

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OUI/DPM
	<b>DATE</b> April 12, 2013

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 16-13**

**TO: STATE WORKFORCE AGENCIES**

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

**SUBJECT: Reissuance of the State Unemployment Insurance (UI) Benefit Accuracy Measurement (BAM) Operations Guide (Employment and Training (ET) Operations Guide 400)**

1. **Purpose.** To reissue the State UI BAM Operations Guide (ET Operations Guide 400).
2. **References.**
  - Employment and Training (ET) Handbook No. 400, 2<sup>nd</sup> edition, “Unemployment Insurance Benefits Quality Control ADP User Guide”, ET Handbook No. 400, 2<sup>nd</sup> edition, change 1, and ET Handbook No. 400, 2<sup>nd</sup> edition, change 2; and
  - UI Data Validation (DV) Operations Guide (ET Handbook No. 411).
3. **Background.** Since the issuance of the 2<sup>nd</sup> edition of ET Handbook No. 400 in 1993 and subsequent editions in 1994 and 1995, there have been numerous changes to the BAM state software, which is installed on each state’s Sun computer system. The most recent version of the software is BAM State Web Software Release 10.2.10. Release notes for all BAM state software releases are available by clicking the “Release Notes” tab on the Applications Menu of the UI software on the state Sun System. This handbook has been re-titled for consistency with other UI software user guides such as the UI DV Operations Guide.
3. **OMB Approval.** The Office of Management and Budget (OMB) has approved the UI BAM data collection through December 31, 2015. The approval is OMB No. 1205-0245. The reporting burden for the collection of the BAM information is 9.11 hours per sample case investigation.
4. **Action Requested.** Users should remove and destroy all previous editions and changes and replace them with the attached. States should review these changes and adjust their procedures, as necessary.
5. **Inquiries.** All questions should be directed to the appropriate Regional Office.
6. **Attachment.** ET Operations Guide 400, “UI Benefit Accuracy Measurement Operations Guide” (February 2013).

<b>RESCISSIONS</b> ET Handbook No. 400, 2 <sup>nd</sup> edition	<b>EXPIRATION DATE</b> Continuing
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