

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE November 29, 2012

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 01-11
Change 2**

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Operations Guide (Employment and Training (ET) Operations Guide 411)

1. **Purpose.** To transmit a revised version of the State UI DV Operations Guide (ET Operations Guide 411).

2. **References.**

- ET Handbook No. 361, *UI Data Validation Handbook, Benefits and Tax*;
- Unemployment Insurance Program Letter (UIPL) No. 17-10, *Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Benefits and Tax* and UIPL No. 17-10, Change 1;
- UIPL No. 18-11, *Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Handbook, Tax*;
- UIPL No. 01-11, *Issuance of State Unemployment Insurance Data Validation Operations Guide (ET Operations Guide 411)*, and UIPL No. 01-11, Change 1; and
- UIPL No. 08-12, *Consolidation of the Employment and Training Administration (ETA) 9000 and ETA 227 Reports*.

3. **Background.** UI DV is necessary to ensure that data reported by states and used for measuring performance, administrative funding allocations, economic analysis, and 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, ETA. Reports covered by DV are required on a monthly or quarterly basis. The DV State Software facilitates the validation process and generates standardized outputs that document the DV results. With the revision of the ETA 227 Overpayment Detection and Recovery Activities report and the consolidation of the ETA 9000 and ETA 227 reports, to validate new report cells the DV State Software was modified. This new revision of the ET Operations Guide 411 reflects these recent modifications to the DV State Software.

The Office of Management and Budget (OMB) has approved this new revision of ET Operations Guide 411 (OMB Control No. 1205-0431) (attached), for use through July 31, 2014.

RESCISSIONS None	EXPIRATION DATE Continuing
----------------------------	--------------------------------------

4. **ET Operations Guide 411 Modification Summary.** The ET Operations Guide 411 has been revised to reflect changes in the DV State Software due to the revision of the ETA 227 report. Because of the numerous changes to the previous handbook, ET Operations Guide 411 has been reissued in its entirety. The changes are summarized below:
- Updated the OMB Notice (OMB Control No. 1205-0431) to reflect the new expiration date of July 31, 2014.
 - Changed the number of benefits populations from 15 to 16.
 - Updated populations 12 through 14, and added values for Population 15, to Appendix A.
 - Revised Chapters 2, 3, 4, 8 and 9.

These technical corrections to the ET Operations Guide 411 are effective immediately.

5. **Action Requested.** Distribute the attached reissued ET Operations Guide 411 to all appropriate staff. Please disregard all previous versions of the UI DV Operations Guide (ET Operations Guide 411), as modified by UIPL No. 01-11, Change 1. Users should replace the October 2011 guide with the attached. States should review these changes and adjust their procedures, as necessary.
6. **Inquiries.** All questions should be directed to the appropriate Regional Office.
7. **Attachment.** ET Operations Guide 411, *UI Data Validation Operations Guide* (November 2012).