UI Required Reports (UIRRs) Corrective Action
Project Description

Available Funds: Up to $25,000 per state is available for State Workforce Agencies to meet the Secretary's requirement for UI Required Reports.

Purpose: UIRR SBR funds can be used to support activities to improve data quality, report timeliness and reduce report delinquency. States may also submit requests for changes that will automate counts which are currently collected manually (even if the required reports are being submitted timely).

States should access the Delinquent Reports application provided on the state UI SUN UNIX System to determine which reports are not being submitted timely. The state must include all reports subject to corrective action as a part of the State's Quality Service Plan.

Background: The Secretary's authority to implement this reporting requirement is found in the Social Security Act (SSA) section 303(a)(6), 42 U.S.C. 503 (a)(6), which requires that state law include provision for:

> The making of such reports, in such form and containing such information, as the Secretary of Labor may from time to time require, and compliance with such provisions as the Secretary of Labor may from time to time find necessary to assure the correctness and verification of such reports.

States failing to meet this requirement should identify the reports that need re-programming to improve data quality or are delinquent and determine the cost for programming the report either using state staff or contractor staff. States using manual methods of collecting data may also request funds to automate their data collection. Each report should be identified with a brief narrative for funding request and the costs should be broken out for each report.

**Questions about this project may be directed to Subri Raman at
Raman.Subri@dol.gov.**

SBR Outline for UI Required Reports (UIRRs) Project

This outline must be used by the state to request funds to implement the UIRR Project.

Project Title: The project title should be the UI Required Reports Project.

Project Contact: Please provide the name, telephone number and e-mail address of person who can provide additional information about this specific project.

Total Funds Requested: Provide the total dollar amount requested for this project which cannot exceed $25,000.

Required Reports Addressed: Identify each report that is included in this project by name and by number and provide a brief description of the current status of the report.

Project Timeline – Provide estimated dates below. If a timeline has been developed for the project it can be substituted for this information.

Begin system development   _____

System fully operational   _____

Costs:

Cost expenditures must match those on the SF 424A. Provide cost estimates for all proposed project expenditures.

Hardware, Software, Telecommunications Equipment - List all items that are to be purchased with this SBR.

Item	Number Requested	Cost Per Item	Total Cost

Staff - The proposal should identify both one-time SWA staff needs (in excess of base staff) and contract staff needs. Staff needs should include the type of position (e.g., program analyst), the expected number of staff hours, and the projected hourly cost. SWAs should include information in the following table for all staff requests.

Position Title	# Hours	Cost Per Hour	Total

Other - Identify other expenditures and include cost estimates.