

WORKFORCE DEVELOPMENT DIVISION
Workforce Service Delivery
Technical Assistance Bulletin #120

Program: **Unemployment Insurance**

Topic: **Reporting Potential Unemployment Insurance Issues for Louisiana Claimants**

Date: **June 5, 2006**

This Technical Assistance Bulletin advises Local Workforce Development Boards (Boards) on the proper mechanism for reporting Unemployment Insurance (UI) benefits eligibility issues for Louisiana UI and Disaster Unemployment Assistance claimants.

WD Letter 23-05, Change 1, issued April 4, 2006, and entitled “Unemployment Insurance: Work Test and Verification – *Update*” provides procedures for communication between Texas Workforce Center staff and state UI staff.

The existing memorandum of understanding between the Texas Workforce Commission and the Boards regarding UI issues requires the Boards to report to UI any potential issues that could affect a claimant’s continuing UI eligibility. In accordance with WD Letter 23-05, Change 1, Boards use the Potential Eligibility Issue E-mail Template to communicate with UI. The local Workforce/UI coordinator notifies the state Workforce/UI coordinator if Texas Workforce Center staff becomes aware that a UI claimant:

- is not able to, or available for, work;
- refused work or a job referral;
- is not actively seeking work, if required to do so; or
- has returned to full-time employment.

Boards can also use this notification mechanism to report potential eligibility issues for **hurricane-affected Louisiana claimants** registered in WorkInTexas.com and receiving services from the Texas Workforce Centers.

Hurricane-affected individuals have a “hurricane flag” in their WorkInTexas.com registration. If a potential eligibility issue arises with a hurricane-affected individual, and the claimant has not identified himself as a Louisiana UI claimant, Boards can use their Louisiana UI claimant list to identify whether the individual is a Louisiana UI claimant. While not an entirely accurate predictor of whether the individual has a Louisiana claim, the Louisiana UI claimant list allows staff to make a good-faith effort in reporting potential eligibility issues. Please advise the local Workforce/UI coordinator to indicate in the comment field of the Potential Eligibility Issue E-mail Template that the individual may have a Louisiana UI claim.

If you have questions, please contact the assigned contract manager for your local workforce development area.