



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Maria Belliveau, Associate Fiscal Officer

Handwritten initials "MB" in black ink.

DATE: November 12, 2015

SUBJECT: JFO #2796 – Request from the Vermont Department of Labor

The Department of Labor has submitted a request for authority to approve the establishment of 12 new limited service positions in the Unemployment Insurance and Wage Division. The positions will be fully funded through the Reemployment Services and Eligibility Assessment grant program through the U.S. Department of Labor (DOL.) The DOL has received a supplemental grant modification from the U.S. Department of Labor of \$2,001,087.90 (\$1,069,540 in new funds and \$931,550.40 in carry forward funds) to fund the new Career Development Case Manager (in addition to the existing Career Development Facilitators) positions and associated expenses of the new Reemployment Services and Eligibility Assessment (RESEA) Program. The positions will provide more intensive one-on-one workforce development services and eligibility review than were available prior to the implementation

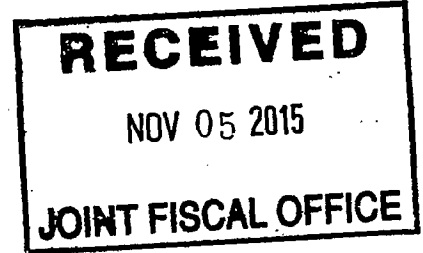
Currently, the Department of Labor administers the Unemployment Insurance, Reemployment and Eligibility Assessment (UI REA) Program in each of Vermont's American Job Centers around the state. The federal Government is replacing the existing UI REA program with the RESEA Program. The new RESEA program incorporates several activities to target UI claimants who are most likely to exhaust their benefits, as well as establishing UCX claimants as a priority population (by federal law, certain members of the military can get Unemployment Compensation based on their active duty service benefits.) The new funds will be used to transition the traditional UI REA program into the new RESEA program. This new program will integrate the activities of the Unemployment Insurance Division with the Workforce Development Division within the Department of Labor to ensure that employment services are coordinated with Unemployment Insurance services. Claimants have a variety of needs based upon their specific circumstances and the appropriate reemployment service plan will be provided to facilitate successful employment outcomes.

The grant period is April 1, 2015 through September 30, 2016. The transition to the new RESEA program is anticipated to be complete by January 2016.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; mbelliveau@leg.state.vt.us, or Dan Dickerson 802-828-2472; ddickerson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by Monday, November 30, 2015 it will be assumed that you agree to consider as final the Governor's acceptance of this grant.

JFO # 2796

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form



This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont Department of Labor/Unemployment Insurance (UI) Date: October 7, 2015

Name and Phone (of the person completing this request): Tracy M. Phillips, UI & Wages Division Director

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2451

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

U.S. Department of Labor, Employment and Training Administration
Reemployment Services and Eligibility Assessment (RESEA) Grant; \$1,069,540

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Job Center Generalist	12	VT Dept. Labor UI & Wages Division	Current - 12/31/15 w/renewal Obligation authorization to 9/30/16

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The RESEA program helps to facilitate unemployed workers' reentry into the workforce while ensuring the integrity of the UI program. USDOL has recently expanded this reemployment program and now requires more intensive one-on-one workforce development services in addition to the eligibility review. To date VT outcomes include: 3+ week reduction in duration; up to 60% reemployment; and identification/recovery of over \$1.5M in over payments.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

Tracy M. Phillips 10/8/15
Signature of Agency or Department Head Date

Melvin Paul 10.12.15
Approved/Denied by Department of Human Resources Date

[Signature] 10/29/15
Approved/Denied by Finance and Management Date

[Signature] 11/2/15
Approved/Denied by Secretary of Administration Date

Comments:

OCT 14 2015 DHR - 11/7/05

Grant Modification / Notice of Obligation

U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT MODIFICATION		No. 0	PROJECT: Unemployment Insurance	
GRANT NUMBER: UI-27135-15-55-A-50	EIN: 030350861	EFFECTIVE DATE: 04/01/2015	PAGE 1	
GRANTEE: VERMONT DEPARTMENT OF LABOR 5 GREEN MOUNTAIN DRIVE P.O. BOX 488 MONTPELIER, VERMONT 05601		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

Action:

FY 15 Reemployment Services and Eligibility Assessment (RESEA) grant funds in accordance with UIPL 13-15.

NOTE: The period of performance for FY 2015 RESEA grants to continuing states is effective April 1, 2015 and ends on December 31, 2015. RESEA funds are expected to be obligated by that date. However, if changes occur post-award, the deadline for obligation of these funds will be September 30, 2016.

YEAR / CFDA PROGRAM ACCOUNT ID	CURRENT LEVEL	Mod 0 MODIFICATION	NEW LEVEL	PMS DOC #
PY 15 / 17.225 UNEMPLOYMENT INSURANCE STATE ADMINISTRATION <small>15-1630-2015-05017915168D201501790001155UI020A0000AOWS00ACWS00-A90220-410010-ETA-DEFAULT TASK-</small>	\$0.00	\$1,069,540.00	\$1,069,540.00	UI27135XW0
TOTAL FUND AVAILABILITY	\$0.00	\$1,069,540.00	\$1,069,540.00	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved
by



THOMAS C MARTIN

Grant Officer

Date Signed **07/06/2015**



SEP 17 2015

Ms. Anne M. Noonan
Commissioner
Vermont Department of Labor
5 Green Mountain Drive
P.O. Box 488
Montpelier, Vermont 05601-0488

Dear Commissioner Noonan:

Your agency's request for the 2015 Supplemental Budget Request (SBR) funds to continue operation of your Reemployment Services and Eligibility Assessment (RESEA) program has been approved in the amount of \$1,069,540 to schedule 20,265 RESEAs. These funds are limited to expenditures for RESEA activities described in Unemployment Insurance Program Letter (UIPL) No. 13-15 and in your state's 2015 RESEA SBR. RESEA expenditures must be charged to an RESEA project code to document the proper expenditure of these funds.

RESEAs help to facilitate unemployed workers' reentry into the workforce and help to ensure the integrity of the Unemployment Insurance (UI) program. We are pleased that your agency will continue this worthwhile program, which benefits both claimants and employers in your state.

It is a requirement that a UI staff member be involved in the RESEA program to provide guidance, training as needed, and assistance with the RESEA required reports. Data quality will also continue to be a priority area. There is a need to focus on improving the data on these important reports since they are used to evaluate the effectiveness of the RESEA program and as justification for our annual funding request(s) for the RESEA program.

The Federal Grant Officer has issued a Notice of Obligation (NOO) to award these funds in accordance with UIPL 13-15. As indicated in the terms and conditions of this award attached to the NOO, quarterly and cumulative expenditures during the life of the RESEA program must be reported in the remarks section of the ETA 9130 Financial Report.

Please coordinate your state's reporting with your Regional Federal Project Officer (FPO), including notifying the FPO at the end of any calendar quarter in which the number of RESEAs scheduled is less than 22 percent of the total RESEAs funded. If this occurs, the state and the FPO should address any problems that might prevent the state from reaching the number of scheduled RESEAs funded.

These FY 2015 funds should be obligated by the state in adherence with the proposed expenditures and the timeline contained in the state's RESEA proposal, which covers the period ending December 31, 2015. However, to allow for potential changes that might occur, the

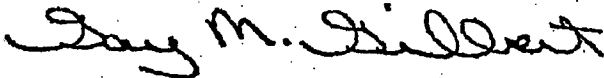
obligation date specified by the Grant Officer on the NOO for these funds is September 30, 2016. Funds are to be liquidated within 90 days of the obligation deadline.

We recognize that proposals include cost estimates that may change. If changes of 20 percent or more in any specific budget category on the Standard Form (SF) 424A occur, a letter signed by the agency's signatory official requesting approval of the change along with a revised SF 424A must be submitted electronically to the Department of Labor (DOL) at ows.sbr@dol.gov with a copy to your DOL Regional Office. Because approval by the Grant Officer is required, requests for these proposed changes, including an explanation of the changes and applicable budgetary information, should be submitted as soon as the necessary information is available. Pursuant to 2 CFR Part 200.308, requests to amend the plan/budget should be submitted at least 30 days prior to the end of the obligation period, and requests to extend the expenditure/liquidation period should be submitted at least 30 days prior to the end of the liquidation period. Please reference the SBR name (2015 RESEA SBR), the state, and the UI grant number in any future correspondence relating to this SBR.

We remain diligent in identifying best practices for the RESEA program and welcome information about your successes through our Reemployment Connections Community of Practice on Workforce3One at <http://rc.workforce3one.org/>. Future webinars will identify successful practices in the states. Please share your ideas and efforts and also take the opportunity to review valuable information from states facing similar challenges.

Best wishes for the continued success of your RESEA program.

Sincerely,



Gay M. Gilbert
Administrator
Office of Unemployment Insurance

cc: Holly O'Brien
Regional Administrator
Boston

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION UI RESEA
	CORRESPONDENCE SYMBOL OUI/DUIO
	DATE March 27, 2015

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 13-15

TO: STATE WORKFORCE AGENCIES

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Fiscal Year (FY) 2015 Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Grants

1. **Purpose.** To provide guidelines for the new FY 2015 UI RESEA (replacing the UI Reemployment and Eligibility Assessment (REA)) grants and to: 1) invite state workforce agencies to submit proposals for FY 2015 RESEA funding; 2) explain the differences between the traditional UI REA program and the new RESEA program, including the new flexibility that enables the funds to be used for both traditional REA activities and reemployment services (also called career services); 3) announce that FY 2015 will be a transition year to enable states to make the necessary changes to existing programs; 4) announce the U.S. Department of Labor's (Department) intent to add a performance measurement of the RESEA program using the integrated workforce system's common measures; and 5) encourage states, as they begin planning implementation of the Workforce Innovation and Opportunity Act (WIOA), to consider how to most effectively leverage the state's RESEA program.

2. **References.**

- Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. No. 113-235;
- Workforce Innovation and Opportunity Act of 2014, Pub. L. No. 113-128;
- Unemployment Insurance Program Letter (UIPL) No. 10-14, *Fiscal Year (FY) 2014 Unemployment Insurance (UI) Reemployment and Eligibility Assessment (REA) Grants*;
- Information Collection Request for the ETA 9128, Reemployment and Eligibility Assessment Workloads Report, and the ETA 9129, Reemployment and Eligibility Assessments Outcomes Report (OMB number 1205-0456);
- Employment and Training (ET) Handbook No. 401, 4th Edition, *Revised ET Handbook No. 401, Unemployment Insurance Reports Handbook*;
- ET Handbook No. 402, 5th Edition, *Revised ET Handbook No. 402, Unemployment Insurance Reports (UIR) User Manual – Web Version*;
- Training and Employment Guidance Letter (TEGL) No. 36-11, *Announcement of American Job Center Network*;

RESCISSIONS None	EXPIRATION DATE Continuing
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- Training and Employment Notice (TEN) No. 31-09, *Cross-Program Collaboration for Reemployment and Eligibility Assessment (REA) Grants*;
- Webinar - *Nevada's Reemployment and Eligibility Assessment (REA) Program and Minnesota's Advanced REA Automation Tool*, available at <https://www.workforce3one.org>; and
- Webinar - *Reemployment and Eligibility Assessment (REA) Program Innovations in Tennessee and Utah*, available at <https://www.workforce3one.org>.

