



DATE: March 14, 2017
DIRECTIVE NO: 43-17
TO: All La Cooperativa Subrecipients
SUBJECT: Release of Confidential UI Information

PURPOSE:

This provides guidance and establishes procedures regarding the process for Workforce Innovation and Opportunity Act (WIOA) subrecipients to obtain Unemployment Insurance (UI) claimant information from the Employment Development Department (EDD) for WIOA customers. This policy applies to all La Cooperativa subrecipients, and is effective immediately.

REFERENCES

- Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, July 22, 2014
- California Unemployment Insurance Code, Section 1094, 2111
- Information Practices Act (IPA), California Civil Code 1798-1798.78

BACKGROUND

The UI Code prohibits the disclosure of UI claimant information for purposes not related to the administration of the UI Program. However, the Information Practices Act (IPA) permits release of personal information maintained by state agencies with the written consent from the individual who is the subject of the request. Currently, the EDD processes Data Consent Authorization Forms (DEAF) that provide WIOA subrecipients confidential UI information to determine a customer's WIOA eligibility, although, some confidential UI claim data can now be accessed online by UI claimants due to the implementation of UI OnlineSM.

DEFINITIONS:

POLICY AND PROCEDURES:

Subrecipients wishing to obtain UI claimant data to determine eligibility for a WIOA customer or potential customer, or to evaluate how to best serve them, should first attempt



to obtain all required UI eligibility information directly from the customer. Subrecipients should first request that customers provide their confidential UI information by accessing their UI Online account, or from the Notice of Unemployment Insurance Award (DE 429Z) letter, Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) letter, or the Automated UI Check Stub Message. Therefore, the DCAF process should only be used when all other means of obtaining the WIOA customer's relevant UI information directly from the customer have been exhausted.

The following table identifies specific confidential UI information provided to a WIOA customer through the UI Program for verification of employment and claim status:

UI Data That Will Be Released via the WIOA UI DCAF	Alternate UI Data Sources
Quarterly Wages for the Most Recent Completed Three Quarters	<ul style="list-style-type: none"> ▪ Notice of Unemployment Insurance Award (DE 429Z)
Effective and Ending Date of Claim	<ul style="list-style-type: none"> ▪ UI Online (Account Homepage) ▪ Notice of Unemployment Insurance Award (DE 429Z) ▪ Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) (Only Effective Date of Claim)
Claim Award	<ul style="list-style-type: none"> ▪ UI Online (Account Homepage) ▪ Notice of Unemployment Insurance Award (DE 429Z)
Last Employer Name and Address Last Day Worked Reason for Separation	<ul style="list-style-type: none"> ▪ UI Online (Account Homepage) ▪ Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)
Claim Balance Benefits Exhausted	<ul style="list-style-type: none"> ▪ UI Online (Account Homepage) ▪ Automated UI Check Stub Message

Subrecipients are encouraged to assist the customer in obtaining their confidential UI information from their UI Online account. Prior to registering on UI Online, WIOA customers must have their EDD Customer Account Number, which can be found on their Employment Development Department (EDD) Customer Account Number (DE 5614) letter.

WIOA customers may contact an EDD UI Representative to retrieve their EDD Customer Account Number, in the event that the DE 5614 letter provided by the EDD has been misplaced or lost.

In the event that the initial UI letter(s) provided by the EDD has been misplaced or lost, the WIOA customer may request that the EDD mail another copy of their DE 429Z and DE 1101CLMT letters to them through Ask EDD by selecting the “Unemployment Insurance Benefits” category. However, WIOA customers are to be advised of the potential delay in receiving a copy of their UI letter(s) due to the mailing process.

For the UI Online Fact Sheet, instructional videos and resources, please visit EDD UI Online.

If the WIOA customer is unable to provide sufficient information, WIOA subrecipients may use the DCAF process outlined below as an option of last resort to collect UI claim data by submitting a WIOA UI - Data Consent Authorization Form (DCAF) to the EDD UI Program. Both the form and instructions for its completion are available on the internet. The WIOA UI—DCAF, will be required from the WIOA customer to allow release of the UI claim status and UI wage information. The UI Program has agreed to process the DCAF within three business days of receipt.

