

**From:** WRIS, ETA [mailto:wris@dol.gov]  
**Sent:** Friday, July 16, 2010 12:37 PM  
**To:** WRIS State Contacts and Advisory Group Members  
**Subject:** WRIS "Third Round" Amendments 10 - 14 for Signatures

Dear Colleagues:

Five of the six "third-round" amendment proposals to the Wage Record Interchange System (WRIS) Data Sharing Agreement (the Agreement) have been approved to be incorporated as official amendments in accordance with the amendment process detailed in Section X of the Agreement. During the final 30-day comment period for amendment proposals number 10 through 14, the Employment and Training Administration (ETA) received no formal objections (the proposed dispositions were sent to the parties to the Agreement for the 30-day comment period on March 24, 2010). These amendments to the Agreement are now ready for ratification.

Amendment proposal 15 that was issued for a second 30-day comment period on June 14, 2010, is not included for ratification. During this period, ETA received a comment from a state that will require additional discussion.

### **Action Required for Ratification**

Authorized officials from each state's State Unemployment Insurance Agency (SUIA) and Performance Accountability and Customer Information Agencies (PACIA) should sign **each** of the five amendments in the attachment, and return the signed documents to:

#### **WRIS Administration**

Attn.: Ms. Karen Staha, USDOL-ETA  
Command Decisions Systems & Solutions, Inc.  
1900 L Street  
Suite 505  
Washington, DC 20036-5049  
Phone: 202-296-2528

***Please return the signed amendments no later than August 27, 2010.*** Once ETA has received the signed amendments from all the state members, ETA will sign all the amendments on the same date, which will become the date that the amendments are officially adopted and become part of the Agreement. ETA would appreciate your support in moving the ratification process to conclusion by signing the amendments as soon as possible. ETA will notify all signatories by e-mail of the date on which the amendments are officially effective, and will return to each state a fully signed copy of the documents.

Please note that the signatures on these amendments will officially incorporate them into the Agreement your state has already signed. It will not be necessary to re-sign the Agreement, as the original with the signed amendments holds the same force and effect

as a signed Agreement that has the amendment language incorporated directly into it. ETA will post a copy of the Agreement, with the language from the five amendments incorporated, on the WRIS web page (<http://www.doleta.gov/performance/WRIS.cfm>) once all signatures have been received should you need to refer to an all-inclusive document in the future.

If you have any questions about the amendments, or the WRIS in general, please do not hesitate to contact me by phone (202-693-2917) or e-mail ([Staha.Karen@dol.gov](mailto:Staha.Karen@dol.gov)); or Mr. Greg Wilson ([Wilson.Greg1@dol.gov](mailto:Wilson.Greg1@dol.gov)), Team Leader, Division of System Accomplishments (202-693-2954).

Sincerely,

Karen A. Staha, Director  
Division of System Accomplishments  
Room: S-5206  
Office of Policy Development and Research  
Employment and Training Administration  
US Department of Labor  
200 Constitution Avenue, NW  
Washington, DC 20210

Attachments

## **Amendments to the Wage Record Interchange System (WRIS) Data Sharing Agreement for State Signature**

### Signature Instructions:

An authorized official from each of the Performance Accountability and Customer Information Agencies (PACIA) and the State Unemployment Insurance Agency (SUIA) of a State that signed the WRIS Data Sharing Agreement with the Employment and Training Administration (ETA) must sign each of the attached amendments.

For states where only one PACIA is designated, the second PACIA signature line should be left blank.

The same official may execute the amendments on behalf of both the PACIA and the SUIA in the signature area identified for each, if the signatory is in a position in the state agency where he or she is authorized to sign on behalf of the designated PACIA and SUIA

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment**

**Amendment Number: 10**

**Reference:** Section IV. Definitions, Subsection A

**Original Provision (Section IV. Definitions, Subsection A):**

A. "Aggregate Data" is data that has been stripped of any information that would identify the individual(s) to whom the data pertains, including but not limited to, name and Social Security Number (SSN), and that have been aggregated into a group(s) containing no fewer than three records, provided however, that nothing herein shall prevent a PACIA from observing a more stringent aggregation policy with regard to its own use and reporting of data.