3. **Background.** The federal-state UI program provides an important core service in the comprehensive, integrated workforce system established under the Workforce Investment Act (WIA), which was recently revised by WIOA. Through the UI program, individuals, who have lost employment through no fault of their own and have earned sufficient wage credits, may receive UI benefits if they meet initial and continued UI eligibility requirements. The Department and participating state UI workforce agencies have been striving to address individual reemployment needs of UI claimants, and to prevent and detect UI improper payments, through the voluntary UI REA program since 2005. Both activities are high priorities for the Department's Employment and Training Administration (ETA). The UI REA program has provided claimants entry to a full array of reemployment services available at American Job Centers (AJCs), and has helped to ensure that claimants comply with all UI eligibility requirements. Individuals filing UI claims are active job seekers who, through the state's UI REA program, are made aware of the wide variety of reemployment services that are available to them. They are referred to reemployment services appropriate for their individual needs. In FY 2014, a total of 44 states operated a UI REA program. These states are referred to as "continuing states" in this UIPL. Several of these continuing states are participating in the Department's evaluation of the UI REA program.

The Department requested additional discretionary funds to build on the success of the UI REA program by providing reemployment services in addition to UI eligibility assessments and other UI REA activities (see section 8.A. of this UIPL). The Department explained its intent to use these funds for a RESEA program to target profiled UI claimants identified as most likely to exhaust their benefits and all transitioning veterans receiving Unemployment Compensation for Ex-Servicemembers (UCX) as these populations may have more barriers to reemployment.

The Department received new appropriations authority that allows for funding of activities previously funded by the UI REA grant funds as well as reemployment services. This approach mimics the approach previously studied in Nevada that was shown to be successful that integrated provision of REAs with provision of reemployment services.

4. **FY 2015 Funding.** The Consolidated and Further Continuing Appropriations Act, 2015, appropriates a minimum of \$80 million for UI RESEA funding in 2015 to conduct in-person reemployment and eligibility assessments and to provide reemployment services and referrals to training, as appropriate. The 2015 funding period will be nine months rather than twelve months, beginning April 1, 2015, and ending December 31, 2015. The 2015 appropriation allows for these funds to be expended for both traditional UI REA activities and for reemployment services, and these activities are referred to collectively in this UIPL as the

RESEA. States interested in implementing a RESEA program, with FY 2015 being considered a transition year, as explained below, may apply for this supplemental funding. States participating in the UI REA program evaluation, sponsored by the Department, should request FY 2015 funding associated with their UI REA evaluation design as well as up to \$100,000 for costs relating to transitioning to the new target population after the evaluation period ends.

5. **Program Changes Beginning in FY 2015.** The RESEA program is replacing the UI REA program. States are strongly encouraged to begin making the necessary changes to transition their UI REA program to an RESEA program to target claimants most likely to exhaust their UI benefits and UCX claimants. The following information provides a summary of the key changes.

- Beginning in FY 2015, continuing states are encouraged to transition, or begin transitioning, their UI REA programs to an RESEA program and may request up to \$100,000 to implement program changes related to this transition. States that do not have a UI REA program (i.e., new states) are strongly encouraged to request funding to begin implementation of a RESEA program and the limit on transition funding does not apply to new states.
- States may now use RESEA funding to support the traditional required UI REA activities and to provide reemployment services to which RESEA participants are referred. As continuing states (other than states participating in the Department's UI REA evaluation) transition to targeting claimants determined to be those most likely to exhaust their benefits and UCX claimants, states are also encouraged to provide more intensive services to these individuals as these populations may have more barriers to reemployment. The RESEA program should focus on providing career services that directly relate to the specific needs of the participating claimants. Continuing states may reduce the number of funded RESEAs compared to the prior year to accommodate the projected costs of providing more intensive career services. Services to be provided should be identified in the development or revision of the claimant's Individual Reemployment Plan. Claimants have a variety of needs based on their specific circumstances and the appropriate reemployment services should be provided to lead to successful employment outcomes, including referrals to education and training, if appropriate, to further actual reemployment goals. Because the same reemployment service types are not appropriate for all claimants, the individual needs of each claimant should be determined and the appropriate services provided.
- Before FY 2015, claimants targeted for services under the Worker Profiling and Reemployment Services (WPRS) program could not be selected for a UI REA. Beginning in FY 2015, the Department encourages continuing states to transition to a new targeting methodology to allow individuals profiled as most likely to exhaust their benefits and UCX claimants to be selected and provided services under the RESEA program and requires new states to begin the RESEA program using this new targeting methodology. The Department intends that, in FY 2016, only claimants determined to be most likely to exhaust benefits under the methods established for the

state's WPRS program, and UCX claimants, will be selected for the RESEA program. States should ensure that their WPRS models use appropriate data elements that have been shown to accurately predict the likelihood of exhaustion in the state and the coefficients should be updated as needed. States needing technical assistance in reviewing their WPRS profiling models should contact their ETA regional office.

- If the state does not operate a statewide RESEA program, the state must continue to operate the WPRS program in geographic areas that are not served by the RESEA program.
 - The period of performance for the FY 2015 grants will be a nine-month period from April 1, 2015 through December 31, 2015. This reduced performance period provides states, other than those states participating in the Department's UI REA evaluation, the option to use RESEA funding to deliver more intensive services that claimants determined to be most likely to exhaust benefits and UCX claimants may need and/or to cover the cost of reemployment services to RESEA participants. As noted above, continuing states may request up to \$100,000 to fund projected transition costs including costs related to the new targeting requirement. The new targeting requirement may be implemented by continuing states that are not participating in the UI REA evaluation beginning in FY 2015 and by all continuing states in FY 2016.
 - Finally, the Department intends to use the new WIOA common measures as an additional means to review program outcomes. The Department will be providing the opportunity for notice and comment in the Federal Register as the new reporting and performance requirements are developed for the RESEA program. Input from states regarding this anticipated transition is welcome. The current UI REA reporting requirements will remain in effect for the duration of the FY 2015 grant and through FY 2016.
6. **RESEA and WIOA.** WIOA was enacted in July 2014, and it provides a new blueprint for the nation's public workforce system. Under WIOA, the UI program is a vital program within the workforce system and continues to be a mandatory One-stop partner in American Job Centers. In addition, UI claimants continue to be critical customers for the system. As states begin to engage partner programs to carry out strategic planning under WIOA, particularly as they consider service delivery design for their AJCs, they should consider how to most effectively leverage the RESEA program.
7. **FY 2015 RESEA Proposals for New and Continuing States.** RESEA proposal requirements have been designed for both new states and states that have previously operated a UI REA program. States should select the appropriate format.
- A. **New RESEA State Programs.** Proposals for a RESEA program from states that have not implemented a UI REA program previously should provide the information described in Attachment A, *Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Proposal Outline for First Year RESEA Grants*, as well as an

abstract of the proposal containing the elements listed in Attachment B, *Elements of an Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Grant Proposal Abstract*. In the proposal, states should include only the information identified in this UIPL.

New state proposals should include start-up costs including estimated costs related to programming required reports based on the current UI REA Required Reports (Reemployment and Eligibility Assessments Workloads Report (ETA 9128) and Reemployment and Eligibility Assessments Outcomes Report (ETA 9129)). Additional reporting guidance for new states that are not currently operating a UI REA program will be forthcoming and states should not begin programming these reports until they have been approved and the new guidance is issued.

New states should budget for the obligation of RESEA funds within one year of the date of program implementation. This time period covers the time needed to design the program, develop reports and call in procedures, hire and train staff and subsequently begin serving claimants. The program implementation date is the date that the first RESEA participant in the state is scheduled to report to an AJC for a RESEA. This time period differs from the time period for continuing states, which ends December 31, 2015. States should notify the appropriate ETA regional office when the program has been implemented, as this date is needed for monitoring purposes. Many of the start-up costs, such as costs for programming required reports and training staff, will occur before the program has been implemented and should be included in the initial grant. Each RESEA grant will be based upon the start-up costs, the number of RESEAs that the new state proposes to schedule for the first grant period and the estimated costs provided by the new state to conduct the RESEA and provide allowable reemployment services.

- B. Continuing RESEA State Programs.** Proposals from states currently operating a UI REA program should provide an abstract of the proposal using Attachment B, *Elements of an Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Grant Proposal Abstract*, as well as the information requested in Attachment C, *Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Proposal Outline for States Continuing a RESEA Program*, and in Attachment D, *The Unemployment Insurance Reemployment and Eligibility Assessment (UI REA) Data Concerns for States with Current UI REA Grants*.

The performance period for FY 2015 RESEA grants to continuing states begins on April 1, 2015, and ends on December 31, 2015. This is the time during which the funds are expected to be obligated for activities described in the RESEA grant proposal. However, to allow for potential changes that might occur, the deadline specified by the Grant Officer on the Notice of Obligation for the obligation of these funds will be September 30, 2016. Funds must be liquidated within 90 days of that obligation deadline. All estimated cost figures for proposals for FY 2015 RESEA grants should be based on the time period ending December 30, 2015.

Each RESEA grant will be based upon the number of RESEAs that the continuing state proposes to schedule and the costs estimated by the state to provide RESEAs including allowable reemployment services. States that have not scheduled the number of UI REAs that were funded in FY 2014 should use the remaining FY 2014 funds to complete the projected UI REA workload and request funding for the balance of the FY 2015 RESEA grant period. All continuing RESEA states must determine whether any FY 2014 UI REA funds will not be obligated by March 31, 2015, provide this information in their FY 2015 RESEA grant application, and ensure that all FY 2014 UI REA funds are obligated under the 2014 UI REA guidelines before obligating FY 2015 RESEA funds.

Attachment D provides information about common data problems that may help states currently operating a UI REA program to write about the accuracy of their UI REA data. States must review their data with a focus on identifying any inaccurate data. The state's proposal must identify the errors in the quarterly ETA 9128 and the quarterly ETA 9129, describe the state's plans to correct the data, and provide a schedule of corrective actions.

States experiencing ongoing difficulties in reaching the UI REA workload projected in their FY 2014 UI REA proposals should request a lower level of RESEAs in FY 2015 than was requested in FY 2014.

Proposals will be reviewed based solely on the information required in the application. States should include only the required information.

C. States Participating in the UI REA Program Evaluation. Several continuing states are currently participating in a new evaluation of the UI REA program and the Department expects those states to continue with their planned UI REA program delivery in accordance with their agreed upon evaluation design for a minimum of 12 months. States participating in the UI REA evaluation may also request up to \$100,000 to plan for program changes for a transition to the new targeted population but should not implement these changes during the period of the UI REA evaluation.

- 8. Basic RESEA Guidelines.** RESEA funds must be used to assess the continued eligibility and reemployment needs of UI claimants. These funds may not supplant ongoing UI grant funds devoted to state UI eligibility review program activities.

States are not required to implement the RESEA program statewide. If a state does not implement RESEAs statewide, WPRS services must be provided in the geographic locations where RESEAs are not available. Also, the RESEAs are to be conducted only for UI claimants who do not have a definite return-to-work date. States should also exclude claimants who secure work only through a union hiring hall.

