

**UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT AND ELIGIBILITY
ASSESSMENT (REA) PROPOSAL OUTLINE FOR STATES CONTINUING A UI
REA PROGRAM**

1. **UI REA Grant Project Summary.** States should follow this outline to develop proposals to continue the UI REA program. All proposals must include an abstract of the UI REA grant proposal containing the elements listed in Attachment B, *Elements of the Unemployment Insurance (UI) Reemployment and Eligibility Assessments Proposal Abstract*. Proposals should include only the information required in this outline. Additional narrative is not helpful and does not enhance the state's proposal.

Proposals from continuing UI REA states are not scored. Requests to expand a state's UI REA program are subject to funding availability.

2. **Project Costs.** Proposals must include a description of all proposed expenditures and a projected schedule for significant project activities. States may elect to provide UI REAs at the same level as the prior year or they may elect to expand the UI REA program. If the state is implementing at the current level, incremental costs are not needed.

A. Fixed Costs: Include fixed costs related to conducting an equal number of UI REAs as funded in Fiscal Year 2013.

B. Incremental Costs: If the state proposes to increase the number of UI REAs, the proposal should also include incremental costs. These costs should be expressed as costs per 10,000 REAs or less.

C. Initial and Subsequent UI REAs: The total projected number of individual initial and subsequent (if any) UI REAs should be provided along with the projected cost for each type of UI REA. In addition, states should provide the number of projected UI REAs for which the claimant does not report along with the estimated cost of rescheduling the UI REA. Claimants who do not report as scheduled must be referred to UI adjudication. They may also be rescheduled, as appropriate.

- a. **Staff Costs.** The proposal should identify both state staffing needs and any contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly cost. Staff cost estimates should reflect only actual hours to be worked. Staff may work on the UI REA program part-time and on other projects part-time and must charge their time to each task based on hours worked. Staff costs for continuing states should primarily include costs for conducting the UI REA and should not exceed two hours for an individual UI REA. Management costs should also be identified, as appropriate. States should include information in the following format for all staff requests:

Position Title	# Hours	Cost Per Hour	Total Cost
UI REA Interviewer	120	\$50	\$6,000

States must charge all staff time used for the UI REA program to a UI REA project code. Both management and other staff may be working on the UI REA program on a part-time basis while assuming other duties. Only the portion of work that accrues to the UI REA initiative may be funded under this grant. Thus, the proposal should identify only the project time that will be devoted solely to the UI REA project for all staff hours for which funding is requested.

If contract staff is involved, documentation should include the type of position, estimated contract staff hours, anticipated costs per hour, and total cost.

- b. **Other.** The proposal should include costs for other activities and/or equipment not identified above. Each cost should be broken down to the specific cost item with a description of each cost and the associated costs for each item requested. All costs must be related to conducting UI REAs for UI claimants.
- c. **Total Costs.** The proposal should include the total funding request. Spreadsheets used to calculate and total these costs should be included.

3. **Information about the UI REA Program.** States should provide brief answers to the elements below. This information will be shared with states seeking assistance to implement or change a UI REA program. It will also be used to provide information, as needed, for UI management staff. The information will be compiled and will be available to all states. An extensive narrative is not needed.

A. **UI REA Staffing and Time.** Identify the following: 1) the type of staff conducting each of the UI REA key components for the initial UI REA; 2) whether the UI REA is conducted on an individual basis or in a group setting (the eligibility review and the development of the individual reemployment plan must be done on an individual basis); and 3) the average time required for each UI REA activity. Both the eligibility review and the development of an individual reemployment plan must be provided on a one-on-one basis. Claimants may be provided forms in a group setting which they will discuss with staff one on one after completion. Staff identification should contain the name of the program office for these staff such as UI, the Employment Service (ES), or other. Any additional key activities should be included in the table. The sum of the average time for each activity below should be equal to the time required to complete the initial UI REA.

Initial REA

Activity	Staff	Individual/ Group	Average Time
Eligibility Review			
Labor Market Information			
Individual Reemployment Plan			

Orientation			
Referral to Reemployment Services			

If the state conducts multiple UI REAs for individual claimants, provide the following: 1) the type of staff conducting the subsequent UI REA; 2) whether it is conducted on an individual basis or in a group setting; and 3) the average time required for each UI REA activity. Staff identification should contain the name of the program office for these staff such as UI, the ES, or other. Any additional key activities should be included in the table. The sum of the average time for each activity below should be equal to the time required to complete the subsequent UI REA.

