

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL OUI/DFAS
	DATE June 29, 2011

**ADVISORY:** UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 22-11

**TO:** STATE WORKFORCE AGENCIES

**FROM:** JANE OATES  
Assistant Secretary



**SUBJECT:** Elimination of Sampling as a Method for Producing the Employment and Training Administration (ETA) 203 Report

**1. Purpose.** To advise states that the ETA 203 report, "Characteristics of the Insured Unemployed," should no longer be produced through statistical sampling.

**2. References.** Office of Management and Budget Collection number 1205-0009 and Employment and Training Handbook 401, Fourth Edition - Unemployment Insurance Reports Handbook.

**3. Background.** The ETA 203 report provides information, by state and for the Nation, about the characteristics of Unemployment Insurance (UI) claimants. This data is useful in describing the population of claimants and determining how that population changes over time and under various conditions. It can also be compared with characteristic figures of the total unemployed as published by the Bureau of Labor Statistics (BLS).

The survey week for this report coincides with the survey week for BLS' Current Population Survey (CPS) program. This usually represents weeks claimed filed during the week containing the 19th day of the month and reflects unemployment experienced during the prior week which contains the 12th day of the month. The CPS survey week also contains the 12th day of the month.

**4. Additional Guidance.** States have been able to produce data suitable for submission of the ETA 203 report either by: (1) summarizing all weeks claimed which are filed during the week containing the 19th day of the month, or (2) by taking a sample of weeks claimed filed during the week containing the 19th day of the month and inflating the resulting numbers to the population level. The difficulties that arise in assuring statistically representative sampling, and the possibility of additional error introduced through sampling, are problems that are substantially greater than any potential benefit from sampling for the purposes of this report. In addition, because of the level of automation, states can easily compute summary statistics without the possibility of additional error. Therefore, beginning with reports submitted for August 2011,

<b>RESCISSIONS:</b> None	<b>EXPIRATION DATE:</b> None
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states should no longer use a sampling methodology for this report and must categorize all regular state program continuing claims into the available categories.

The sum of claimant counts in any given category, such as age or occupation, should generally be identical to the total number of state UI continued weeks claimed that are reported on the ETA 539 report with a report date that includes the 19th day of the month. Continued weeks claimed under the Federal-State Extended Benefit program, the Emergency Unemployment Compensation program, state Additional Benefits programs, or any other extended compensation program should not be included on the ETA 203.

**5. Action Requested.** States must cease the use of a sampling methodology to produce their ETA 203 report beginning with reports submitted for August 2011. States should prepare the report using all regular state program weeks claimed that are filed in the week containing the 19th day of the month. State administrators should distribute this advisory to appropriate staff.

**6. Inquires.** Questions should be addressed to your Regional Office.