RESEA services may be delivered by UI staff, Wagner-Peyser staff, WIOA staff, or other AJC staff. The UI eligibility review is a key part of the RESEA for program integrity purposes. If UI staff members do not conduct the UI eligibility review, the service delivery staff must refer all issues to UI merit staff to adjudicate any potential UI eligibility issues identified during the RESEA. UI merit staff must maintain responsibility for adjudicating UI

eligibility issues, as appropriate. All eligibility determinations and redeterminations are funded through the regular funding for non-monetary determinations and not through the RESEA grant.

By applying for RESEA funding, states agree to integrate the RESEA program with WIA/WIOA and Wagner-Peyser funded reemployment services. WIOA collapses WIA "core and intensive activities" into combined "career services" and there is no required sequence for the delivery of services, which should allow job seekers to quickly access training. Career services are expected to be a key part of the success of the RESEA program. Each completed RESEA should include appropriate reemployment services and may include a referral to training; however RESEA funds may not be used to pay for training services.

UI staff must be engaged in RESEA planning, administration, and oversight as well as all appropriate staff training on UI eligibility requirements. While a full-time UI staff position is not required, UI staff must be available and involved in the RESEA functions previously discussed. States that have not had UI staff involvement in the UI REA program have experienced significant problems. In some instances, program staff delivering REAs had insufficient training to conduct a thorough eligibility review and detect eligibility issues requiring adjudication. This can result in improper payments. Further, many states that have not had sufficient UI staff participation have been unable to submit accurate ETA required reports. The ETA 9128 and ETA 9129 reports should be reviewed for accuracy each calendar quarter by the UI staff member of the RESEA team in addition to being reviewed by the RESEA team leader. Any resulting issues in the accuracy of the reports should be corrected and resubmitted within 90 days.

RESEA programs are an integral part of states' strategies for delivering reemployment services. ETA encourages states to develop a career service delivery model to ensure that UI claimants served through the RESEA program receive an appropriate level of service suited to each individual claimant. The following guidelines also apply:

A. Required RESEA Services. Each RESEA must include the following minimum core components, which are essentially unchanged from FY 2014 UI REA components but require the development of a more focused individual reemployment plan to serve the needs of the claimant:

- UI eligibility assessment and referral to adjudication, as appropriate, if an issue or potential issue is identified;
- Requirement for the claimant to report to an AJC;
- The provision of labor market and career information that addresses the claimant's specific needs;
- Registration with the state's job bank;
- Orientation to AJC services;
- Development or revision of an individual reemployment plan that includes work search activities, accessing services provided through an AJC or using self-service tools, and/or approved training to which the claimant acknowledges agreement; and

- Referral to at least one reemployment service and/or referral to training if appropriate to the individual's needs.

States must provide each RESEA participant one-on-one service for the eligibility review and the development of an individual reemployment plan during the initial RESEA and during any subsequent RESEA. The individual reemployment plan must contain specific steps to which the claimant agrees including reporting to and participating in the reemployment service(s) determined to be most likely to result in reemployment or referral to career related training. During the discussion of the individual reemployment plan, specific labor market information should be provided, thus, ensuring that the claimant understands how labor market information can be used in an appropriate job search.

All states may provide reemployment services as a component of the RESEA in 2015, and states are strongly encouraged to integrate the delivery of reemployment services with the traditional REA activities.

- B. Service Delivery Design.** As stated above, while not mandated for FYI 2015, continuing states are strongly encouraged to consider transitioning their programs to target those most likely to exhaust benefits and UCX claimants; and all new states must target this new population. The Department will be hosting a training session addressing the development of an effective WPRS model and will continue to provide ongoing assistance to states to help ensure that their models are useful and accurate tools to select claimants who are most in need of assistance to avoid exhausting their benefits. Continuing states may also still exercise flexibility in determining who is selected for a RESEA using FY 2015 funding with the following exceptions that also apply to the new target populations: both claimants who have a definite return-to-work date and claimants who seek work solely through a union hiring hall must be excluded.

Both continuing states and new states have flexibility in identifying staffing options for the delivery of RESEAs. Different skill sets are needed to conduct the UI eligibility assessment than those needed to develop a reemployment plan and make appropriate referrals to reemployment services at AJCs and/or training. Whether the state decides to use UI, Wagner-Peyser, and/or WIA/WIOA staff to conduct RESEAs, states must ensure that the staff members assigned for each activity have the necessary training and that UI staff are involved in development of the staff training and delivery of such training, as appropriate. States are encouraged to consider designating the same staff to provide the required RESEA activities, including some or all of the reemployment services deemed appropriate for the individual claimant.

States that conduct multiple RESEAs for the same individual must provide cost estimates for both the initial and the subsequent RESEAs. In general, subsequent RESEAs require less time and resources because it is not necessary to repeat the orientation session. Subsequent RESEAs must include the traditional UI REA components: an eligibility review; review and updating of the claimant's individual reemployment plan; the provision of labor market information if changes so dictate; and referral to reemployment

services or training. These subsequent RESEAs should build upon the services provided in the initial RESEA and address the needs of the claimant at this later stage in the claim.

Once the state notifies a claimant that s/he has been selected for a RESEA, participation in the RESEA is mandatory. UI claimants must report in person to an AJC for staff-assisted services for the initial RESEA. If a subsequent RESEA is conducted by telephone, state RESEA staff must ensure that both they and the claimant have access to the claimant's individual reemployment plan for review and updating. The proposal must identify activities that are conducted by telephone and the associated costs. The claimant's activities must be reviewed, and any proposed changes, along with the concurrence of the claimant, must be documented.

Claimants who contact the appropriate agency before their RESEA appointment and request to change the scheduled RESEA date or time for good reason, such as scheduled job interviews, may be accommodated. They should be counted on the ETA 9128 only as a "scheduled RESEA" rather than as a "rescheduled RESEA," as explained in ET Handbook No. 401, Unemployment Insurance Reports Handbook.

If a claimant fails to report for any RESEA without notifying the state beforehand, the state must refer the issue of the claimant's failure to report to the appropriate UI staff to be adjudicated under state law.

States must report initial outcomes for 100 percent of the scheduled RESEAs that are reported on the ETA 9128 report. Each claimant scheduled for an RESEA will either participate in the RESEA or fail to participate; therefore, each scheduled REA must be reported as one of these two outcomes. Rescheduled RESEAs should be counted as another scheduled RESEA and the results reported when the claimant participates or fails to participate in the rescheduled RESEA.

States must select RESEA participants no later than the fifth week of the claim series and promptly schedule them for a RESEA. The fifth week in the claim series is the fourth week following the week in which the claimant files an initial claim. If the claimant has not yet established monetary eligibility for benefits or is not yet eligible because, for example, a nonmonetary issue is pending adjudication, the claimant may be selected during the first week that s/he claims benefits after being determined eligible for benefits. For continuing states that have not transitioned to the new target population, it is not required that claimants who are not initially eligible be included in the treatment or comparison group; reporting of comparison groups is not required for either new states or continuing states after they transition to the new target population.

Up to three RESEAs for each individual claimant may be funded by the RESEA grant. States should focus their RESEA programs on helping claimants return to work as quickly as possible by providing comprehensive guidance and assistance to claimants during the initial RESEA. During the initial and subsequent RESEAs, states must provide clear and complete information that claimants need to access appropriate

reemployment services. Additional RESEAs for an individual who has received the initial RESEA and two subsequent RESEAs cannot be funded under this grant.

Continuing States Transitioning to RESEA Targeting in 2015 and New States: Once continuing states have transitioned to serving the new targeted population and for new states, funding for each individual RESEA may be provided for up to five (5) hours of individual staff time per RESEA. Under the prior UI REA program, funding was limited to a maximum of two hours per UI REA. The three-hour increase for all RESEAs is to allow adequate time for the delivery of appropriate reemployment services that meet the needs of claimants in the RESEA program. This time includes all activities that are a part of the delivery of the RESEA, including the provision of reemployment services if the state elects to use RESEA funding to provide them, and the associated documentation of claims records and correspondence. Continuing states that are not transitioning to the target population and not requesting funding for reemployment services may request up to two hours to provide the required REA activities. All staffing costs should be calculated based on the direct time charges per activity. Costs for activities that involve multiple claimants are calculated on the basis of the time that is required for the activity and the number of claimants participating. If a portion of the RESEA is provided in a group setting, the staff time for that activity should be divided by the number of RESEA participants who are likely to be a part of the group activity. For example, if two staff members conduct a group orientation session that lasts one and one half hours and ten RESEA participants are expected to attend, the staff time charged for each RESEA participant for this activity would be 18 minutes. This is calculated as follows:

90 minutes per member X 2 staff members = 180 minutes

180 minutes / 10 participants = 18 staff time minutes per RESEA

Continuing States Delaying Transitioning to the New RESEA Target Population: For any portion of 2015 that states continue to select and serve UI claimants for RESEAs under the prior UI REA program rules, funding for each RESEA continues to be limited to two hours per RESEA. However, continuing states may request additional funding for the provision of targeted reemployment services under the new RESEA guidelines to meet the needs of each claimant in accordance with the claimant's reemployment plan. All staffing costs should be calculated based on the direct time charges per activity (see above example for calculating group activity costs, if any).

C. Administrative Processes. States must establish or renew an agreement or Memorandum of Understanding (MOU) with the selected workforce service provider organization to address the requirements of the FY 2015 RESEA program funded under this grant. The MOU must, address the following services, as well as reemployment services if the state RESEA program is funding those services:

- Orientation to help claimants access self-service core services offered at AJCs through the resource room or virtually, with particular emphasis on accessing available labor market and career information;

- Registration with the state's job bank;
- Referrals to appropriate services offered through AJCs such as self-assessments, education and training information, interviewing techniques, networking, career exploration, and online job and occupations resources; and
- Support in the development of the claimant's individual reemployment plan that must include work search activities, workshops on topics such as resume writing job search strategies if needed, and/or approved training.

New states must submit a copy of the MOU or provide the date when it will be submitted. Continuing states do not need to submit a copy of the MOU if there are no needed revisions to reflect changes consistent with the new rules for the RESEA program, but they must certify that an MOU or other agreement has been signed by all service partners for the RESEA program. The agreement or MOU must confirm that the UI and workforce service providers, including state and local service partners, have agreed to collaborate to ensure that the requirements of the RESEA program will be met. This includes providing appropriate reemployment services to RESEA participants by the designated party and providing the data that is needed for the ETA required reports.

D. UI Feedback Loop and Adjudication. Once selected for a RESEA, claimants are required to participate in all components of the RESEA. Failure to report or participate in any aspect of the RESEA must result in referral to adjudication of these issues under applicable state law. States must include a description in their proposals for the:

- Feedback loop from the AJC to the UI system as to whether the claimants reported as directed and participated in the minimum activities outlined in their reemployment plan;
- Feedback loop established to refer any UI eligibility issues identified in the eligibility review for adjudication; and
- Process for referring to adjudication UI claimants selected for RESEAs who failed to report for the RESEA without contacting the agency.

