

<b>U. S. Department of Labor</b> <b>Employment and Training Administration Advisory System</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OUI/Division Symbol
	<b>DATE</b> December 4, 2009

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 03-10**

**TO: STATE WORKFORCE AGENCIES**

**FROM: JANE OATES /s/  
Assistant Secretary**

**SUBJECT: Revisions to Employment and Training (ET) Handbook 336, 18<sup>th</sup> Edition:  
“Unemployment Insurance (UI) State Quality Service Plan (SQSP)  
Planning and Reporting Guidelines”**

1. **Purpose.** To provide State Workforce Agencies (SWAs) with a revised version of ET Handbook 336, 18<sup>th</sup> Edition, Change 2
2. **References.** ET Handbook 336, 18<sup>th</sup> Edition, “UI SQSP Planning and Reporting Guidelines”.
3. **Background.** In response to an Office of the Inspector General (OIG) Audit, the Employment and Training Administration (ETA) is providing specific guidance and revisions to ET Handbook 336, 18<sup>th</sup> Edition, “UI SQSP Planning and Reporting Guidelines” related to the requirements of IT security necessary for a viable SWA IT system security program. The SQSP is the state UI performance management and service plan. With a focus on continuous improvement, it is also the grant document through which states receive Federal UI administrative funding. General instructions for the SQSP are contained in ET Handbook 336. The Handbook is designed as a permanent instruction for the annual planning and budget process in each state and provides states with planning guidelines and instructions for reporting UI financial and staff year information.
4. **Handbook Modifications Summary.** Below is a summary of changes to ET Handbook 336:
  - Chapter I, Section VII-H, “Assurance of Contingency Planning”. The title of this assurance was broadened from “Disaster Recovery Capability” to “Contingency Planning Capability” to include preparation for any uncertain future disruptions, including disasters. This section has been modified to provide guidelines for UI Contingency Planning controls.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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- a. The Assurance of Automated Information Systems Security was enhanced to provide guidelines for having adequate UI information security controls. In addition, the State Plan Narrative Outline was modified for SWAs to provide the dates when their IT Contingency Plans were implemented, tested and reviewed/updated; when their Risk Assessments were conducted; and when their System Security Plans were reviewed/updated.
- A new appendix, Appendix IV: Information Technology Security Guide was created to provide an overview on IT Contingency Planning, Risk Assessment, and System Security Planning security controls.

In addition to the changes summarized above, editorial changes were made to other chapters and appendices of the Handbook to provide clarity to existing instructions.

5. **OMB Approval.** The Office of Management and Budget has approved the revision to ET Handbook No. 336, 18<sup>th</sup> Edition for use through August 31, 2011. The approval number is OMB no. 1205-0132. The public reporting burden for this collection of information has not changed.
6. **Effective Date.** The contents of the Handbook are effective with the preparation of the FY 2011 SQSP.
7. **Action Required.** Copies of the attachment should be distributed to all holders of Handbook No. 336. States should review these changes and adjust their procedures as necessary.
8. **Handbook Maintenance.** Remove ET Handbook No. 336, 18<sup>th</sup> Edition, and replace in its entirety,
9. **Inquiries.** Questions should be addressed to the appropriate Regional Office.
10. **Attachment.** ET Handbook No. 336, 18<sup>th</sup> Edition.