

**WORKFORCE SYSTEMS LETTER NO.: 04-09****DATE: April 6, 2004****EFFECT:** **ACTION** **INFO** **WITH ATTACHMENT**
 [X] **[X] SWAs** **[]****SUBJECT: Planning Guidance for Reemployment Services Allotments for Program Year (PY) 2003**

1. Purpose. To provide guidance to States for the Reemployment Services allotments for PY 2003 announced in Training and Employment Guidance Letter (TEGL) No. 23-02.

2. References. TEGL 23-02: Workforce Investment Act (WIA) Allotments for PY 2003; Wagner-Peyser Act Planning Estimates for PY 2003; Reemployment Services Allotments for PY 2003; and Workforce Information Grants to States for PY 2003; Wagner-Peyser Act as amended, Section 3 (29 U.S.C. 49b) and Section 7 (e) (29 U.S.C. 49f).

3. Background. In PY 2001 and PY 2002, Congress appropriated \$35 million each year to states to provide direct services to Unemployment Insurance (UI) claimants. These funds were in addition to Wagner-Peyser Act state allotments and were to be used to enhance and target reemployment services to UI claimants through the One-Stop Career Centers

4. Funding for Reemployment Services in PY 2003. In PY 2003, Congress made funds available for Reemployment Services in the Consolidated Appropriations Resolution Act (Public Law 108-7). This appropriation incorporated a Congressional across-the-board reduction of 0.65 percent to all Fiscal Year 2003 Employment and Training Administration discretionary programs. Therefore, the total funds available for PY 2003 are \$34,772,500, a reduction of \$227,500 from PY 2002. The allotment figures for the distribution of funds for each state for PY 2003 were contained in TEGL 23-02. As in previous years, these funds are to increase the services to UI claimants over and above regular services.

5. State Distribution Formula. Allocations of Reemployment Services funds were determined on the basis of each state's share of UI first payments with every state receiving a minimum of \$215,000. PY 2003 state allotments differ from PY 2002 due to the across-the-board reduction and differences in UI first payment activity. The funds must be expensed in accordance with the Wagner-Peyser Act and regulations, the approved State Reemployment Services Plan, and consistent with the State's WIA/Wagner-Peyser Five-Year Strategic Plan.

6. Use of the Reemployment Services Funds. Planning guidance for PY 2003 remains the same as that provided in TEGL 3-02. Funds are to be used to improve the quality and the quantity of Reemployment Services for UI claimants, building on existing initiatives and targeting the funds where they are needed to produce the most positive outcomes.

- The funds are to be used, primarily, to enhance direct service delivery to UI claimants;

- States are encouraged to use these funds on strategies that link call centers to all of the available reemployment services in their One-Stop Career Center workforce delivery system to ensure maximum benefits for UI claimants; and
- Services provided must be integrated into the One-Stop Career Center workforce delivery system to ensure maximum benefits for UI claimants; and
- States must also integrate the Reemployment Services Program with One-Stop Career Center partners to provide a full range of seamless services to UI claimants. It is especially important for Employment Service, UI, and WIA Title I entities to work together to provide the necessary services to UI claimants enabling as many of them as possible to return to the workplace before exhausting their benefits.

7. Grant Procedures. Funds are being provided to the designated State Workforce Agencies (SWAs) for provision of reemployment services to UI claimants and are to be administered in accordance with the approved State Plan. Services must be consistent with the instructions in this Workforce System Letter. Grantees must submit a PY 2003 plan to the Regional Office for formal acceptance. The PY 2003 plan may be an updated PY 2002 plan or a copy of the currently approved plan narrative plus a Standard Form (SF)-424 application form (July 2003 version) and a transmittal letter. A copy of the July 2003 version of the SF-424 form may be obtained from the ETA Website's Grants and Contracts section at <http://wdsc.doleta.gov/sga/forms/form424.pdf>.

8. Program Plan Approval. Plans will be reviewed by the Regional Office and an approval letter will be issued to SWA upon completion of negotiation (where necessary) and final acceptance.

9. Reports. SWAs must submit a program narrative performance report for PY 2003 using ETA Form 9100 no later than September 30, 2004. This report should include all activity and compare accomplishment of planned performance goals including the goals established by the SWA with the attainment of the performance indicators including state goals identified in the program plan. The report should include an explanation of problems or delays as well as corrective action plans and resulting outcomes. States are encouraged to report any cost savings, especially those to the UI Trust Fund, occurring as a result of the Reemployment Services Program grants.

SWAs must report quarterly expenditures separately, for each program year fund allotment, by direct data entry of SF-269 into the Web-based Enterprise Information Management System (EIMS). Reports must be submitted in accordance with guidance provided in TEGL No. 17-00, "Automation of SESA Standard Form 269 Financial Reporting". If contact information for data entry and state certification has changed for Reemployment Service grants, please submit revised SWA Contact Information Listing (Attachment II of TEGL No. 17-00). As with all other SF-269 reporting, Reemployment Service SF-269 reports are due within 30 days after the end of each calendar quarter.

10. Action Required. State Administrators are requested to provide the above instructions to appropriate staff as soon as possible and to submit PY 2003 State Reemployment Services Plans no later than April 30, 2004 to Joseph F. Stoltz, Regional Administrator, USDOL/ETA, JFK Federal Building, Room E-350, Boston, MA 02203.

11. Inquiries. Inquiries can be directed to Claire Bailey by telephone at (617) 788-0120 or by e-mail at bailey.claire@dol.gov or to Adie Koby by telephone at (212) 337-2164 or by e-mail at koby.adie@dol.gov.

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