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None	Nov. 30, 1992

DIRECTIVE: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 04-92

TO: ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM: DONALD J. KULICK
Administrator
For Regional Management

SUBJECT: Distribution of the Automated Interstate Claimstaking Handbook and Interstate-Internet Office Directory.

1.Purpose. To provide notification to all States of the distribution of the software for the automated Interstate Claimstaking Handbook and Interstate-Internet Office Directory and to clarify handbook updating procedures.

2.References. ET Handbook No. 392, Appendix A.

3.Background. For a number of years discussions have taken place about the automation of the Interstate Handbooks. In FY 1989 the Interstate Conference of Employment Security Agencies' Interstate Benefit (IB)Committee focused attention on automation of the Handbooks as a result of discussions at the National Interstate meeting in September 1988. At that time, the IB Committee created a Sub-Committee to review and assess the proposal to automate the Handbooks. The Sub-Committee supported the automation proposal and eventually through a series of discussions and demonstrations, the software was scheduled for development and distribution in FY 1990. However, the support necessary to complete and distribute the Second Generation Code for the IB-1 and 13 and the distribution of the IB-4 software and IB-5 required postponement of completion of the Handbook software. The Handbook software has now been completed and is ready for distribution.

4. Distribution Schedule. The Martin Marietta Information Systems Group (MMISG) HUB distributed the installation instructions, programs, a non-valid data file and User Guides nationwide to the Internet Programmers for all IBM States on September 16, 1991. It is estimated that approximately 4 staff hours will be necessary to install the programs.

MMISG also distributed information, documentation and the nonvalid data file to the Internet Programmer for all non-IBM States on September 16, 1991. (The programs and User Guide will not be distributed unless requested.)

The valid initial data base was distributed to all States on October 18, 1991 for reloading.

5. Notices of Distribution. NIMISG will send a TC-IB13 to the Interstate Programs/Internet Coordinator(s) to advise them that the automation package has been distributed to the data processing unit and a copy of the distribution cover memo will be sent to all ETA Regional Office UI Directors.

6. Updates to the Handbooks. States will continue to provide updates to the handbooks in accordance with the instructions provided in ET Handbook 392, Appendix A. The hardcopy updates provided by the States will be used to update the automated handbooks data base. MMISG will periodically transmit automated handbook updates to the States for reloading. Distribution of the hardcopy Handbook will continue as usual.

7. Action Required. State Administrators are requested to provide a copy of this letter to the appropriate program and data processing staff.

8. Inquiries. Any questions should be addressed to the appropriate Regional Office.