

TRAINING AND EMPLOYMENT NOTICE	NO. 18-08
	DATE November 18, 2008

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON /s/
Administrator
Office of Workforce Security

SUBJECT: Unemployment Insurance (UI) Benefits and Adjudication National Training Forum

1. **Purpose.** To inform states that the UI Benefits and Adjudication National Training Forum is scheduled for April 14-16, 2009, in Portland, Oregon, and to encourage states to participate in the conference.
2. **Conference Highlights.** The UI Benefits and Adjudication National Training Forum will provide an opportunity for state UI benefits staff to meet with their peers to discuss common issues and challenges and share successful practices. The target audience for the forum is state UI benefits managers and adjudication supervisors, as well as other key UI benefits staff. Topics and issues to be addressed include case management workflow, automation trends, effective fact-finding, reemployment, web-based training, and much more. The forum will provide attendees the opportunity to hear from Department of Labor officials on national UI initiatives, as well as participate in a series of workshop sessions featuring state leaders in UI benefit and adjudication efforts. The forum will also feature a regional breakout session with DOL Regional Office representatives to discuss region-specific issues.
3. **Logistics.** The forum will be held at the Hilton Downtown in Portland, Oregon. A draft agenda and detailed information about hotel reservations and meeting registration are available at the conference website: <http://www10.emp.state.or.us/adj>. The registration fee is \$320.00. Conference attendees are responsible for making their own travel arrangements; however, the Department will reimburse costs for one staff member from each state to attend the forum. Reimbursable costs, based on Federal Guidelines, are for travel, registration fees, and per diem expenses only.
4. **Action.** State Administrators are requested to provide this information to appropriate staff and encourage participation in the Forum.
5. **Inquires.** Inquires should be directed to the appropriate Regional Office.