U.S. Department of Labor

Employment & Training Administration John F. Kennedy Federal Building Room E-350 Boston, MA 02203



WORKFORCE SYSTEMS LETTER NO.: 04-24

DATE: July 12, 2004

EFFECT: <u>ACTION</u> <u>INFO</u> <u>WITH ATTACHMENT</u>

 $[X] \qquad [X] SWAs \qquad [X]$

SUBJECT: Unemployment Insurance (UI) Benefit Financing Seminar

1. <u>Purpose.</u> To announce and solicit nominees for a UI Benefit Financing Seminar to be held October 19-22, 2004, in Washington, D.C.

2. <u>Background.</u> The objective of this seminar is to provide training in state UI benefit financing concepts and trust fund forecasting. The seminar will be presented by staff of the Division of Fiscal and Actuarial Services, Office of Workforce Security. Seminar sessions will cover topics in benefit cost estimation, taxation principles and experience rating, forecasting UI variables, measuring the impact of state law changes, and understanding solvency measures. The seminar will consist of three and one-half days of concentrated activity, including computer exercises using the Benefit Financing Model. Current Benefit Financing Model users will also have the opportunity to work with their own model in a break-out session. After completion of this seminar it is expected that participants will have a much greater understanding of the structure and operation of their state Unemployment Insurance benefit financing systems. Participants will be supplied with a training manual prepared by the instructors.

This seminar is open to selected State Workforce Agency (SWA) and Regional Office staff with the only prerequisite being a basic knowledge of the UI program. Priority will be given to staff who have responsibility for trust fund forecasting and analysis or who occupy UI positions that require a working knowledge of the above noted subject material. Second priority will be given to other personnel in statistical, actuarial or research units (labor market information, research and statistics, etc.) that support UI.

A nomination form (see attached) for the Benefit Financing Seminar should be completed for each nominee. Only staff for whom the necessary travel funds can be secured should be nominated. The seminar will be limited to 20 participants. The National Office will select the participants and notify the Regional Office of the selections. The Regional Office will notify all nominees of the selections. Upon selection, participants will receive information regarding lodging, special arrangements, and travel instructions.

3. Seminar Itinerary. The seminar will be held in the U.S. Department of Labor Training Center in the Frances Perkins Building at 200 Constitution Avenue, NW, Washington, D.C. The seminar will start at 9:00 a.m., Tuesday, October 19, and end at 12:00 noon, Friday, October 22. Participants will be expected to arrive on Monday evening, October 18. For interested participants with available time Friday afternoon (1:00 pm – 5:00 pm) following the seminar, additional individualized training on existing state models will be provided. Lodging will be at the Holiday Inn on the Hill, a three-block walk from the Labor Department. The cost of lodging, meals, and transportation must be borne by the State Workforce Agency or the Regional Office.

A tentative agenda is attached.

4. Action. SWA Administrators are requested to:

Please complete the attached nomination form and submit to the attention of Rodney Anderson at the Regional Office, no later than COB August 6, 2004. Notice of any subsequent cancellations should be provided to Mr. Anderson as soon as possible.

5. <u>Inquiries.</u> Please direct any questions or comments to Rodney Anderson by telephone at (617)-788-0144 or by email at <u>anderson.rodney@dol.gov</u>.

Renata Jones Adjibodou Division Chief Division of Workforce Security

Attachment

Attachment 1

TENTATIVE AGENDA UI Benefit Financing Seminar October 19-22, 2004

Tuesday

- 1. Introduction to the Federal/State UI System
- 2. Benefit Cost Estimating
- 3. Introduction to the Benefit Financing Model/Projection Program
- 4. Computer Exercises Projection Program

Wednesday

- 1. More Cost Estimating
- 2. Principles of UI Taxation
- 3. Introduction to the Benefit Financing Model/Financial Forecast Program
- 4. Revenue Forecasting
- 5. Computer Exercises Financial Forecast Program

Thursday

- 1. Trust Fund Adequacy and Solvency Measures
- 2. Guest Speaker
- 3. Federal Loan Provisions
- 4. Computer Exercises
- 5. Work on Individual State Models (current model users only)

Friday

- 1. Experience Rating/Experience Rating Index
- 2. Computer Exercises
- 3. Participant Presentations

NOMINATION FORM UI BENEFIT FINANCING SEMINAR

State or Region:		
Name:		
Title:	Work Phone No.	·
E-mail Address:		
EDUCATIONAL BACI	<u>KGROUND</u>	
Years of schooling comp	pleted: 12 13 14 15 16 1	7 18 19 20
Degree	Date	Major
Other relevant education	· ·	
WORK EXPERIENCE		
Length of time doing tru	st fund forecasting/analy	/sis:
Length of time working	in Unemployment Insura	ance:
Length of time engaged statistics, or related a	in other work in research ctivities:	1, ———
Describe briefly your pr	esent duties, particularly	as related to this seminar:

COMPUTER AND STATISTICAL SKILLS

Do you have experience or training in	the following?
Spreadsheets (specify):	
Statistical packages (specify):	
Regression Analysis:	
RECOMMENDED BY:	
Signature	Title