INSTRUCTIONS FOR CREATING RECORDS
FOR INTERSTATE FILED FROM AGENT STATE
FROM THE LIABLE/AGENT DATA TRANSFER (LADT) RECORD
Populations 1 and 3

LADT individual records are transferred to the state from the ICON system, and are the source for building the validation records for Interstate Agent Weeks Claimed (subpopulations 1.7-1.9 of Population 1) and Interstate Agent Initial Claims (subpopulations 3.19-3.21 of Population 3.) The two record layouts below provide guidance for building these records, which must be appended to the other records for Populations 1 and 3 before importing the files into the validation software. Field number 62 (Record Type) in the LADT record layout indicates the population in which the each record belongs: If Record Type = 2, then the record belongs in Population 1. If Record Type = 1 or 3, then the record belongs in Population 3.

The extract type for each of the two sub-files is ASCII, comma delimited columns. Data must be in the order listed on the record layout. The Module 3 reference indicates the step where the state-specific values for each field are documented. The LADT Field Number indicates the field number of the data element on the LADT record, where applicable. Where the LADT record does not contain the appropriate information, the record layout indicates "Leave blank" in the LADT field number column.

The Data Type/Format indicates the generic values for text fields. These must be followed by a dash and the state-specific value.

Population 1: Weeks Claimed

**Record Layout for Creating Records for
Interstate Filed From Agent State Weeks Claimed**

5159 reference: Row 201, column 11; Row 202, column 11; Row 203, column 11
Subpopulations: 1.7 – 1.9
Field 62 (Record Type) in LADT = 2 (Weeks Claimed)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
1.	OBS	NA		State assigned sequential unique identifier for each record in the extract file.	Number – 00000000 (Required)
2.	Claim Week-Ending Date	Step 1A – Rule 2	52	The week-ending date of the week claimed.	Date - MM/DD/YYYY (Required)
3.	SSN	Step 1A – Rule 1	1	Social Security Number	Number – 000000000 (Required)
4.	Type of UI Program	Regular UI: Step 2A – Rule 1	Field 28 = 0	Regular UI claim.	Text – Regular UI (Required)
5.	Program Type	UI: Step 4A – Rule 1 UCFE: Step 4B – Rule 1 UCX: Step 4C – Rule 1	27	UI, UCFE, or UCX	Text – UI; UCFE; UCX (Required)
6.	Intrastate/ Interstate	Intrastate: Step 5A – Rules 1 and 2 Interstate Received as Liable State: Step 5B – Rules 1 and 2 Interstate Filed From Agent State: Step 5D – Rules 1 and 2	Insert "Interstate Agent"	Intrastate, Interstate received as liable state, or Interstate filed from agent state.	Text – Intrastate; Interstate liable; Interstate agent (Required)
7.	Date Week Claimed	Step 11 – Rule 1	63	The date the week was claimed.	Date – MM/DD/YYYY (Required)
8.	Monetarily Eligible or Pending	Step 11 – Rule 2	Leave Blank	Claimant is monetarily eligible for benefits when the week was claimed if: benefits have not been exhausted or monetary eligibility is pending, i.e., eligibility has not been finally determined. .	Text - Eligible; Pending (Optional)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
9.	Earnings	Step 11 – Rule 3	Leave Blank	Earnings for the week claimed except for interstate filed from agent state claims.	Number – 00000.00 (Required except optional for interstate filed from agent state claims)
10.	WBA	Step 11 – Rule 3	33	Weekly benefit allowance.	Number – 00000.00 (Required)
11.	User	NA	Leave Blank	User defined field. Can be used for any additional data element. Not mandatory.	Text (Optional)