E. Performance and Reporting. Currently, a measure of program effectiveness is derived from comparing outcomes of the UI REA treatment group with outcomes from a similar group of claimants who were selected for the comparison group and did not participate in the UI REA program. The current UI REA reporting requirements will remain in effect for the duration of the FY 2015 grant and through FY 2016 for those states that are currently operating UI REA programs. States must submit timely required reports, which are the ETA 9128 and ETA 9129. These reports are due on the 20th day of the second month following the end of the reporting quarter. Schedules for the submission of each report are provided in ET Handbook No. 401. These reports capture specific data about the program participants and the comparison group. States must continue the necessary cross-program coordination that ensures data quality.

States must review their reported data for the most recent four-quarter period and confirm the accuracy of the data in a narrative attached to the FY 2015 RESEA grant proposal. The narrative should explain the steps the state is taking to correct any errors in the data

identified by the Department and the state. It should also address negative results that have occurred over multiple reporting periods in measurements of average duration, benefits per claimant, percent exhausting, and percent reemployed for participants compared to the comparison group. The narrative should address planned changes that will be implemented to improve data quality. Attachment D has been developed to help states identify reporting problems. The quarterly summary of data includes comparisons of the workload activities and of the outcomes. States should use these summaries in preparing the narratives for their proposals, and the National Office will use these summaries to evaluate the state's proposal for a FY 2015 RESEA grant.

States must agree to participate in any ETA-funded evaluations of the effectiveness of the RESEA program. Results of these studies may be used for a report(s) to Congress. States selected to participate in the current UI REA evaluation must calculate costs based upon the evaluation design that has been developed in conjunction with the evaluation contractor. In addition, states must participate in periodic RESEA conference calls and webinars to facilitate information sharing and technical assistance.

As stated previously, the Department is planning to utilize the WIOA common measures to assess RESEA program outcomes. The Department will be providing states the opportunity for notice and comment in the Federal Register as the new reporting and performance requirements are developed for the RESEA program.

9. **RESEA Methodology and Required Reports.** Accurate reporting is critical to the success of the RESEA program. State funding is based upon the number of RESEAs scheduled. As noted above, the current UI REA reporting requirements will remain in effect for the duration of the FY 2015 grant and through FY 2016 for those states that are currently operating UI REA programs. States must submit timely and accurate required reports (ETA 9128 and ETA 9129). The past UI REA program measurement has demonstrated the value of this type of program as it has quantified the differences between claimants who have been selected to participate in the program and a group of claimants who have similar characteristics but have not been selected to participate. Claimants who have similar expectations of returning to work are assigned to the treatment or comparison group at the time that the REA treatment group is selected. Random selection of the comparison group provides the most valid means of measuring differences.

These data have been used for reports to Congress on the UI REA program and for budgeting purposes, and have clearly demonstrated the importance of the program. States submit reports on a quarterly basis and are responsible for ensuring that the data reported are accurate and the reports are submitted timely. These data are entered into the UI Web-based reporting system. Reporting instructions for both reports are contained in ET Handbook No. 401, and the edit checks for these reports are contained in ET Handbook No. 402.

It is the intent of the Department to eliminate the need for states to maintain a comparison group as currently required for the UI REA program.

10. Proposal Format and Instructions. The format and instructions for preparing the RESEA grant proposals are provided in the attachments to this UIPL. Attachment A provides guidance for states that have not received a REA grant before this fiscal year. Attachment B contains the elements that must be included in an abstract that must accompany all proposals. Attachment C provides guidance to states currently operating a program. Attachment D is information related to reporting for those states currently operating a UI REA program. All pages in the state's proposal should be numbered.

Each proposal should contain both the name and telephone number of the state agency administrator who is to be notified of approval of the grant and the name, telephone number, and e-mail address of the individual who can respond to questions about the proposal.

Standard Form (SF)-424, *Application for Federal Assistance*, and SF-424A, *Budget Information – Non-Construction Programs*, must be submitted for all RESEA grants. The SF-424A requires a breakout of object class categories in item 6 of section B —Budget Categories. The breakouts must match the proposed expenditures.

11. Funding Priority. Grants will be awarded in the following priority, as feasible to fund:

- Continuing state RESEA (formerly UI REA) programs at their current level;
- New state RESEA programs at 10,000 RESEAs or less;
- Continuing state RESEA programs currently funded at 10,000 RESEAs or below to expand to a higher level in increments of 10,000 RESEAs or less;
- New state RESEA programs at a level greater than 10,000 RESEAs in increments of 10,000 or less; and
- Continuing state RESEA programs currently funded in excess of 10,000 RESEAs to expand to a higher level in increments of 10,000 RESEAs or less.

12. Grant Scoring Criteria for New RESEA Programs. The RESEA proposal scoring criteria are explained in Attachment A and apply to states that have not previously operated a RESEA (formerly, UI REA) program. The highest scoring proposal will be funded first based on available funding, followed in sequence by those with lower scores until all available funds are exhausted. Proposals scoring fewer than 80 points will not be funded.

13. Grant Awards to States to Continue RESEA Programs. States currently operating a RESEA (formerly, UI REA) program should submit an abstract containing the information in Attachment B and provide the information requested in Attachment C. These proposals will not be scored but will be evaluated and funded after review and consultation with the state(s), as needed.

14. RESEA Proposal Procedures. We encourage states to work with ETA regional office staff in developing their proposals to ensure that:

- The RESEA program is designed to meet the needs of UI claimants;
- UI and AJC staff work cooperatively in planning, developing, testing, and implementing this program;

- The proposed expenditures are justified and appropriate; and
- The state has, is prepared to, or will be preparing to develop systems for collecting data for the required reports once these new reports have been defined.

15. Timelines.

- States must submit proposals to the National Office by May 1, 2015.
- Award notifications are expected to be issued by June 12, 2015.
- States must submit an SF-424, *Application for Federal Assistance*, signed by the state agency administrator and an SF-424A, *Budget Information – Non-Construction Programs*, with the proposal. If any changes are required after review of the proposal, revised forms or proposals will be required before award of the grant funds.

16. Action Requested. State agency administrators are requested to:

- Provide information contained in this UIPL to appropriate staff.
- Send, via e-mail, an electronic copy of the proposal and a summary of the RESEA Grant proposal to ows.sbr@dol.gov.

17. Inquiries. Please direct questions to the appropriate Regional Office.

18. Attachments.

Attachment A- Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Proposal Outline for First Year RESEA Grants

Attachment B - Elements of an Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Grant Proposal Abstract

Attachment C - Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) Proposal Outline for States Continuing a RESEA Program

Attachment D - The Unemployment Insurance Reemployment and Eligibility Assessment (UI REA) Data Concerns for States with Current UI REA Grants

VERMONT

**UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT AND ELIGIBILITY ASSESSMENT
(REA/RESEA) GRANT APPLICATION**

Grant Period: April 1, 2015 – December 31, 2015

Submitted May 1, 2015

**Grant Contact: Tracy M. Phillips, MPA
Director: Unemployment & Wages Division
Vermont Department of Labor
802-828-4242**

ATTACHMENT B

**ELEMENTS OF AN UNEMPLOYMENT INSURANCE (UI)
REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) GRANT
PROPOSAL ABSTRACT**

State Name: Vermont	
Name and Title of the State Agency Administrator: Anne M Noonan 802-828-4301 Anne.noonan@state.vt.us	
RESEA Program Lead/Contact <i>The person who can answer questions about the RESEA proposal.</i>	Name: Tracy M Phillips
	Telephone: 802-828-4242
	E-mail: Tracy.Phillips@state.vt.us
UI Program Lead/Contact <i>The person who can answer questions about the UI aspects of the RESEA proposal. This person may also be the RESEA Program Lead/Contact.</i>	Name: Lee Gable Telephone: 802-828-4209 E-mail: Lee.Gable@state.vt.us
Total UI REA Funds From <u>Prior</u> UI REA Grants Projected to Remain after March 31, 2015	\$931,550.40
Total RESEA Project Cost <i>The total amount of funds requested in this grant. Do not include funds carried forward from 2014.</i>	\$1,069,537.50
Staff benefit cost percentage rate	32%
Indirect cost percentage rate	38%
Total Service Delivery Staff Cost <i>The total amount of funds requested for staff solely to conduct the RESEAs <u>excluding</u> management costs and other costs that are not related to service delivery such as programming.</i>	\$1,189,650
Total Management Costs <i>The total amount of funds requested for program management costs excluding cost of staff who will conduct the RESEAs.</i>	\$99,050
Total Information Technology (IT) Staff Costs <i>The total amount of funds requested for programming and other IT staff costs.</i>	\$97,000

<p>Staff and Management Costs for a <u>Single</u> Completed Initial RESEA <i>The sum of service delivery staff costs and management costs divided by the number of initial RESEAs projected to be completed.</i></p>	\$184.10
<p>Staff and Management Costs for a <u>Single</u> Completed Subsequent RESEA <i>The sum of service delivery staff costs and management costs divided by the number of subsequent RESEAs projected to be completed, not to exceed 2 subsequent RESEAs per claimant. If costs for the second and third RESEA are expected to differ please provide both.</i></p>	\$92.05
<p>Staff Training Costs <i>The total amount of funds requested for staff training to conduct RESEAs.</i></p>	\$16,240.00
<p>Projected Time for a <u>Single</u> Initial RESEA, Including Paperwork <i>The total time spent preparing for and conducting a single initial RESEA, recording results, and other documentation. The funded time cannot exceed five (5) hours if requesting funds for reemployment services or two (2) hours if not requesting funds for reemployment services.</i></p>	2 ½ hours
<p>Projected Time for a <u>Single</u> Subsequent RESEA, Including Paperwork <i>The total time spent preparing for and conducting a single subsequent RESEA, recording results and other documentation. If times for the second and third RESEA are expected to differ please provide both.</i></p>	1 hour
<p>Projected Costs for a <u>Single</u> RESEA for which the Claimant Fails to Report <i>The total costs spent preparing for a single RESEA for which the claimant subsequently fails to report. This estimate should not include the costs of adjudication which are separately funded.</i></p>	\$45.00
<p>Total Number of Initial RESEAs to be Scheduled <i>The total number of initial RESEAs that will be scheduled including both the RESEAs for which claimants are projected to report and the RESEAs for which claimants are projected to fail to report.</i></p>	7,000 Initial

