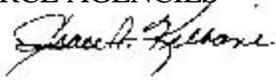


U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL OWS/DPM
	DATE November 27, 2001

DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 04-02

TO : ALL STATE WORKFORCE AGENCIES

FROM : GRACE A. KILBANE 
 Administrator
 Office of Workforce Security

SUBJECT : FY 2002 Unemployment Insurance Benefits, Timeliness and Quality (BTQ) Nonmonetary Determination Evaluation Training Seminars.

1. Purpose. To announce the schedule of the FY 2002 BTQ Nonmonetary Determination Evaluation Training Seminars.

2. References. ET Handbook No. 301, Fourth Edition, Revised January 1998.

3. Background. To maintain a cadre of state staff trained in the quarterly nonmonetary adjudication quality review process, four training seminars are held annually at various locations around the country. This training prepares nonmonetary determination adjudicators to participate in the quarterly tripartite quality reviews.

4. FY 2002 BTQ Nonmonetary Determination Evaluation Training Seminars. The following sessions, each for approximately 25 participants, are planned as follows:

<u>Date</u>	<u>Location</u>
December 3-7, 2001	San Diego, California
March 4-8, 2002	Hilton Head Island, South Carolina
June 3-7, 2002	Chicago, Illinois
September 23-27, 2002	Washington, D.C.

5. State Nominees. Nominations for each session will be accepted on a first-come, first-served basis. State workforce agencies (SWAs) may nominate potential participants for any session. Therefore, nominations should indicate the applicable session.

Although this training is designed to prepare nonmonetary determination adjudicators to participate in the quarterly tripartite reviews, it is also useful for other nonmonetary determination adjudicators and Benefits Accuracy Measurement (BAM) investigative staff. Nominees should have prior nonmonetary adjudication experience. The training is not appropriate for brand-new employees.

6. Logistics. Travel arrangements and travel and per diem costs for attendees are the responsibility of the nominee's employing agency. Specific information regarding the locations and hotels is attached.

7. Action Requirement. State Administrators are requested to notify appropriate SWA staff of the upcoming BTQ Nonmonetary Determination Quality Review Seminars and provide Regional Office staff with the name of each SWA nominee and session requested, as the sessions fill very quickly.

8. Inquiries. Inquiries should be directed to appropriate Regional Office.

9. Attachments

NONMONETARY DETERMINATION QUALITY REVIEW SEMINAR

December 3-7, 2001

HOTEL/SEMINAR LOCATION

Westgate Hotel
1055 Second Avenue
San Diego, California 92101

SEMINAR HOURS

Begins: 1:00 PM - December 3, 2001
Concludes: 12:00 noon - December 7, 2001

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BTQ Training.”** The rate is \$99 per night for a single and \$119 for a double plus 10.5% tax. Each individual is responsible for contacting the hotel at 1-800-221-3802 or 619-238-1818 to make his/her own reservations. Please reference the group name when making reservations to ensure the correct rate is quoted. Reservations should be made as soon as possible, but must be made no later than November 17, 2001.

GROUND TRANSPORTATION: The hotel provides courtesy shuttle service to and from the San Diego airport. Use the courtesy telephone in the baggage claim area to request service.

NONMONETARY DETERMINATION QUALITY REVIEW SEMINAR

March 4-8, 2002

HOTEL/SEMINAR LOCATION

Marriot Hilton Head
One Hotel Circle
Hilton Head Island, South Carolina 29928

SEMINAR HOURS

Begins: 1:00PM - March 4, 2002
Concludes: 12:00 noon - March 8, 2002

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BTQ Training.”** The rate is \$75 plus 4% occupancy tax per night. Each individual is responsible for contacting the hotel at 843-686-8400 to make his/her own reservations. Please reference the group name when making reservations to ensure the correct rate is quoted. Reservations should be made as soon as possible but must be made no later than February 3, 2002.

Transportation: Participants can fly into either Savannah, Georgia (40 miles from Hilton Head Island) or into Hilton Head Island. Ground transportation is available from Savannah, Georgia to Hilton Head Island by Gray Line of Hilton Head. The cost is \$30 one way or \$49 round trip. Low Country Adventures, Ltd. also offers transportation from either airport.

NONMONETARY DETERMINATION QUALITY REVIEW SEMINAR

June 3-7, 2002

HOTEL/SEMINAR LOCATION

Embassy Suites
511 North Columbus Drive
Chicago, Illinois 60611

SEMINAR HOURS

Begins: 1:00 PM - June 3, 2002
Concludes: 12:00 noon - June 7, 2002

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BTQ Training.”** The rate is \$155 plus 14.9% tax per night for a single or \$175 plus 14.9% tax each night for a double. Each individual is responsible for contacting the hotel at 312-836-5900 to make his/her own reservations. Please reference the group name when making reservations to ensure the correct rate is quoted. Reservations should be made as soon as possible, but must be made no later than May 3, 2002.

GROUND TRANSPORTATION: The hotel is located downtown in the loop and shuttle bus service is available from both Midway and O’Hare Airports. Continental Air Transport provides service from both airports to all downtown hotels. These buses depart from the baggage claim area every 15 minutes. The charge from O’Hare is \$16 one way or \$29 round trip. The charge from Midway airport is \$11 one way or \$20 round trip.

NONMONETARY DETERMINATION QUALITY REVIEW SEMINAR

September 23-27, 2002

HOTEL/SEMINAR LOCATION

One Washington Circle Hotel
One Washington Circle, NW
Washington, D.C. 20037

SEMINAR HOURS

Begins: 1:00 PM - September 23, 2002
Concludes: 12:00 noon - September 27, 2002

A block of rooms has been reserved at the One Washington Circle Hotel, One Washington Circle, NW, Washington, D.C. 20037 under the group name, **“U.S. Department of Labor, BTQ Training.”** The rate is \$119 plus 14.5% tax per night for a single and \$20 extra per night for each additional guest in room. Each individual is responsible for contacting the hotel at 202-872-1680 to make his/her reservation. Please reference the group name when making reservations to ensure the correct rate is quoted. Reservations should be made as soon as possible, but must be made no later than August 23, 2002.

GROUND TRANSPORTATION: The hotel is located directly across the circle from the Foggy Bottom-GWU metro station on the blue line. The blue line is available from National Airport without a change of trains. Super Shuttle and taxi cabs are also available from all of the three local airports (National, Dulles, Baltimore-Washington).