Population 3: Claims

Instructions for Creating Records for
Interstate Filed From Agent State Claims

5159 reference: Row 101, column 4; Row 102, column 4; Row 103, column 4
Subpopulations: 3.19 – 3.21
Field 62 (Record Type) in LADT = 1 or 3 (TIC or Reopen/Transfer)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
1.	OBS	NA		State assigned sequential unique identifier for each record in the extract file.	Number – 00000000 (Required)
2.	SSN	Step 1B – Rule 1	1	Social Security Number	Number – 000000000 (Required)
3.	Date Claim Filed/IB-4 Sent	Step 3A – Rule 1 Step 3B – Rule 1 Step 3C – Rule 1	25	The date the claim was filed in person, by mail or telephone, or by other means.	Date – MM/DD/YYYY (Required)
4.	Type of UI Program	Regular UI: Step 2A – Rule 1	Field 28 = 0	Regular UI claim.	Text – Regular UI (Required)
5.	Type of Claim	New: Step 3A – Rule 2 Transitional: Step 3C – Rule 2 Entering Self-Employment: Step 3D – Rule 2 Additional: Step 3B – Rule 2 Reopened: Step 3B – Rule 7 New CWC claim: Step 3A – Rule 6 New CWC claim filed in prior quarter: Step 3A – Rule 7 New claim filed in prior quarter: Step 3A – Rule 5	30 or 59 = 1(Reopen)	New claim, Transitional claim, Entering self-employment, Additional claim, Reopened claim, New CWC claim, New CWC claim filed in a prior quarter, or New claim filed in a prior quarter.	Text – New; Transitional; Entering Self-Employment; Additional; Reopened; CWC New; Prior Qtr New CWC; Prior Qtr New Claim (Required)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
6.	Program Type	UI: Step 4A – Rule 1 UCFE: Step 4B – Rule 1 UCX: Step 4C – Rule 1	27	UI, UCFE, or UCX.	Text – UI; UCFE; UCX (Required except optional for CWC and entering self-employment program claims)
7.	Intrastate/ Interstate	Intrastate: Step 5A – Rules 1 and 2 Interstate Received as Liable State: Step 5B – Rules 1 and 2 Interstate Taken as Agent State: Step 5C – Rules 1 and 2 Interstate Filed From Agent State: Step 5D – Rules 1 and 2 Intrastate CWC: Step 5E – Rules 1 and 2 Interstate CWC: Step 5F – Rules 1 through 4	Insert "Interstate Agent"	Intrastate, Interstate received as liable, Interstate taken as agent, Interstate filed from agent state, Intrastate combined wage claim, or Interstate combined wage claim.	Text – Intrastate; Interstate liable; Interstate taken; Interstate agent; CWC Intrastate; CWC Interstate; (Required except optional for transitional claims, new claims filed during a prior quarter, and entering self-employment program claims)
8.	Date of Original Monetary	Step 6A – Rules 1 and 2 Step 6B – Rule 1	Leave Blank	Date the original determination was made on whether the claimant has sufficient base-period wages and/or employment to establish a benefit year.	Date – MM/DD/YYYY (Required except must be blank for "No Monetary" claim and CWC claims with insufficient wages and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, and entering self-employment program claims)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
9.	Sufficient/ Insufficient/ Combined Wages	Sufficient Wages – New Benefit Year: Step 6C – Rules 1 and 2 Sufficient Wages – No New Benefit Year: Step 6C – Rule 3 Insufficient Wages: Step 6D – Rule 1 New CWC Wages: Step 6C – Rule 4 No New CWC Wages: Step 6D – Rules 2 and 3	Leave Blank	The status of the new UI or CWC claim at the time the 218 report was run: Sufficient – new base year established, Sufficient – no new base year established, Insufficient, a new CWC claim, or not a new CWC claim.	Text – Insufficient; Sufficient New BY; Sufficient No BY; Sufficient New CWC BY (Required except must be blank for "No Monetary" claim and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, and entering self-employment program claims)
10.	WBA	Step 7 – Rules 1 and 2	33	Weekly benefit allowance is the maximum or less than maximum.	Text – Maximum; Less than Maximum (Required except must be blank for insufficient, sufficient but no benefit year, and "No Monetary" claim, and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, CWC, and entering self-employment program claims) (States should include the WBA after the dash which follows the generic federal value.)

Number	Field Name	Module 3 Reference	LADT Field Number	Field Description	Data Type/Format
11.	MBA	Steps 8A and 8B – Rule 1	Leave Blank	Maximum benefit allowance.	Number – 00000.00 (Required except must be blank or 0 for insufficient, sufficient but no benefit year, and "No Monetary" claim, and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, CWC, and entering self-employment program claims)
12.	Potential Weeks of Duration	Step 8A – Rule 1	Leave Blank	The number of full weeks of benefits for which a claimant is determined to be eligible within a benefit year.	Number – 00 (Required except must be blank or 0 for insufficient, sufficient but no benefit year, and "No Monetary" claim, and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, CWC, and entering self-employment program claims)
13.	Potential Weeks Maximum Duration	Step 8B – Rules 1 and 2	Leave Blank	The duration of the benefit year is or is not the maximum for the State.	Text – Y; N (Required except must be blank for insufficient, sufficient but no benefit year, and "No Monetary" claim, and optional for UCFE, UCX, interstate filed from agent state, interstate taken as agent state, CWC, and entering self-employment program claims)
14.	User	NA	Leave Blank	User defined filed. Can be used for any additional data element. Not mandatory.	Text (Optional)