<p>Total Number of Subsequent RESEAs to be Scheduled <i>The total number of subsequent RESEAs that will be scheduled including both the RESEAs for which claimants are projected to report and the RESEAs for which claimants are projected to fail to report. (If the state does not conduct subsequent RESEAs this number will be zero.)</i></p>	<p>14,000</p>
<p>Total Number of RESEAs projected to be completed <i>The total number of RESEAs the state will schedule during the grant period for which the claimant will report and participate in an RESEA.</i></p>	<p>19,635</p>
<p>Total Number of RESEAs projected for which the claimant will fail to report <i>The total number of RESEAs the state will schedule during the grant period for which the claimant will fail to report and will not participate in an RESEA.</i></p>	<p>1,365</p>
<p>Total number of RESEA sites <i>The total number of sites where RESEAs will be conducted. States requesting funds to expand the numbers of RESEAs should provide the number of sites at both the current and the expanded levels.</i></p>	<p>12 <i>*See narrative- Vermont will first transition the selection criteria and then transition the services</i></p>
<p>Type of staff conducting RESEAs <i>Description of the staff that will conduct the RESEAs (e.g., UI, American Job Center, or a combination).</i></p>	<p>Combination staffing UI and American Job Center Staff</p>
<p>Memorandum of Understanding (MOU) Is it signed and operational? (Yes or No) <i>If no, provide the estimated date that the MOU will be signed and operational. New states should submit a copy of the MOU when it has been signed and continuing states should submit a copy of the MOU if it has changed.</i></p>	<p>Yes</p>
<p>RESEA required reports <i>If a state does not include a narrative regarding how it will address any data problems, the Supplemental Budget Request will not be funded. Please confirm that a narrative has been included by indicating "yes."</i></p>	<p>Yes</p>
<p>Date at which the state projects transitioning to selecting those claimants most likely to exhaust and UCX claimants.</p>	<p>June 2015</p>

VERMONT

**UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND
ELIGIBILITY ASSESSMENT (RESEA) GRANT APPLICATION**

Grant Period: April 1, 2015 – December 31, 2015

Grant Contact: Tracy M. Phillips, MPA
Director: Unemployment & Wages Division
Vermont Department of Labor

Introduction:

The reemployment of UI claimants and the reduction of erroneous UI payments continue to be top priorities for the Vermont Department of Labor. Vermont's implementation of the reemployment eligibility assessment (REA/RESEA) grant has forged the connection between the Unemployment Insurance and Workforce Development Divisions within the Department of Labor. Vermont's traditional REA/RESEA program design was framed around four major customer service principles intended to provide intensive case management and a heightened level of services to Unemployment Insurance claimants – expeditious entry to the American Job Center, assessment/identification of needs; individual employment plans, and consecutive engagement. Vermont will continue the REA/RESEA program state-wide and will work during this grant period to fully transition to the RESEA Program, with full state-wide implementation by January 2016. It is Vermont expectation to commence the transition plan as early as June 2015. The primary focus of will be to fully transition to the identified RESEA claimant section criteria (i.e. likely to exhaust and UCX veteran claimants). Once the selection criteria are fully operation in all of Vermont's American Job Center (AJC) regions, Vermont will focus efforts on expanding the delivery of reemployment services to the RESEA clients. Vermont intends to pilot the RESEA services in two (AJC) regional offices (Barre & Burlington) by September 2015 and to expand to the remaining Vermont (AJC) regional offices with full implementation by January 2016.

The Vermont RESEA program connects UI claimants, at the onset of their unemployment, with reemployment and training services by specifically linking them to services through Vermont's American Job Center's with a focus on claimant reemployment. This core program design has been shown to increase participant's competitive advantage by returning claimants to work for up to an average of at least two weeks earlier, thereby reducing the average duration of their UI Claim.

A number of studies have found that attention to UI claimants' efforts to find new jobs and to their reemployment service needs results in shorter claim durations and fewer erroneous payments. In 2010, the Vermont legislature mandated that the Vermont Department of Labor prioritize services to unemployed claimants by enacting into law that "the department of labor shall implement reemployment services in district offices. The department shall implement a policy that prioritizes claimants for services in the regional offices". In addition, Vermont's Governor, Peter Shumlin has also made re-employment and jobs a key part of his administration's agenda. This political support has enhanced a partnership between Vermont's Unemployment Insurance and Workforce Development Divisions to focus on the unemployed as a priority population across all service spectrums.

The proposal below intends to request funds to maintain Vermont's current REA/RESEA program servicing twelve American Job Centers, while transitioning to the enhanced RESEA Program during the proposed 9 month grant period of April 1, 2015 to December 31, 2015.

UI REA/RESEA Grant Project Summary.

The design of Vermont's Reemployment and Eligibility Assessment (REA/RESEA) program is based on the following main elements: the close working relationship that exists among Vermont Department of Labor's (VDOL) Unemployment Insurance (UI) Division, and its Workforce Development (WD) Division; the selection of participants within the fifth week of filing, once deemed monetarily eligible; servicing the priority population UCX and most likely to exhaust individuals during the transition period; identification of needs through in-person eligibility reviews at the AJC One-Stop locations; the requirement for claimants to register in the Vermont Job Link (bank) System; and consecutive interface with claimants through in-person follow-up activities. The program is designed to ensure that claimants have access to the full array of services available at the American Job Centers while also ensuring claimants comply with all UI eligibility requirements. The UI and WD Divisions continue to collaborate and partner resources to ensure that UI services and AJC One-Stop delivery services are well integrated in recognition that individuals who file UI claims are often active job seekers in need of reemployment services. UI staff are engaged in all REA/RESEA/RESEA planning, administration, oversight and UI staff training activities. REA/RESEA/RESEA services are currently provided by UI Career Development Facilitators and appropriately trained staff. Through the efforts of the RESEA transition Vermont will be expanding staffing to include Career Case Managers. The Career Case Managers will take the lead on providing the reemployment services, labor market information, and ensuring that the comprehensive work action plan is completed. Vermont's program will strive to ensure that each REA/RESEA/RESEA claimant is provided at least one reemployment service based on the claimants individual reemployment needs. Vermont's internal database and Vermont Job Link (VJL) systems provide open and effective communication to ensure coordination of delivery services and notice of claimant participation. The Commissioner of Vermont Department of Labor has established a memorandum of understanding between the Unemployment Insurance Division and the Workforce Development Division within the department of labor to ensure long-term integration of services commitment to the REA/RESEA program (attachment E).

Vermont anticipates conducting approximately 7,000 initial REA/RESEA/RESEA services during the noted 9-month grant period for a total of 21,000 REA/RESEA/RESEA sessions. This estimate is based on the requirement to transition to only selecting claimants that are "likely to exhaust" and/or claimants that have UCX veteran status while simultaneously adjusting to not serve claimants with a definite return to work date and/or union affiliation. As noted previously Vermont anticipates a full transition to new RESEA claimant selection criteria by June of 2015, therefore, Vermont expects to no longer need to reserve twenty percent of the remaining population for a comparison pool commencing July 2015 forward (as was required under the prior REA/RESEA UI selection criteria). REA/RESEA/RESEA sessions, (attachment F) focuses on one-on-one scheduled in-person assessments on the onset of claim filing (within first 5 weeks). Each claimant will be required to report to their local American Job Center for an initial group assessment and two subsequent one-on-one sessions. The initial group assessment is an interactive-session that consists of an orientation, UI eligibility review, development of a work search agreement and a work action reemployment plan, the provision of Labor market information, evaluation of individual re-employment assessment needs; and referral to re-employment services (e.g. job search assistance workshops or job placement services) or to occupational or skills training, when appropriate. At the conclusion of the orientation the each

participants meets with the REA/RESEA/RESEA coordinator for immediate one-on-one services. This first session ranges from 2-4 hours in duration depending on the size of the group. The subsequent sessions focus on validating UI eligibility, reviewing work search record relative to the claimants work search agreement and actively assisting the claimant with a work action reemployment plan, provision of Labor market information, evaluation of individual re-employment assessment needs, reemployment services; and referral and attendance to reemployment services as appropriate. Failure to attend any of the required REA/RESEA sessions or referral services will result in claims adjudications.

Vermont is currently conducting REA/RESEA activities in twelve of Vermont's America Job Centers. This proposal maintains current staffing levels to December 31, 2015 with the intent to expand staffing to provide enhanced one-on-one reemployment services. Vermont's delivery model is in-line with the requirements of the UIPL 13-15 issued on March 27, 2015. During the noted grant period, Vermont will be working with IT staff to implement the new RESEA requirements as noted in UIPL 13-15 to prepare for full state-wide implementation by January 2016. Vermont agrees to participate in a U.S. Department of Labor study of the effectiveness of the UI REA/RESEA initiative.

Project Costs

A. Fixed cost:

The proposal, as submitted, calls for the assessment of approximately 7,000 individual UI claimants over the 9-month grant period at a total cost of \$2,001,087.90. Included in the total cost for staff are one full time FTE REA/RESEA Coordinator, 12 FTE Career Development Facilitators in American Job Centers statewide, and part-time FTE Systems Developer/IT, and Planning Specialist/UI Director (see Attachment G). Systems Developer/IT costs are for on-going programming, implementation of the new RESEA programming and support to an internally developed REA/RESEA/RESEA scheduling and tracking software application to support REA/RESEA/RESEA operations as well as the management of data reporting/monitoring and preparation of ETA 9128 and 9129 reports. Planning Specialist/UI Director costs are for staff time associated with broad level program integration, oversight and outcomes monitoring.

B. Initial and Subsequent REA/RESEA/RESEA cost:

The total projected number of individual initial REA/RESEA/RESEA assessments scheduled during the grant period is approximately 7,000 at a cost of \$184.10 per assessment. The projected number of subsequent REA/RESEA/RESEA assessments (two per individual) scheduled is 14,000 at a cost of \$92.05. Subsequent REA/RESEA/RESEA assessments have been adjusted to take into consideration approximately 35 'no-report' individuals that will be referred to adjudications each week. The estimated time associated with rescheduling is approximately 1 hour per individual at a cost of \$45. Claimants who do not report as scheduled are referred for UI adjudication and/or are rescheduled, as appropriate. Please refer to Attachment E for the detailed budget information relative to staff and other cost.

a. Staff Costs

The table below is an itemization of state staffing needs to support the ongoing operations and successful REA/RESEA/RESEA transition during the established 9-month grant period. The table is divided into sections outlining the core staff that provide direct service delivery, Management staff positions as well as the staffing that will be required to implement the RESEA program changes related to the transition.

Core REA/RESEA/RESEA Service Staff	# Hours	Cost Per Hour	Total Cost
Career Development Facilitator I	15600	35	\$ 546,000.00
Career Development Facilitator II	3210	45	\$ 144,450.00
Career Development Case Manager	12480	40	\$ 499,200.00
Management Staff Positions			
REA/RESEA Coordinator	1040	55	\$ 57,200.00
Program Integrity Chief	280	75	\$ 21,000.00
Director	140	95	\$ 13,300.00
Systems Developer III	40	80	\$ 3,200.00
IT Staff Positions			
IT Director	20	90	\$ 1,800.00
Systems Developer III	700	80	\$ 56,000.00
Program Transition Staff Cost			
IT Director	400	90	\$ 36,000.00
Program Integrity Chief	50	75	\$ 3,750.00
Director	40	95	\$ 3,800.00

b. Other Costs

Also included in the proposal is money for travel, interpreters, the cost of notebook computers, docking stations, printers, desktop scanners, LCD projectors, and supplies and mailings. The noted equipment would allow the Career Development Facilitators to do assessments at locations other than the America Job Centers and be used for REA/RESEA assessment orientations and the provision of labor market information.

