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| TRAINING AND EMPLOYMENT NOTICE | NO. 6-12 |
| | DATE August 20, 2012 |

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Unemployment Insurance (UI) Benefit Financing Seminar

1. **Purpose.** This notice announces and solicits nominees for a UI Benefit Financing Seminar to be held October 16-19, 2012, in Washington, D.C.
2. **Background.** The objective of this seminar is to provide training in state UI benefit financing concepts and trust fund forecasting. The seminar will be presented by staff of the Division of Fiscal and Actuarial Services, Office of Unemployment Insurance. Seminar sessions will cover topics in benefit cost estimation, taxation principles and experience rating, forecasting UI variables, measuring the impact of state law changes, and understanding solvency measures. The seminar will consist of three and one-half days of concentrated activity, including computer exercises using the Benefit Financing Model. A tentative agenda is attached. After completion of this seminar, participants will have a much greater understanding of the structure and operation of their state UI benefit financing systems. Participants will be supplied with a training manual prepared by the instructors.

This seminar is open to State Workforce Agency (SWA) and regional office staff with the only prerequisite being a basic knowledge of the UI program. Priority will be given to staff who have responsibility for trust fund forecasting and analysis or who occupy UI positions that require a working knowledge of the above noted subject material. Second priority will be given to other personnel in statistical, actuarial or research units (labor market information, research and statistics, etc.) that support UI. The seminar will be limited to 30 participants. The Employment and Training Administration (ETA) national office will select the participants and notify those selected and not selected through the regional offices.

3. **Schedule and Logistics.** The seminar will be held in the U.S. Department of Labor Conference Center in the Frances Perkins Building at 200 Constitution Avenue, NW, Washington, D.C. The seminar will start at 8:30 a.m., Tuesday, October 16, and end at 12:00 p.m., Friday, October 19. Participants should arrive by Monday evening, October 15. Upon selection, participants will receive additional information regarding lodging, special arrangements, and travel instructions.
4. **Costs.** SWAs are responsible for travel and per diem costs for state staff to attend the training session.

5. **Action Requested.** States or ETA regional offices wishing to send staff to the seminar should have nominees complete the attached nomination form. Please make sure that all questions on the nomination form are answered fully. Completed nomination forms may be sent to Mike Miller by email at miller.michael@dol.gov or by fax at 202-693-2874, no later than September 4. Only staff for whom the necessary travel funds can be secured should be nominated.
6. **Inquiries.** Direct any questions concerning the seminar to Mike Miller at 202-693-2930.
7. **Attachments.**

Attachment I – Tentative Agenda

Attachment II – Nomination Form

TENTATIVE AGENDA
Unemployment Insurance (UI) Benefit Financing Seminar
October 16-19, 2012

Tuesday

1. Overview of the Federal/State UI System
2. Benefit Cost Forecasting
3. Introduction to the Benefit Financing Model/Projection Program
4. Work Groups/Computer Exercises – Projection Program

Wednesday

1. Principles of UI Taxation
2. Introduction to the Benefit Financing Model/Financial Forecast Program
3. Revenue Forecasting
4. Work Groups/Computer Exercises – Financial Forecast Program

Thursday

1. Trust Fund Adequacy Measures
2. Measuring Tax Rate Adequacy
3. Legislative Cost Estimating
4. Work Groups/Computer Exercises

Friday

1. Work Groups/Computer Exercises
2. Borrowing to Pay Benefits
3. Participant Presentations

NOMINATION FORM
UI BENEFIT FINANCING SEMINAR

State: _____

Name: _____

Title: _____ Work Phone No.: _____

E-mail Address: _____

Work Address: _____

EDUCATIONAL BACKGROUND

Years of schooling completed: 12 13 14 15 16 17 18 19 20

| Degree | Date | Major |
|--------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Other relevant education and/or training:

WORK EXPERIENCE

Length of time doing UI trust fund forecasting/analysis: _____

Length of time working in UI: _____

Length of time engaged in other work in
research, statistics or related activities: _____

Describe briefly your present duties, particularly as related to this seminar:

COMPUTER AND STATISTICAL SKILLS

Do you have experience or training in the following?

Spreadsheets: Yes / No

Statistical packages: Yes / No

Regression Analysis: Yes / No

RECOMMENDED BY:

Signature

Title