

U. S. Department of Labor Employment and Training Administration Advisory System Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OWS/DFAS
	DATE July 22, 2008

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 24-08

TO: STATE WORKFORCE AGENCIES

FROM: BRENT R. ORRELL /s/
Deputy Assistant Secretary

SUBJECT: Emergency Unemployment Compensation 2008 (EUC08) Administrative Costs

1. Purpose. To inform State Workforce Agencies (SWAs) of advance funding for EUC08 workloads and the opportunity to submit a supplemental budget request (SBR) for funding of EUC08 implementation costs.
2. References. Supplemental Appropriation Act of 2008, Title IV – Emergency Unemployment Compensation, Public Law 110-252; ET Handbook No. 336; and UIPL 23-08.
3. Background. On June 30, 2008, the President signed into law the Supplemental Appropriation Act of 2008 creating the Emergency Unemployment Compensation program. The EUC08 program provides up to 13 weeks of 100 percent Federally-financed benefits in all states.
 - a. Above-Base Advance. The Department anticipates issuing obligational authority for advance above-base funding for FY 2008 fourth quarter EUC08 claims activity during the week of July 13, 2008. Each state’s share of the available advance funds is based on the number of regular program exhaustees per state as reported on the ETA-5159 report during the 13 month period ending May 2008. Advance funds received should be shown on line 21 of the September 30, 2008, regular UI-3. The UI-3 report will subtract the advances from EUC08 fourth quarter entitlement earnings. EUC workloads will be funded at the same rates as regular UI above-base workloads.

RESCISSIONS None	EXPIRATION DATE July 22, 2009
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- b. Implementation SBRs. SBRs (suggested template attached) should be limited to one-time costs, listed below, that are attributable to implementation of EUC08. Other costs, such as space and equipment, which might have been incurred at the beginning of the program, are ongoing operational costs that should be covered by the above-base entitlement and should not be included in the implementation SBR.

Permissible Implementation Costs

1. Forms and supplies (e.g., printed notices mailed to exhaustees)
2. Computer programming
3. Training and travel
4. Public notices on television, radio, or in the newspapers
5. Overhead related only to the above
6. Postage

The estimated cost basis for all items should be included in the SBR. Calculations for costs of SWA staff and contractors should be shown in accordance with the SBR instructions in ET Handbook No. 336.

4. Action Required. State Administrators are requested to:
 - (a) distribute this directive to appropriate staff, and
 - (b) submit the SBR and required SF424 and SF424A documents by close of business August 15, 2008, via electronic submission to the National Office at ows.sbr@dol.gov, with a copy to the appropriate Regional Office.
5. Inquiries. Direct questions to the appropriate Regional Office.

Attachment

EUC08 Implementation SBR

Narrative description of one-time implementation costs associated with EUC08

A project cost table detailing the costs

For example:

Cost Category				
Staffing	Position Classification	Hourly Rate	Hours Worked	Total Cost
	Sr. Programmer	\$50.00	100	\$5,000.00
Postage	Notice to Exhaustees	Number Items	Cost Per Item	Total Cost
		50,000	\$0.30	\$15,000.00
Additional Cost Items	Descriptive Information	Cost Factor	Cost Factor	Total Cost