Information about the REA/RESEA/RESEA Program Proposal

A. REA/RESEA/RESEA Staffing and Time. UI Career Development Facilitators conduct the initial REA/RESEA/RESEA assessments. The facilitators are located directly in the local America Job Centers. The initial REA/RESEA/RESEA assessment is conducted in a group format with one-on-one follow-up at the conclusion of the group session. The orientation session takes approximately two to four hours depending on the size of the group. REA/RESEA/RESEA staff conducts an orientation to the REA/RESEA/RESEA process, review eligibility requirements, assess the individual's skills and service needs, work with them to develop an individual work search and employment plan, provide labor market information and resources and refer and/or schedule them for reemployment and training services as indicated. Reference flowchart in Attachment F – Vermont REA/RESEA/RESEA Project Design. At the conclusion of the core group orientation the UI CDF, will meet one-on-one with each claimant on re-employment planning (*Form 3. Work Action Plan*). This one-on-one interaction will last approximately 2-3 minutes for each claimant depending on claimant needs. Operating concurrently at the time of the one-on-one sessions a second staff person will provide a more in depth and interactive LMI experience (tailored to the group's

needs). This will be conducted by a second staff person or by video, depending on available resources. The conference rooms will be equipped with video surveillance to promote security and safety during times the REA/RESEA/RESEA participants are left unattended.

Activity	Staff	Group	Individual/ Average Time
Eligibility Review	UI Career Development Facilitator	Group	.40
Labor Market Information	UI Career Development Facilitator	Group	.25
Orientation	UI Career Development Facilitator	Group	.40
Referral to Reemployment Services	UI Career Development Facilitator	Group	.25
Individual Work Action Plan/Eligibility Review	UI Career Development Facilitator	Individual	.03
Interactive LMI/Work Planning & Registration (post core orientation)	WD Career Development Facilitator	Group	.50 – 1.0

UI Career Development Facilitators and/or appropriately trained staff will conduct the two subsequent REA/RESEA assessments. In addition to the REA/RESEA/RESEA activities, REA/RESEA/RESEA staff will have ongoing case management appointments to ensure all reemployment activities are met. The two subsequent REA/RESEA/RESEA are conducted in-person on a one-on-one basis. Each subsequent REA/RESEA/RESEA takes approximately 30 to 40 minutes per individual (conducted in-person or phone). REA/RESEA/RESEA staff work one-on-one with grant participants to review eligibility requirements and to help them identify and eliminate skills gaps, determine needed job-hunting and training services, and develop job-search plans. Information on the local labor market is also used to help focus the customer's specific job search. Reference flowchart in Attachment F – Vermont REA/RESEA/RESEA Project Design.

Activity	Staff	Type	Ave Time
Eligibility Review	UI Career Development Facilitator	Individual	~5-10 minutes
Labor Market Information Review	UI Career Development Facilitator	Individual	~5-10 minutes
Individual Work Plan	UI Career Development Facilitator	Individual	~10 minutes
Referral to Reemployment Services	UI Career Development Facilitator	Individual	~5-10 minutes

B. Service Delivery Staff. UI Career Development Facilitator staff members conduct the REA/RESEA/RESEA assessments. REA/RESEA/RESEA staff are trained on the UI call intake and adjudications process prior to conducting UI eligibility reviews and REA/RESEA/RESEA assessments. Training includes a thorough assessment of UI procedures and the UI Claimant Handbook and eligibility requirements. REA/RESEA/RESEA staff is trained in the American Job Center's on the Workforce Development programs and the Vermont Joblink system.

C. Selection of REA/RESEA Participants.

The REA/RESEA/RESEA Program model focuses on Unemployment Insurance claimants within the first 5 weeks of filing the initial claim, once deemed monetarily eligible. The REA/RESEA Program model focuses on Unemployment Insurance claimants within the first 5 weeks of filing the initial claim. Vermont requires claimants with a return-to-work date greater than 10 weeks to conduct work search. Claimants that meet this criterion will be added to the REA/RESEA/RESEA assessment pool.

The REA/RESEA/RESEA program model focuses on Unemployment Insurance claimants within the first 5 weeks of filing the initial claim, once deemed monetarily eligible. The RESEA selection requires that the priority program population consist of claimants most likely to exhaust and UCX veteran. Vermont plans to have this selection criteria in place by June 2015. Vermont expects to no longer need to reserve twenty percent of the remaining population for a comparison pool commencing July 2015 forward (as was required under the prior REA/RESEA UI selection criteria).

Each week 30 claimants will be selected and assigned to each REA/RESEA/RESEA facilitator. The REA/RESEA/RESEA participants are scheduled from the weekly download for an initial group REA/RESEA/RESEA assessment. Subsequent assessments are scheduled through Vermont's internally developed REA/RESEA/RESEA assessment scheduling/tracking system. Currently a minimum of (20%) of participants filing statewide are randomly assigned to be the REA/RESEA control group. The REA/RESEA control group meets the same criteria as the selected group. The intent is to compare REA/RESEA participants and non-REA/RESEA customers to measure the impact on outcomes of the additional/unique services provided thru REA/RESEA over and above the level of services received by non-REA/RESEA UI customers. As noted above, Vermont anticipates discontinuing this control claimant exclusion commencing July 2015 forward. Eliminating the control will ensure that claimants identified as likely to exhaust or those with UCX veteran status will not be deprived of critically needed services.

- D. Description of an REA/RESEA/RESEA.** Vermont's REA/RESEA program design strategy (Attachment F) focuses on one-on-one scheduled in-person assessments at the onset of claim filing (within the first 5 weeks). Each claimant will be required to report to their local American Job Center for an initial group assessment and two subsequent one-on-one sessions (in-person or phone). All assessments are conducted by a UI Career Development Facilitator stationed at the America Job Center.

A number of studies have found that attention to UI claimants' efforts to find new jobs and to their reemployment service needs results in shorter claim durations and fewer erroneous payments. In 2010, the Vermont legislature mandated that the Vermont Department of Labor prioritize services to unemployed claimants. A partnership between Vermont's Unemployment Insurance and Workforce Development Divisions has resulted in a focus on the unemployed as a priority population across all service spectrums. This partnership is inclusive of ensuring that each REA/RESEA participant also receives reemployment service and or identified referrals at the initial REA/RESEA and subsequent sessions. The UI Career Development Facilitators are trained in both UI and WD functions and are fully integrated at the America Job Centers.

The initial group assessment is a two hour interactive session that consists of:

- Completion/review of the *REA/RESEA UI Program Eligibility Questionnaire (Attachment H)*;
- Development of an individual *REA/RESEA Work Search Agreement (Attachment I)*;

- Review of the customer's work search efforts and work search expectations,
- Provision of *Current Labor Market Information* to customer
- Evaluation of individual re-employment assessment needs and referral to One Stop Center re-employment services, occupational or skills training as appropriate;
- Identification of potential UI Issues forwarded to the Claim Center for adjudication as appropriate

The subsequent one-on-one sessions focus on:

- Review of the *REA/RESEA UI Program Eligibility Questionnaire (Attachment H)*;
- Review of individual *REA/RESEA Work Search Plan* Development of an individual *REA/RESEA Work Action Reemployment Plan (Attachment J)*;;
- Review of the customer's work search efforts relative to *REA/RESEA Work Search Plan* and work search expectations, discussion of work search progress, and further job referrals - Completion of a *REA/RESEA Next Steps Work Action Reemployment Plan (Attachments K)*;
- Review of *Current Labor Market Information* specific to the customer
- Evaluation of individual re-employment assessment needs and referral to One Stop Center re-employment services, occupational or skills training as appropriate;
- Identification of potential UI Issues forwarded to the Claim Center for adjudication as appropriate. Claimants who fail to attend any of the required REA/RESEA sessions or referral service sessions will result in an issue being created and forwarded for claims adjudications.

As noted previously, the Commissioner of Labor has established a memorandum of understanding (MOU) between the Unemployment Insurance Division and the Workforce Development Division within the department of labor to ensure long-term integration of services commitment to the REA/RESEA program (attachment E).

- E. Scheduling the REA/RESEA in the Claims Series.** Claimants are notified via letter advising of the requirement to attend a scheduled REA/RESEA on a date/time certain. A sample to the letter sent to claimants for attendance at the initial REA/RESEA is provided in Attachment I. Claimants are selected within five weeks of filing. The fifth week in the claim series means the fourth week after the week in which the claimant files an initial claim. If the claimant has not yet established monetary eligibility for benefits or is not yet eligible because a non-monetary issue is pending adjudication, the claimant is selected during the first week that his/her claims is determined eligible for benefits.
- F. Single or Multiple REA/RESEAs.** Vermont will conduct a total of three REA/RESEA assessments per individual. The first assessment is conducted in a group format. Two additional sessions are conducted in a private one-on-one session (in-person or phone). The subsequent sessions are scheduled with two week intervals between assessment dates. All assessments are conducted by UI Career Development Facilitators and/or appropriately trained staff.
- G. Failure to Report for an REA/RESEA.** An issue will be established for claimants that fail to report for a scheduled REA/RESEA. Claimants are notified of the requirement to attend a session in a written notice. This notice advises claimants that "*In accordance with 21 V.S.A. 1343(a) (3) your participation in re-employment services is REQUIRED as a condition of*

eligibility for receipt of unemployment benefits. Failure to attend and participate in re-employment services will cause denial of unemployment insurance benefits until you do so." Claimants that contact our office for subsequent participation as a result of the established issue are scheduled and the issue is cleared once the claimant successfully participates.

Claimants are provided specific contact information to notify the state in advance if s/he will be unable to attend the scheduled REA/RESEA. The letter states "You may request, in advance of the appointed time, to have your appointment rescheduled if you are able to provide evidence that one of the following conditions exists during the scheduled appointment time:

1. You will be participating in a job interview; or
2. You will be attending a training; or
3. You have secured employment for the day you are required to report; or
4. You have been scheduled for jury duty assignment; or
5. Attending the scheduled appointment would cause extreme inconvenience (i.e. marriage within immediate family, death in the family, child in the hospital)

When a claimant fails to report for the scheduled REA/RESEA, the UI Career Development Facilitator completes, scans and emails an internal F-87 (Attachment J) form to the claim center for adjudications. The Claim Centers adjudications unit establishes an issue and proceeds with the adjudications process. In the event the claimant wishes to participate in the REA/RESEA process, the issues will be resolved only after the claimant has scheduled and successfully attended the REA/RESEA session. When such occurs, the UI Career Development Facilitator completes, scans and emails an internal F-87 form to the claim center notifying that the issue can be resolved.

H. Collaboration with Service Providers.

All REA/RESEA assessments are conducted by UI Career Development Facilitators. The UI Career Development Facilitators are stationed at the various America Job Centers. A partnership between Vermont's Unemployment Insurance and Workforce Development Divisions has resulted in a focus on the unemployed as a priority population across all service spectrums (attachment E). The UI Career Development Facilitators are trained in both UI and WD functions and are fully integrated at the America Job Centers.

I. Use of the REA/RESEA Required Reports.

Vermont submits and analyzes the required REA reports as described in Section 6 of UIPL 10-14 and Handbook No. 401, 4th Edition. Vermont has appreciated the assistance from USDOL relative to reporting elements to ensure Vermont accurately interpreted and reported required data elements.

