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DIRECTIVE: UNEMPLOYMENT INSURANCE PROGRAM LETTER 25-90

TO: ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM: DONALD J. KULICK, Administrator for Regional Management

SUBJECT: Using the Telecommunicated Request for Transfer of Wages (TC-IB4 ) and Transfer of Wage Responses (TC-IB4R)

1. Purpose. To advise the State Employment Security Agencies (SESAs) of procedural requirements for the telecommunication of the Combined Wage Transfer Request and Response using the TC-IB4.

2. References . ET Hand book 399; UIPL 55-89.

3. Background. By April 2, 1990, SESAs have been requested to have the ability to telecommunicate a Combined Wage Request for wages and the Response to that request. Several questions have been raised with regard to data entry procedures as SESAs install and test the Combined wage Transfer software. The following series of Questions and Answers covering the use of the Telecommunicated Wage Requests and Responses will clarify the use of the data entry requirements and provide additional instructions to accommodate certain situations.

4. Questions and Answers.

Question: Where do we data enter the UCFE employment information, currently provided in Item 13, on the TC-184?

Answer: When requesting UCFE 'employment on the TC-184, use the "comments" line. Much of the information contained on the back of the IB4 form is contained in the employer information. However the following items need to be added.

"SF8"	replaces "Is the address based on form SF-8?"--Y/N (Yes or No) are the entries.
"If no, issued?"	is for " if "NO" , was SF-8 issued ?" -- entries are Y/N or blank if SF-8 question is "Y".
"DOB"	Date of Birth -- entry is MM/ DD / YY f or Month , Day , Year.
"FT?"	replaces "Was claimant a regular full -time employee " -- Y/ N i s the

	entry .
"covered emp fs? "	is f or "Did claimant have covered employment in filing State after Federal Service?" -- the entry here will be Y/ N .

The "Comments" line should look like this: Comment s: SF-8: N, if no, issued? Y, DOB: 010269, covered emp fs? Y Eventually, screen layouts and data entry fields will be provided to accommodate this information .

Question: If there a r e wages available f or transfer , but the r e will be more , do we send available wages?

Answer: Yes. All available wages are transferred upon receipt of the request except when the response is held f or a quarter change that will occur within 7 days . The item "More information to follow" should be marked on all partial transfers and an explanation in "comments" is appropriate.

Question: When we have the additional wages, do we send the en ti r e response again?

Answer: No. When the additional wages are available f or transfer , the additional wages should be sent with a n explanation in "comments" so the Paying State ca n be alerted to which wages are new .

Question: The ETA 586 Report includes Combined Wage Time Lapse. Does the TC-IB4 software calculate this?

Answer: The TC-IB4 software contains the programs to calculate and provide the CWC information for the ETA 586 Report. Only TC-IB4 responses marked "transaction completed" will be conted. It will be important when purging to purge the completed TC-IB4s to a file that will be available for the ETA 586 Report.

Question: What actually must be in place on April 2, 1990?

Answer: By April 2, 1990, SESAs are expected to have the capability to transmit and receive a TC-IB4-Request and to transmit and receive the Response (TC IB4-Response). To achieve that, the second generation of TC-IB4 data entry screens and transmission programs must be in place. However, it is highly recommended that an interface to each State's benefit and wage files be written to take full advantage of the Telecommunciated Transfer of Wages.

Question: When will the paper IB4 f or m no longer be in use?

Answer: No date has been set to eliminate the paper IB4 yet. SESAs may wish to contact the States with whom they have high volume and come to individual cooperative agreements regarding not sending the paper forms.

5. Action Required. State administrators a r e requested to distribute this information to al l concerned parties including, but not limited to , the Stat e Interstate Program Coordinator , the Internet Coordinator, if different, and the Internet Data Processing Programmer.

6. Inquiries. Direct all inquiries to the appropriate Regional Office.