Procedure to Request Changes to a Location Code

1. La Cooperativa has already provided each subrecipient a location code to access the WIOA UI-DCAF and receive UI information for WIOA customers or program participants. If the subrecipient needs to add, delete or change that code, it must contact Marina Tapia at La Cooperativa in order to make that change. Changes must be made in instances where locations are moved or closed.

2. The subrecipient must adopt administrative, technical, and physical safeguards to protect the privacy and confidentiality of the UI data. This includes ensuring that the UI data is sent to securely located fax machines—***housed in areas without public access***. Subrecipients have the option, and are encouraged, to use fax modems (i.e., fax numbers that transport directly into a personal computer), rather than traditional fax machines. However, a traditional fax machine located in an area not accessible to the public is acceptable.

Procedure to Request UI Claim Information of a WIOA Customer

1. The subrecipient may fax or mail the WIOA UI—DCAF to the UI Program at the fax number or address indicated on the form.

The WIOA UI—DCAF authorizes the EDD to release records pertaining to the WIOA customer's UI status. The customer completes the top half of the WIOA UI—DCAF and the caseworker completes the bottom half.

2. The subrecipient must add their own letterhead to the attached WIOA UI—DCAF template. The UI Program will not accept or process WIOA UI—DCAFs that are not on WIOA subrecipient letterhead.

3. The WIOA customer must indicate on the WIOA UI—DCAF if the response to the data request will be sent via fax or mail.

4. The EDD will only respond to subrecipient data requests submitted on WIOA UI—DCAF forms signed and dated by the WIOA customer. The UI Program will verify that the Social Security Number on the WIOA UI—DCAF is valid and matches the name provided.

5. The WIOA UI—DCAF must include a valid Location Code.

6. Upon receipt of the WIOA UI—DCAF, the UI Program will process the request and, as requested by the WIOA customer, fax or mail the response to the location identified by the Location Code. The original, if faxed, or a copy, if mailed, of the WIOA UI—DCAF must be kept in the WIOA customer's file and is subject to audit.

7. A signed WIOA UI—DCAF is valid for 12-months. If 12-months have passed and WIOA subrecipients wish to obtain updated UI claimant information, a new WIOA UI—DCAF must be obtained from the WIOA customer.

A completed WIOA UI-Data Consent Authorization Form will allow the subrecipient access to the following confidential UI claimant information:

- Wage information for the most recent three completed quarters.
- Current claim information (claim award, claim balance, effective and ending date of claim, if benefits are exhausted, last employer name/address, date last worked and if reason for separation was laid off due to lack of work).
- If no current claim on file, available information on any claim in the last nine months.

The confidential UI information obtained by subrecipients with the DCAF process outlined in this directive can be used as an acceptable documentation for only the following Dislocated Worker (DW) eligibility criteria: *Is eligible for or has exhausted entitlement to unemployment compensation.* For acceptable documentation of other DW eligibility criteria, please refer to the appropriate WIOA Directive regarding eligibility.

The following documents are available at the website noted above:

- WIOA UI Data Consent Authorization Form (Word)

- Subrecipient Instructions for WIOA UI Data Consent Authorization Form (PDF)
- Request to Assign or Change Location Code Form (Word)
- Summary of Comments (PDF)

ACTION

La Cooperativa subrecipients are to make every attempt to obtain all required UI eligibility information directly from the WIOA customer and submit the WIOA UI-DCAF to the EDD *only as a last resort to obtain UI claimant data.*

INQUIRIES:

If you have any questions regarding this Directive, please contact Marina Tapia at (916) 388-2224 or e-mail at mtapia@lacooperativa.org.



Marco Lizarraga
Executive Director

Attachments are available on the internet:

Attachments on the internet at UI Online:

WIOA UI Data Consent Authorization Form (Word)

Subrecipient Instructions for WIOA UI Data Consent Authorization Form (PDF)