ETA 205 was merged with ETA 204 Experience Rating.
6. **Clarifications.** Editorial changes have been made to ensure clarity in instructions for several of the reports.
7. **Action Required.** Replace the fourth edition of ETA Handbook No. 401 with the fifth edition.
8. **Inquiries.** Questions should be directed to the appropriate Regional Office.
9. **Reference.**
 - [ETA Handbook No. 401, 5th Edition](https://wdr.doleta.gov/directives/attach/ETAH/ETHand401_5th.pdf)
(https://wdr.doleta.gov/directives/attach/ETAH/ETHand401_5th.pdf.)
 - [Notification of Changes](https://wdr.doleta.gov/directives/attach/ETAH/ETHand401_5th-Attachment_Acc.pdf)
(https://wdr.doleta.gov/directives/attach/ETAH/ETHand401_5th-Attachment_Acc.pdf.)