

ETA 902M – MIXED EARNERS UNEMPLOYMENT COMPENSATION ACTIVITIES REPORT
Section IV-4

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A. Facsimile of Form

ETA 902M – MIXED EARNERS UNEMPLOYMENT COMPENSATION (MEUC) ACTIVITIES

STATE:	REGION:	RPTDATE:
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SECTION A. CLAIMS AND PAYMENT ACTIVITY

CATEGORY	LINE NO.	INITIAL APPS.	NO. DETERM. ELIG.	FIRST PAYMENTS	WEEKS COMPENSATED
		1	2	3	4
Total	101	c1	c2	c3	c4
State UI	102	c5	c6	c7	c8
UCFE/UCX	103	c9	c10	c11	c12
EB	104	c13	c14	c15	c16
PEUC	105	c17	c18	c19	c20
TRA	106	c21	c22	c23	c24
DUA	107	c25	c26	c27	c28

SECTION B. APPEALS ACTIVITY

CATEGORY	LINE NO.	APPEALS FILED	APPEALS DISPOSED	FAVOR OF APPELLANT
		5	6	7
Total	201	c29	c30	c31
State UI	202	c32	c33	c34
UCFE/UCX	203	c35	c36	c37
EB	204	c38	c39	c40
PEUC	205	c41	c42	c43
TRA	206	c44	c45	c46
DUA	207	c47	c48	c49

CATEGORY	LINE NO.	ADMINISTRATIVE COST
		10
Total	301	c50

Comments:

OMB No.: NA
NA

OMB Expiration Date: NA

OMB Burden Minutes:

OMB Burden Statement: Section 2116(a), Division B, Title II of the CARES Act states that “Chapter 35 of Title 44, United States Code, (commonly referred to as the “Paperwork Reduction Act of 1995”) shall not apply to the amendments made by this subtitle.” Therefore these reporting instructions do not require additional OMB approval and the submission of this information is required to obtain or retain benefits under the SSA 303(a)(6).

B. Purpose

The ETA 902M report contains monthly data on activities for the Mixed Earners Unemployment Compensation (MEUC) program enacted under the Continued Assistance Act on December 27, 2020. MEUC is a temporary Federal program that provides additional relief to workers affected by the coronavirus through the provision of a \$100 supplemental benefit amount to certain individuals with at least \$5,000 in self-employment income (as defined in section 1402(b) of the Internal Revenue Code of 1986) in the most recent taxable year ending prior to the individual’s application for regular Unemployment Compensation. MEUC is potentially available to claimants in all programs until March 14, 2021 except for the temporary Pandemic Unemployment Assistance (PUA) program.

C. Scope and Duration of the Report

1. The first report shall be sent in the month following the date of the state agreement to participate in the MEUC program, and later reports shall be sent each month that MEUC activity continues to occur, such as for payments made for weeks in the pandemic assistance period (PAP) issued as a result of appeals.
2. Reports should be submitted monthly through the end of the PAP and until all payment and appeals activity is complete. For periods after the PAP has ended, only non-zero reports need to be submitted.

D. Due Date and Transmittal

Reports shall be submitted electronically each month providing MEUC activities performed during the preceding calendar month. Reports are due in the National Office on the 30th of the month following the month to which data relate.

The email subject line should include the report name, (ETA 902M), and the name of the submitting jurisdiction.

One copy should also be sent via email to the San Francisco ETA Regional Office.

E. General Reporting Instructions

1. MEUC activity reflecting primary workload items associated with operation of the MEUC program should be reflected in the ETA 902M report. In particular, this should include the MEUC initial claims or applications, number of the individuals determined eligible, first payments, weeks compensated, and the number of appeals disposed by the state unemployment office.
2. Administrative funding for MEUC activity is computed automatically in the ETA 902M report once it has been saved to the data entry screen of the Unemployment Insurance Reporting (UIR) system.
3. Activity related to Federal Pandemic Unemployment Compensation (FPUC) should not be included in this report. Monetary activity related to FPUC payments are reported in the ETA 2112 report and FPUC overpayments and recoveries are reported in the ETA 227 FPUC report. MEUC overpayments are reported in the ETA 227 MEUC report.
4. Appeals activity based on underlying program eligibility issues should be reported under the relevant underlying program report and should not be reflected in the ETA 902M report appeals activity. Only appeals of MEUC eligibility should be counted in this report.