Subsequent REA

Activity	Staff	Individual/ Group	Check if by Telephone	Average Time
Eligibility Review				
Labor Market Information				
Individual Reemployment Plan				
Orientation				
Referral to Reemployment Services				

- B. Service Delivery Staff.** Provide information about the type of staff managing the REA project and the type of staff conducting the UI REA. In accordance with the new UI REA guidelines implemented in 2013, a UI staff member must be available to work on program management. Provide an explanation of the UI staff role in management. The delivery of the UI REA may be assigned to the staff designated by the state, e.g., UI staff, Wagner-Peyser staff, Workforce Investment Act (WIA) staff, or some combination. If Wagner-Peyser or WIA American Job Center (AJC) staff members conduct the UI REA, briefly describe how they are trained to conduct the UI eligibility review.
- C. Selection of UI REA Participants.** Identify the pool from which both UI REA participants and the comparison group are selected. Describe how claimants are assigned to these two groups and at what point in the claims series these selections are made. If the Worker Profiling and Reemployment Services (WPRS) program is used, states must explain which claimants in the WPRS pool are selected for the UI REA treatment group and comparison groups. Note that claimants selected for the WPRS program cannot be selected for the UI REA treatment group or the comparison group for the UI REA program.
- D. Description of a UI REA.** Provide a brief description of the state’s UI REA, including the elements of the UI REA and how the key components identified in this Unemployment Insurance Program Letter are implemented. In addition, please describe the type of staff that will provide each of the components of the UI REA (provision of

labor market information, development of the reemployment plan) and what format is used (group or individual). Please include a copy of the form that is used to develop the individual reemployment plan.

- E. Scheduling the UI REA in the Claims Series.** Claimants should also be selected at the same week in the claims series to ensure an even comparison. Claimants must be contacted and notification must be sent to the claimant advising of a scheduled UI REA by the fifth week in the individual's claim series. The fifth week in the claim series means the fourth week after the week in which the claimant files an initial claim. If the claimant has not yet established monetary eligibility for benefits or is not yet eligible because a nonmonetary issue is pending adjudication, the claimant should be selected during the first week that s/he claims after being determined eligible for benefits.
- F. Single or Multiple UI REAs.** Identify whether the state plans to conduct single or multiple UI REAs for each claimant and indicate the timing within the claim series when the UI REA and any subsequent UI REA(s) will be conducted. Multiple UI REAs that exceed one initial UI REA and two subsequent UI REAs per individual claimant will not be funded.
- G. Failure to Report for a UI REA.** Describe the actions taken when claimants fail to report for UI REAs, including how claimants will be notified of the potential consequences of their failure to report as scheduled and/or failure to participate in the UI REA. Also, states must describe how it provides claimants information such as a contact number to notify the state in advance that s/he will be unable to attend the scheduled UI REA. Describe the feedback system that is in place to notify appropriate UI adjudication staff when claimants fail to report for scheduled UI REAs. In addition, describe the state's rescheduling policy and processes.
- H. Collaboration with Service Providers.** An agreement or Memorandum of Understanding (MOU) must be renewed by UI and appropriate service providers who partner with UI for the UI REA program. This ensures that the necessary partners commit the staff necessary to provide reemployment services as required by the grant. States that have previously submitted a copy of the agreement do not need to submit a copy of the agreement or MOU. If the agreement/MOU has not been finalized, the state must provide the estimated date of submission. In addition, the agreement or MOU must contain:
- Names of all parties to the agreement;
 - A brief description of the collaborative process jointly developed;
 - Identification of those who will provide the specific services;
 - Description(s) of how feedback will be provided; and
 - Description(s) of the role of the service providers.
- I. UI REA Required Reports.** States must review both the ETA 9128s and the ETA 9129s focusing primarily on the most recent four calendar quarters to address the accuracy of the reports. Attachment D, *The Unemployment Insurance (UI) Reemployment and Eligibility Assessment (REA) Data Concerns*, provides some guidelines for detecting problems; and states have been provided a quarterly summary that includes calculations

of some of the relationships between the data elements and the probable outcomes. In addition, the ETA national office sends a quarterly summary of UI REA data to each state and the ETA regional offices, which includes some calculations of outcomes and data relationships. This quarterly summary will be used during the review of the proposal.

J. Narrative Description of Data Reporting Problems. In a narrative, states should identify problems that they are having with any of the required reports and provide a plan to improve their reporting accuracy and timeliness. If in the past the state made significant corrections to these required reports, the date the corrections were made and the date after which the state's data was correct/valid as a result of the changes should be included.

K. UI REA Activities to Share with Other States. If the state has implemented practices that would be helpful to share with other states, the state is requested to provide a brief summary of the practice. This information will be compiled and shared with other states.