

TRAINING AND EMPLOYMENT NOTICE	<b>NO.</b> 4-09
	<b>DATE</b> July 28, 2009

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON /s/  
Administrator  
Office of Workforce Security

SUBJECT: Unemployment Insurance (UI) Benefit Financing Seminar

1. **Purpose.** This notice announces and solicits nominees for a UI Benefit Financing Seminar to be held October 27-30, 2009, in Alexandria, Va.
2. **Background.** 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. A tentative agenda is attached. After completion of this seminar, participants will have a much greater understanding of the structure and operation of their state UI benefit financing systems. Participants will be supplied with a training manual prepared by the instructors.

This seminar is open to 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 these activities. Second priority will be given to other personnel in statistical, actuarial or research units (labor market information, research and statistics, etc.) that support UI. The seminar will be limited to 32 participants. The National Office will select the participants and notify them through the Regional Offices.

3. **Schedule and Logistics.** The seminar will be held at Learning Tree International at the corner of John Carlyle Street and 1900 Jamison Avenue, Alexandria, VA, 22314. The seminar will start at 8:30 a.m., Tuesday, October 27, and end at 1:00 p.m., Friday, October 30. Participants should arrive by Monday evening, October 26. Lodging will be at the Residence Inn Alexandria at Carlyle, a short walk from the training center. Upon

EMPLOYMENT AND TRAINING ADMINISTRATION  
 U.S. DEPARTMENT OF LABOR  
 WASHINGTON, D.C. 20210

selection, participants will receive additional information regarding lodging, special arrangements, and travel instructions.

4. **Costs.** SWAs or Regional Offices are responsible for travel and per diem costs for staff to attend the training session.
5. **Action Required.** States wishing to send staff to the seminar should have nominees complete the attached nomination form. Please make sure that all questions on the nomination form are answered fully. Completed nomination forms may be sent to Mike Miller by e-mail at [miller.michael@dol.gov](mailto:miller.michael@dol.gov) or by fax to 202-693-2874, no later than August 22. Only staff for whom the necessary travel funds can be secured should be nominated.
6. **Inquiries.** Direct any questions concerning the seminar to the appropriate Regional Office.
7. **Attachments.**

Attachment I – Tentative Agenda  
Attachment II – Nomination Form

Attachment I

TENTATIVE AGENDA  
UI Benefit Financing Seminar  
October 27-30, 2009

Tuesday

1. Introduction to the Federal/State UI System
2. Benefit Cost Forecasting
3. Introduction to the Benefit Financing Model/Projection Program
4. Work Groups/Computer Exercises – Projection Program

Wednesday

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

Thursday

1. Trust Fund Adequacy
2. Borrowing to Pay Benefits
3. Work Groups/Computer Exercises

Friday

1. Work Groups/Computer Exercises
2. Experience Rating
3. Participant Presentations

Attachment II

NOMINATION FORM  
UI BENEFIT FINANCING SEMINAR

State: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL BACKGROUND

Years of schooling completed: 12 13 14 15 16 17 18 19 20

Degree	Date	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant education and/or training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK EXPERIENCE

Length of time doing UI trust fund forecasting/analysis: \_\_\_\_\_

Length of time working in UI \_\_\_\_\_

Length of time engaged in other work in  
research, statistics or related activities: \_\_\_\_\_

Describe briefly your present duties, particularly as related to this seminar:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPUTER AND STATISTICAL SKILLS

Do you have experience or training in the following?

Spreadsheets:                    Yes / No

Statistical packages:        Yes / No

Regression Analysis:        Yes / No

RECOMMENDED BY:

---

Signature

---

Title