J. Data Concerns.

Vermont has moved forward with the Workforce Development case management system being hosted by the vendor in Kansas. With this change in the hosting plan the integrity of the data has been validated, system upgrades are performed timely and vendor support has proven to expedite potential problems. Since this change in hosting Vermont's 9128 reports have been completed successfully. Vermont did identify an issue with the reemployment rate on the 9129 and has since resolved the issue by reviewing the data and manually looking at the process to ensure the integrity of the data being provided.

K. RESEA Activities to Share with Other States

Intensive Unemployment Insurance (UI) Training Program for REA staff. Vermont was recently recognized during a USDOL consolidated review for Vermont's unique approach to training REA program staff and how the training has proven to be essential in the success of the state's program. The intensive training begins with a 4-6 week rotation at a UI claim center where they are assigned a Customer Service Representative (CSR) as mentor and learn the following: how a UI claim is filed; how to take an initial claim; the UI VABS system; the UI claimant handbook; claimant rights/responsibilities; UI eligibility issues; and the UI appeals and adjudication processes. This approach ensures USDOL's program objectives of prevention and detection of UI improper payments are addressed through the UI REA program.

ATTACHMENT D

Vermont has moved forward with the Workforce Development case management system being hosted by the vendor in Kansas. With this change in the hosting plan the integrity of the data has been validated, system upgrades are performed timely and vendor support has proven to expedite potential problems. Since this change in hosting Vermont's 9128 reports have been completed successfully. Vermont did identify an issue with the reemployment rate on the 9129 and has since resolved the issue by reviewing the data and manually looking at the process to ensure the integrity of the data being provided.

Memorandum of Understanding

Vermont Department of Labor (VDOL)

Reemployment Services and Eligibility Assessment (RESEA) Program

1. Parties to the Agreement :

VDOL Unemployment Insurance and Wage Division
VDOL Workforce Development Division

2. Period of the Agreement:

April 1, 2015 – December 31, 2015

3. Description of the State's RESEA Design as it applies to this agreement:

The design of Vermont's Reemployment Services and Eligibility Assessment (RESEA) program is based on the following main elements: the close working relationship that exists among Vermont Department of Labor's (VDOL) Unemployment Insurance (UI) Division, and its Workforce Development (WD) Division; the selection of participants within the fifth week of filing, once deemed monetarily eligible; serve the priority population; identification of needs through in-person eligibility reviews at the American Job Center (AJC) locations; the requirement for claimants to register in the Vermont Job link system; and consecutive interface with claimants through in-person follow up activities.

The program is designed to ensure that claimants have access to the full array of services available at the American Job Center while also ensuring claimants comply with all the UI eligibility requirements. The UI and WD Divisions continue to collaborate and partner resources to ensure that UI service and American Job Center services are well integrated in recognition that individuals who file UI claimant are often active job seekers in need of reemployment services. All RESEA services are provided by UI Career Development Facilitators as well as appropriately trained AJC staff. Reemployment services and the comprehensive work action plan are provided by Workforce Development staff. Workforce Development agrees to provide each RESEA claimant with a full array of reemployment services and complete a comprehensive assessment of needs and/or a work action plan.

4. Roles and Responsibilities:

UI agrees to provide program management as well as conduct continuous eligibility reviews, work search verifications and ongoing case management activities.

WD agrees to provide individualized labor market information, complete a comprehensive assessment and create a work action plan.

5. Identification of UI Eligibility Issues:

The Workforce Development Division agrees to provide the Unemployment and Wages Division timely information in regards to claimant compliance with reemployment service activity attendance and participation.

Such information will be conveyed through Vermont Joblink System and will be sent promptly to UI for adjudications to ensure that benefit payments are correctly processed.

6. Issue resolution:

Should interagency issues arise, such as, disagreements as a result of communication breakdowns, failure to provide required RESEA service or RESEA services as outlined, the Commissioner of the Vermont Department of Labor will take the lead to ensure prompt resolution.



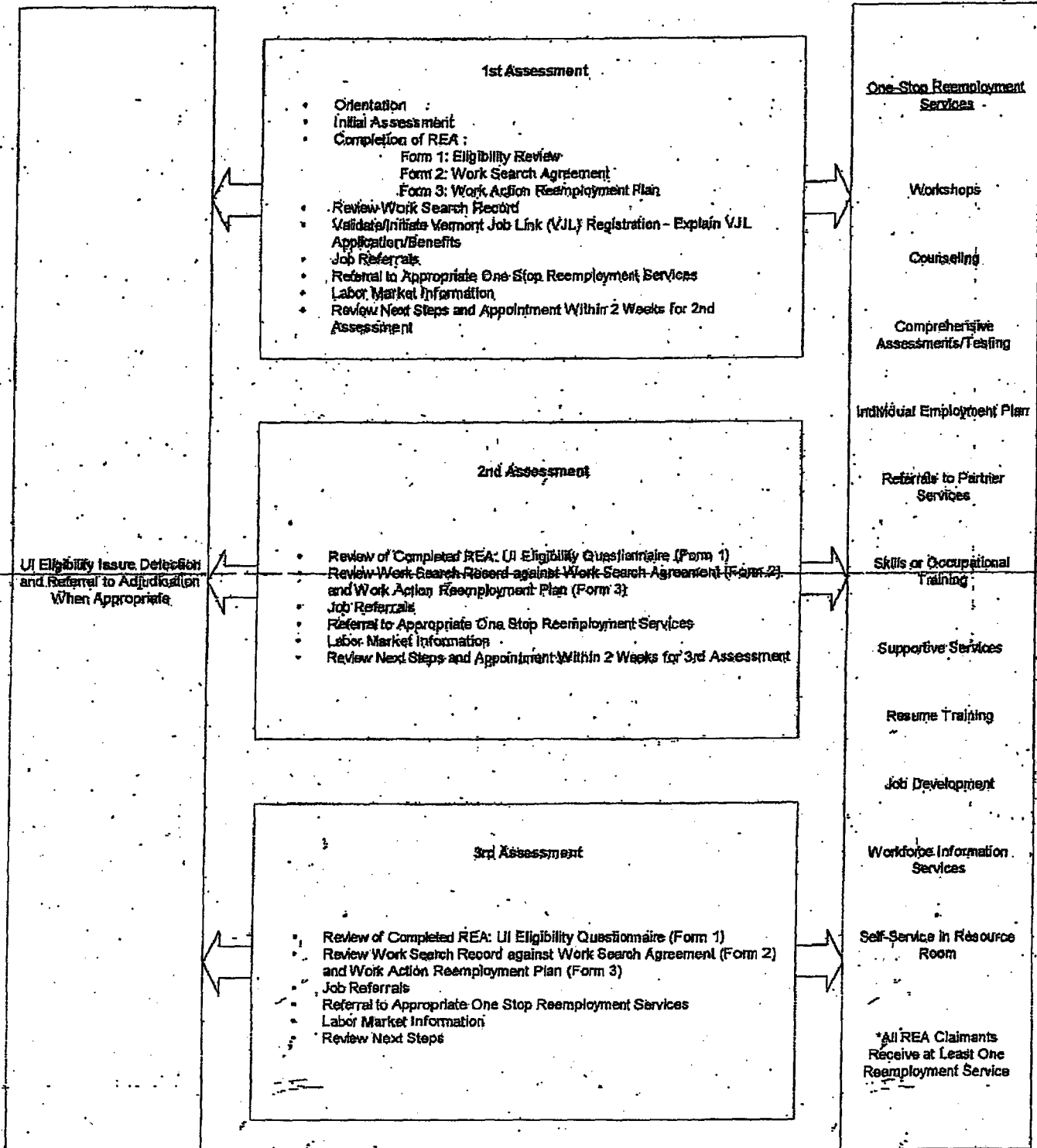
Anne M. Noonan, Commissioner

Vermont Department of Labor



Date

REA Project Design



REA/RESEA Service Staff Positions	# Hours	Cost Per Hour	Total Cost
Career Development Facilitator I	15600	35	\$ 546,000.00
Career Development Facilitator II	3210	45	\$ 144,450.00
Career Development Case Manager	12480	40	\$ 499,200.00
			\$ 1,189,650.00
Management Staff Position Title	# Hours	Cost Per Hour	Total Cost
REA Coordinator	1040	55	\$ 57,200.00
Program Integrity Chief	280	75	\$ 21,000.00
Director	140	95	\$ 13,300.00
Systems Developer III	40	80	\$ 3,200.00
IT Director	20	90	\$ 1,800.00
			\$ 96,500.00
Supplies/Equipment/Software	Units	Cost per Unit	Total Costs
Computers	4	1100	\$ 4,400.00
LCD Projectors	4	600	\$ 2,400.00
Printers w/scanner	4	650	\$ 2,600.00
Docking Stations	4	300	\$ 1,200.00
REA Supplies		34000	\$ 34,111.90
			\$ 44,711.90
Mailings			
Postage			\$ 14,700.00
30% reschedule mailings			\$ 4,410.00
Misc Mailings Costs			\$ 7,000.00
			\$ 26,110.00
Interpreters 1 % of Population			\$ 5,500.00
Travel	Miles	Cost Per Mile	Total
Mileage Coordinator	28000	0.56	\$ 15,680.00
Mileage Two Float Staff	30000	0.56	\$ 16,800.00
Mileage for Staff Training	14000	0.56	\$ 7,840.00
			\$ 40,320.00
Lodging Associated with Training 140/night	4FTE	15	\$ 8,400.00
Cost for REASEA Implementation			
Systems Developer III	700	80	\$ 56,000.00
IT Director	400	90	\$ 36,000.00
Program Integrity Chief	50	75	\$ 3,750.00
Director	40	95	\$ 3,800.00
Supplies			\$ 450.00
			\$ 100,000.00
Indirect Costs			\$ 489,896.00
Total REA Project Costs * Including \$100,000 Implementation Cost			\$ 2,001,087.90
FY14			\$ 931,550.40
Total REA Project Costs			\$ 1,069,537.50

VERMONT DEPARTMENT OF LABOR
Reemployment Services Program
Eligibility Review Questionnaire

Attachment H

1. Name: _____

Email address: _____

2. If your address or phone number has changed, provide correct information:

Date effective _____

Please answer the following questions:

3. a.) Are you registered with any union? no yes
If yes - What is the name and number? _____
b.) How often do you go to the union hall to look for work? _____
4. Are you a U.S. Citizen? no yes
If no, a copy of your of Alien Registration documents is required.
5. Do you have a valid driver's license? no yes
If yes, indicate Class: A B C D In what State? _____
Enhancements: Pass Transport Hazardous Materials Tank Vehicle Motorcycle
School Bus Doubles/Triples Tank Hazard Air Brakes
6. What is the highest grade you completed? _____
7. What is your primary job title? _____
8. Did your last employer say you would be called back to work? no yes
If yes - What is your return to work date? ____/____/____
9. Are you attending or planning on attending any school or training? no yes
If yes - What are the days and times of attendance? _____
If yes - Do you have a Vermont Department of Labor Training Waiver (B-130) no yes
10. If offered a job, how soon could you begin work? _____
11. What kind of work are you looking for? Please indicate your first and second choice
below:
First Choice: _____
Second Choice: _____
12. Are you a service veteran? no yes
If yes - Branch: _____ Dates of Active Duty: ____/____/____
Are you disabled? no yes

VERMONT DEPARTMENT OF LABOR
Reemployment Services Program
Eligibility Review Questionnaire

13. a.) What was your rate of pay on your last job? \$ _____
b.) What is the minimum starting wage you will accept on your next job? \$ _____
14. a.) What hours or shift are you willing to work?
Hours: _____ Shift (circle all that apply) 1st 2nd 3rd
b.) Are there any days of the week you will not work? no yes
If yes, indicate the days: _____
c.) Are you willing to accept part-time work? no yes
15. If you are offered a job, how will you get to work? _____
16. Are you currently self-employed or working on a commission basis? no yes
17. Are you receiving or will you receive in the next 52 weeks any pension, retirement, disability or Workers' Compensation payments (Include Social Security Retirement.)?
no yes
If yes, please indicate appropriate program or benefit: _____
18. Are there any other factors that may limit the work you can accept such as child care, social security, etc.? no yes
If yes, please explain briefly: _____

I certify that the information I have provided on this form is true and accurate.