**Replacement Provision (Section IV. Definitions, Subsection A):**

*A. "Aggregate Data" is "Wage Data" that has been stripped of any information that would identify the individual(s) and employers to whom the data pertains, including but not limited to, name and Social Security Number (SSN) or Federal Employer Identification Number (FEIN), and that have been aggregated into a group(s) containing no fewer than three records, provided however, that nothing herein shall prevent a PACIA from observing a more stringent aggregation policy with regard to its own use and reporting of data.*

**SIGNATURES**

State Unemployment Insurance Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Employment and Training Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment**

**Amendment Number: 11**

**References:** Section VIII. Confidentiality/Restrictions on Use of Information, Subsection A, Paragraph 6, Subsection B, Paragraph 9, and Subsection C, Paragraph 8

**Original Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection A, Paragraph 6):**

6. The Queries obtained through the WRIS shall be processed in a manner that will protect the confidentiality of the records, and in such a way that unauthorized persons cannot retrieve such records by means of computer, remote terminal, or any other means.

**Replacement Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection A, Paragraph 6):**

*6. The Queries obtained through the WRIS shall be processed in a manner that will protect the confidentiality of the records and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Queries may be downloaded to, or maintained on, mobile or portable devices only if the queries are encrypted with a very strong password that, at minimum, meets the standards established by the National Institute of Standards and Technology (NIST). Queries may be accessed only from a secure location.*

**Original Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection B, Paragraph 9):**

9. The Wage Data obtained through the WRIS Clearinghouse shall be processed so as to protect the confidentiality of the data, and in such a way that unauthorized persons cannot retrieve such records by means of computer, remote terminal, or any other means.

**Replacement Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection B, Paragraph 9):**

*9. The Wage Data obtained through the WRIS Clearinghouse shall be processed in a manner that will protect the confidentiality of the records and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Wage Data may be downloaded to, or maintained on, mobile or portable devices only if the Wage Data are encrypted with a very strong password that, at minimum, meets the standards established by the National Institute of Standards and Technology (NIST). In addition, Wage Data may only be accessed from secure locations.*

**Original Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection C, Paragraph 8):**

8. The Wage Data obtained by ETA through the WRIS shall be processed in a manner

that will protect the confidentiality of the records, and in such a way that unauthorized persons cannot retrieve such data by means of computer, remote terminal, or any other means.

**Replacement Provision (Section VIII. Confidentiality/Restrictions on Use of Information, Subsection C, Paragraph 8):**

*8. The Wage Data obtained by ETA through the WRIS shall be processed in a manner that will protect the confidentiality of the records and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Wage Data may be downloaded to, or maintained on, mobile or portable devices only if the Wage Data are encrypted with a very strong password that, at minimum, meets the standards established by the National Institute of Standards and Technology (NIST). In addition, Wage Data may only be accessed from secure locations.*

**SIGNATURES**

State Unemployment Insurance Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Employment and Training Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment**

**Amendment Number: 12**

**Reference:** Section II. Legal Authority

**Original Provision (Section II. Legal Authority):**

The legal authority to establish this agreement is derived from Section 136(f)(2) of the Workforce Investment Act of 1998 (Public Law 105-220), which requires states to use wage records, consistent with State law, for performance measurement purposes. This section also authorizes the Secretary to make arrangements, consistent with State law, to ensure that the wage records of any state are available to any other state, to the extent they are necessary for carrying out a state's state plan or completing their annual report.

The authority for workforce investment system reporting is derived from Section 136(d) and Section 185 of the WIA.

As required by the WIA, all data exchange activity conducted through the WRIS will be conducted in a manner consistent with both the Family Educational Rights and Privacy Act (FERPA) and with applicable State law. Further, the WRIS will be administered in accordance with Section 504(b) of the WIA, which prohibits the development of a national database of personally identifiable information on individuals receiving workforce investment services while allowing activities that are necessary to the proper administration and management of such programs.

**Replacement Provision (Section II. Legal Authority):**

*The legal authority to establish this agreement is derived from Section 136(f)(2) of the WIA (Public Law No. 105-220), which requires states to use wage records, consistent with State law, for performance measurement purposes. This section also authorizes the Secretary to make arrangements, consistent with State law, to ensure that the wage records of any state are available to any other state, to the extent they are necessary for carrying out a state's state plan or completing their annual report.*

*The authority for workforce investment system reporting is derived from Section 136(d) and Section 185 of the WIA.*