F. Definitions

1. Effective Date of an Initial Application. The effective day is the first day of the first week of unemployment for which MEUC is payable in the state. MEUC payments may be made to eligible individuals starting with the week of unemployment beginning on or after December 27, 2020, and the state executes an addendum to the FPUC agreement.
2. Eligible. Meets qualifications for receiving MEUC, as specified in Section 261 of the Continued Assistance Act. If an individual is eligible for PUA, such individual is not eligible for MEUC and should not be counted in any MEUC Activities report.

G. Item by Item Instructions

1. Report Period Ended. Enter the month, last day of the month, and four digit year to which the data relate; e.g., 01/31/2021.
2. State. Enter the two-letter Federal Information Processing Standards (FIPS) State Alpha Code (identical to the two-letter U.S. Postal Service abbreviation) of the state. The National Institute of Standards and Technology issued the FIPS publication on May 28, 1987.

3. Section A. Claims and Payment Activities. Row 101 should reflect total claims and payments for all MEUC activities. Rows 102 to 107 should reflect the subset of activity associated with claimants of the relevant program only. Counts in rows 102 to 107 of each column should add to the respective total in row 101.
- a. Column 1, Initial Applications. Enter the number of initial applications/claims for MEUC taken during the report period. This will equal the number of initial applications that were completed and/or number of applications entered into an automated system through an electronic/telephone claims taking system during the report period.
 - b. Column 2, Number Determined Eligible. Enter the number of individuals determined eligible for MEUC during the report period.
 - c. Column 3, First Payments. Enter the number of payments made which represent, for any individual, the first week for which MEUC is paid.
 - d. Column 4, Weeks Compensated. Enter the number of weeks of unemployment for which MEUC was paid during the report period. A week of unemployment compensated is any week of unemployment for which MEUC funds are paid during the report month, regardless of when the week of unemployment occurred.

4. Section B. Appeals Activity.

- a. Column 5, Appeals Filed. Enter the number of appeal cases or requests for review received during the month.

NOTE: For columns 5 through 7, the entries refer to the number of cases received or disposed of during the report period. Definitions of appeals filed, disposal, etc., are those used in the state UI program. Appeals activity should be broken out by the program in which the claimant is also filing.

- b. Column 6, Appeals Disposed. Enter in column 6 the total number of cases disposed during the month regardless of the appeal authority.
- c. Columns 7, Favor of Appellant. Enter in column 7 the number of appeal decisions included in column 6, which were in favor of the appellant regardless of the appeal authority.

5. Section C. Administrative Costs.

Column 10, Administrative Costs. This data cell will be automatically self-populated and reflect computed administrative costs upon entry of the

workload items reported in Section A. and Section B. above. Minute per unit factors reflected in the annual UIPL advisory communicating target allocations for base administrative grants and staff year usage, information from the UI-1 report will be used to compute staffing levels needed to process the initial claims (line 101 column 1) and appeals disposed (line 201 column 30) workload. Staff salary rates will reflect the rates used for quarterly above base computations. Staffing costs will be increased by the applicable factor to account for leave, and resulting costs will be increased by 19% to account for overhead.

H. Checking the Report

1. General Checks. Entries should be made for all required items. If the item is inapplicable, or if applicable but no activity corresponding to the items occurred during the report period, a zero should be entered. A report containing missing data cannot be sent to the National Office, but can be stored on the state's system.
2. Arithmetic Checks.
 - a. For columns 1 through 4 and columns 5 through 7, the entries in lines 102 through 107 and 202 through 207 respectively, should be equal to the entries in line 101 and 201.
 - b. The entries in column 7 should be less than or equal to the respective entries in column 6.

Signature. Signature is only required if reports are sent manually to the National Office.