Print Name	Social Security Number
Signature	Date

TO BE COMPLETED BY REEMPLOYMENT INTERVIEWER

Eligibility Review Form reviewed by: _____
REAFacilitator

Type of identification provided at interview: _____
Date: _____
 VT ID Card
 Alien Registration # and Expiration Date

**Reemployment and Eligibility Assessment (REA)
Work Search Agreement**

Attachment I

Name _____

- 1.) I have been advised that, as a condition of UI eligibility, I must search for and be willing to accept *suitable* work. The UI definition of *suitable work* has been explained to me and I understand the types of work that I must be willing to search for and accept.
- 2.) I am prepared to accept employment for which I am reasonably fitted by training and/or experience. I agree to search for all of the following types of work, but not limited to:

Occupational Title

I understand that I am required to look for and be prepared to accept employment that pays 10% less than I was making when I filed my initial claim. After five weeks of filing, I must be willing to accept 20% less, and after ten weeks of filing, I must be willing to accept the prevailing wage (the average wage for the job among all employers in your labor market) for the type of work I am seeking. I understand that I can access Average Wage data on-line on the Vermont's Labor Market Information website at <http://www.vtmi.info/occupation>

3.) I am available to start work immediately.

4.) I agree to search for Full Time work.

If not, provide explanation: _____ (Note: A claimant with a history of at least six months part-time employment should not be held to be unavailable solely due to a restriction to part-time employment. A claimant without such a history should be advised that failure to seek and accept full-time work may result in a denial of benefits)

I Agree to minimally use the following work search methods/tools (Check all that apply):

- Register on Vermont's job search database, www.vermontjoblink.com by creating a "plus account" as well as posting my resume and apply for appropriate job listings.
- Check job listings at least once a week at the One-Stop Career Center or on the internet at www.vermontjoblink.com.
- Check job listings at least once a week on other job search websites.
- Respond to appropriate "want ads" for work for which I am qualified.
- Prepare and send cover letters and resumes as appropriate.
- Only make contact with employers who may reasonably be expected to have suitable job openings. I will leave or send applications/resumes with them when appropriate.
- Apply for employment with former employer(s).
- Register with private employment agencies and employer placement facilities that charge no fees.
- Make application(s) and/or civil service examination(s) for openings in government jobs.
- Register with placement facilities of a school, college/university, or professional organizations.
- Register with and continue checking with a union hiring or placement facility.
- Contact friends, family, former colleagues, classmates, neighbors and others to expand my network and obtain leads.

**Reemployment and Eligibility Assessment (REA)
Work Search Agreement**

Other work search methods:

Certifications

I AGREE to search for work in accordance with the above. I understand that I will:

1. Make an active weekly search for work as indicated above.
2. Include in-person contacts, when applicable, in my work search efforts and realize that the contacts I report are subject to verification;
3. Document and maintain my work searches on the *Work Search Report* (form B-82) that is provided in the Claimant Handbook and make it available to One-Stop Career Center staff at each appointment and/or as requested;
4. Report any offers of work I receive; and
5. Review my work search agreement for each week that I am claiming benefits and promptly report any changes in the above conditions.

I AGREE that:

- I have reviewed and understand the following forms: REA Eligibility Review Questionnaire and the Work Search Agreement
- I have been advised that attendance is required at all scheduled appointments, workshops, job referrals, etc. Failure to report for any appointments scheduled by the One Stop Center could affect my unemployment insurance benefits.

I certify that I have reviewed the information in this REA Work Search Agreement. I understand that if I do not comply with the above, I **MAY BE INELIGIBLE TO RECEIVE UNEMPLOYMENT INSURANCE BENEFITS.**

Claimant Signature

Date

REA Facilitator

Date

Vermont Department of Labor
Comprehensive Assessment Re-employment Work Action Plan

Attachment J

Name _____ Date _____

Challenges and Goals

For Office Use Only

1) Initial Assessment Result:

- Job Search Ready Services Only
- Career Development Services Needed (See workshops/referrals section below)

2) Next Steps:

- a. Making good efforts to seek employment and has complied with work search agreement and next steps service strategy plan
- b. Work Search Warning Issued: Claimant given the following instructions and advised of steps needed to remove potential barriers to employment and/or to maintain UI eligibility.

- c. Documentation Warning Issued: Claimant given the following instructions and advised of steps needed to remove potential barriers to employment and/or to maintain UI eligibility.

d. Claimant instructed to attend the following workshops or referrals to other agencies:

_____ on ____ / ____ / ____ at: _____

_____ on ____ / ____ / ____ at: _____

_____ on ____ / ____ / ____ at: _____

3) Referral to Veteran Services: yes no

Vet Rep information: _____

Plan/Strategy	Target Date

4) Actions to be taken by the claimant prior to next REA Appointment on: _____

Vermont Department of Labor
NOTICE OF REQUIREMENT TO REPORT
TO YOUR RESOURCE CENTER

Claimant Name:

ID:

Date:	Time:
Where:	Resource Center
Telephone Number:	

The Vermont Department of Labor has developed a number of programs to assist unemployed workers in finding another job. You have been selected to participate in re-employment services.

In accordance with 21 V.S.A. 1343(a)(3) your participation in re-employment services is **REQUIRED** as a condition of eligibility for receipt of unemployment benefits.

Therefore you **MUST** report to the Resource Center at the place, date and time listed above. Please be prepared for an extended interview. You may request, in advance of the appointed time, to have your appointment rescheduled if you are able to provide evidence that one of the following conditions exists during the scheduled appointment time:

1. You will be participating in a job interview; or
2. You will be attending a training; or
3. You have secured employment for the day you are required to report; or
4. You have been scheduled for jury duty assignment; or
5. Attending the scheduled appointment would cause extreme inconvenience (i.e. marriage within immediate family, death in the family, child in the hospital)

Failure to attend and participate in re-employment services will cause denial of unemployment insurance benefits until you do so.

Vermont Department of Labor
Comprehensive Assessment Re-employment Work Action Plan

I certify that I have reviewed the information in the REA Work Action Plan. I agree to attend all scheduled appointments. I acknowledge that my attendance at workshops/referrals will be verified. I understand that if I do not comply with the above, **I MAY BE INELIGIBLE TO RECEIVE UNEMPLOYMENT INSURANCE BENEFITS.**

<i>To be Signed upon Completion of REA 2 Appointment:</i>	
Claimant Signature, REA2	Date
Facilitator	Date
<input type="checkbox"/> Claimant was given a copy of REA Work Action Plan	

<i>To be Signed upon Completion of REA 3 Appointment:</i>	
Claimant Signature, REA3	Date
Facilitator	Date
<input type="checkbox"/> Claimant was given a copy of REA Work Action Plan	

Additional Notes:

- | | |
|--|--|
| <input type="checkbox"/> REA Form 1- ERQ
<input type="checkbox"/> REA Form 2 - WSA
<input type="checkbox"/> Resume
<input type="checkbox"/> Referral 1 Complete
<input type="checkbox"/> Referral 2 Complete (Optional)
<input type="checkbox"/> Issues/Resolves/Work Search Warnings | <input type="checkbox"/> LMI
<input type="checkbox"/> Work Searches REA2
<input type="checkbox"/> Work Searches REA3
<input type="checkbox"/> VJL Services Completed
<input type="checkbox"/> Scheduling Tool Updated
<input type="checkbox"/> B37 or other RTW proof |
|--|--|

Vermont Department of Labor

Attachment L

Attention: Adjudication Unit
P.O. Box 189
Montpelier, Vermont 05601-0189
FAX: (802) 828-9191

RE-EMPLOYMENT ISSUE

Claimant Name: _____ Social Security Number: _____
Address: _____ Claimant's Phone No: _____

THE ABOVE REFERENCED INDIVIDUAL:

- Was scheduled to participate in re-employment services on _____ and failed to report or reschedule. (87) (Date)
- Was instructed to return completed documents related to re-employment by _____ and failed to return the requested documents. (69) (Date)
- Was provided information that calls his or her ability and/or availability into question. (07)
- Did not make worksearches as directed. (62)
- Rescheduled for participation in re-employment services
- Reported on _____ satisfying all re-employment requirements.
- Other

REASON FOR ISSUE (please provide detailed information)

Completed by CRC Staff Member: _____

CRC Office: _____ Date: _____

Fact Finding Information Only

(When applicable) Report Date: _____ Information Provided By: _____

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

92103

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Vermont

* b. Employer/Taxpayer Identification Number (EIN/TIN):

03-0350861

* c. Organizational DUNS

d. Address:

* Street1: PO Box 488

Street2: 5 Green Mountain Drive

* City: Montpelier

County: Washington

* State: VT

Province:

* Country: USA

* Zip / Postal Code: 05601-0488

e. Organizational Unit:

Department Name:
Vermont Department of Labor

Division Name:
Unemployment Insurance & Wages Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name: Tracy

Middle Name: M

* Last Name: Phillips

Suffix:

Title: UI & Wages Division Director

Organizational Affiliation:

Telephone Number: 802-828-4242

Fax Number: 802-828-4046

* Email: tracy.phillips@state.vt.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Vermont Department of Labor

11. Catalog of Federal Domestic Assistance Number:

17-225

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

Reemployment Eligibility Assessments RESEA

Attach supporting documents as specified in agency instructions.

Add Attachments Date Submit New Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment Delete Attachment View Attachment Print

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. RESEA - VT		\$	\$	\$ 1,069,537.50	\$	\$ 1,069,537.50
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 1,069,537.50	\$ 0.00	\$ 1,069,537.50
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 534,690.00	\$	\$	\$	\$ 534,690.00	
b. Fringe Benefits	207,935.00				207,935.00	
c. Travel	20,160.00				20,160.00	
d. Equipment	5,379.05				5,379.05	
e. Supplies	17,505.95				17,505.95	
f. Contractual					0.00	
g. Construction					0.00	
h. Other	20,005.00				20,005.00	
i. Total Direct Charges (sum of 6a-6h)	805,675.00	0.00	0.00	0.00	805,675.00	
j. Indirect Charges	263,862.50				263,862.50	
k. TOTALS (sum of 6i and 6j)	\$ 1,069,537.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,069,537.50	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					