

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI /DPM
	DATE October 22, 2010

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 01-11

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Issuance of State Unemployment Insurance Data Validation Operations Guide (ET Operations Guide 411)

1. **Purpose.** To provide State Workforce Agencies (SWAs) with instructions on how to navigate the Benefits and Tax applications of the Data Validation (DV) State Web Software Version 3.2.0.
2. **References.** ET Handbook No. 361, "UI Data Validation Handbook" (Benefits, November, 2009 and Tax, July 11, 2008).
3. **Background.** Unemployment Insurance (UI) DV is necessary to ensure that data reported by states that are used to measure performance, for administrative funding allocations, for economic analysis, and for other purposes are accurate and comparable across states. States are required to file a series of standardized reports on their UI operations with the U.S. Department of Labor, Employment and Training Administration (ETA). Reports covered by the data validation program are required on a monthly or quarterly basis. The DV State Web Software facilitates the validation process and generates standardized outputs that document the data validation results.
4. **ET Operations Guide 411 Summary.** The Operations Guide provides SWAs with step-by-step instructions to navigate the Benefits and Tax applications of the DV State Web Software.
5. **OMB Approval.** The Office of Management and Budget (OMB) has approved the UI DV data collection through July 31, 2011. The approval is OMB No. 1205-0431. The public reporting burden for the collection of information has not changed.
6. **Action Requested.** SWA administrators are requested to distribute copies of the attachment (ET Operations Guide 411) to appropriate staff.
7. **Effective Date.** The contents of the ET Operations Guide 411 are effective immediately.
8. **Inquiries.** All questions should be directed to the appropriate Regional Office.
9. **Attachment.** ET Operations Guide 411, "UI Data Validation Operations Guide", August, 2009.

RESCISSIONS None	EXPIRATION DATE October 22, 2011
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