*As required by the WIA, all data exchange activity conducted through the WRIS will be conducted in a manner consistent with both the Family Educational Rights and Privacy Act (FERPA) and with applicable State law. Further, the WRIS will be administered in accordance with Section 504(b) of the WIA, which prohibits the development of a national database of personally identifiable information on individuals receiving workforce investment services while allowing activities that are necessary to the proper administration and management of such programs. The participating SULAs use of the Distributed Data Base Index (DDBI) for purposes of determining Federal-State Unemployment Compensation (UC) program eligibility is governed by Section 303(a)(1) of the Social Security Act (SSA), requiring, as a*



*condition of a state's administrative grants, that it follow methods of administration "reasonably calculated to insure full payment of unemployment compensation when due," and Section 3304(a)(9)(B) of the Federal Unemployment Tax Act (FUTA), which requires each State, as a condition of participation in the UC program, to participate in any arrangement specified by the Secretary of Labor for payment of UC "on the basis of combining an individual's wages and employment" in two or more states.*

**SIGNATURES**

State Unemployment Insurance Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Employment and Training Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment**

**Amendment Number: 13**

**References:** Section V. WRIS Governance, Subsection B, Paragraph 1, and Subsection C, Paragraph 2

**Original Provision (Section V. WRIS Governance, Subsection B, Paragraph 1):**

1. The Advisory Group will convene each calendar quarter. Meetings will be held in-person biannually and via conference call during the two calendar quarters an in-person meeting isn't scheduled. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.

**Replacement Provision (Section V. WRIS Governance, Subsection B, Paragraph 1):**

*1. The Advisory Group will convene each calendar quarter either in person or via a conference call. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.*

**Original Provision (Section V. WRIS Governance, Subsection C, Paragraph 2):**

2. Employment and Training Administration:

b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call no later than five (5) business days after the meeting or call. Advisory Group members will have five (5) business days to comment on the draft, or provide their concurrence.

**Replacement Provision (Section V. WRIS Governance, Subsection C, Paragraph 2):**

*2. Employment and Training Administration:*

*b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call to group members within ten (10) business days. Advisory Group members will have ten (10) business days to comment on the draft report.*

**SIGNATURES**

State Unemployment Insurance Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Employment and Training Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Wage Record Interchange System (WRIS)  
Data Sharing Agreement Amendment**

**Amendment Number: 14**

**Reference:** Section VII. Operation of the WRIS, Subsection C, Paragraph 3

**Original Provision (Section VII. Operation of the WRIS, Subsection C, Paragraph 3):**

3. To allow the PACIA to obtain Wage Data used to satisfy the performance and reporting requirements for the Job Corps Program, Senior Community Service Employment Program, Migrant and Seasonal Farm Worker Program, Native American Program, Veterans Workforce Investment Program, Youth Build Program, Registered Apprenticeship Program, Prisoner Reentry Initiative Grant Program, H-1B Technical Skills Training Grant Program, and the Community-Based and High-Growth Job Training Initiative Grant Program. Such requests are permissible, provided that a PACIA has voluntarily entered into an agreement, which sets forth terms and conditions for such data sharing that are otherwise consistent with the terms of this Agreement, and 20 CFR Part 603, with an entity that operates such programs, or directly with ETA. A PACIA may submit Requests to the WRIS Clearinghouse on behalf of such entity, provided further, that any Results obtained from the SUIA shall be reported to such entity by the PACIA as Aggregate Data.

**Replacement Provision (Section VII. Operation of the WRIS, Subsection C, Paragraph 3):**

*3. To allow the PACIA to obtain Wage Data used to satisfy the performance and reporting requirements for the Job Corps Program, Senior Community Service Employment Program, Migrant and Seasonal Farm Worker Program, Native American Program, Veterans Workforce Investment Program, Youth Build Program, Registered Apprenticeship Program, Prisoner Reentry Initiative Grant Program, H-1B Technical Skills Training Grant Program, the Community-Based and High-Growth Job Training Initiative Grant Program; and ETA programs and ETA grants funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act), Division A, Title VIII of Public Law No. 111-5. Such requests are permissible, provided that a PACIA has entered into an agreement, which sets forth terms and conditions for such data sharing that are consistent with the terms of this Agreement, and 20 CFR Part 603, with an entity that operates such programs, or directly with ETA. A PACIA may submit Requests to the WRIS Clearinghouse on behalf of such entity, provided further, that any Results obtained from the SUIA shall be reported to such entity by the PACIA as Aggregate Data.*

**SIGNATURES**

State Unemployment Insurance Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Performance Accountability and Customer Information Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

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Performance Accountability and Customer Information Agency

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Agency: \_\_\_\_\_

Employment and Training Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

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