

CM-14 Use of UI Data and Work Number Information

Updates:

4/7/17: Work Number information added

11/2015: Clarifications by DWD added

4/18/14: First posted

UI Data:

There has been an agreement between Department of Workforce Development Division of UI and Waukesha-Ozaukee-Washington Workforce Development Board allowing for limited access to unemployment insurance data and information. This data and information can be used by the board to find recent/current employment information on WIA participants, for forecasting potential lay-off situations, determining dislocated worker status, verifying income eligibility, and to connect to those laid off from a particular employer. Use of UI data cannot be used in an adversarial way to cut off WIOA benefits. In other words, if you were going to remove someone from WIOA program because of something you saw in UI, you cannot use UI as the source.

There are several staff who have access to the UI screens and who can be contacted for gathering data: Kathy Wolfe and Lisa Maylen. All organizations/individuals who have access to this information must receive training on how to use the information and protect it from unauthorized access and use. Boards can do this training for the organizations listed in their data sharing agreement.

The following is state provided guidance on the use of UI data (provided in June 2013):

- The following screens may be printed and put into paper files: HWIQ, HSTA, HBPO, HRPT. These files must be kept in your organization and used only by those employed by your organization. These paper copies must only be viewed for the specified business purpose listed in the data sharing agreement and can only be viewed by the organizations listed in the data sharing agreement (WOW WDI). The U.S. Department of Labor and DWD/DET are the only other organizations given access to view these screens.
- There is access to quarterly wage information reported by employers through HWIQ. This is employer by employer gross wages paid during each calendar quarter for a particular individual. This information can be used to verify low income status.

2/18/14 from Jackie Summerton, ITCS/DET/DWD:

Denise Hubbard, DET Chief Security Officer, agrees that the data sharing agreements in place do not allow us to store details of information you have found in Unemployment records in ASSET. However, she says that she sees no security problem reporting whether a person is employed or not in ASSET.

- You can record employment for yes/no questions on ASSET for New Hire but that employment is not considered "verified" if coming from New Hire.
- You can record customer notes to indicate that the source of the non-verified employment is UI data. You cannot record employer-related details.
- Such notes do not need to be made confidential, but may be if desired.
- Wages from UI that come in from employers are considered verified but our automation processes should be picking that up when available.
- If you are finding that UI has wages reported but you find that a person is failing a wage-related performance measure,
 - ♦ We also report on out-of-state wages we are given but those wages can't be viewed by anyone – it's just for DOL.
 - ♦ There could be a time issue – the IT programs looked for UI wage information on 1/30/2014 but the wages were not recorded in UI until 2/1/2014.
 - ♦ It could be that ASSET has the wrong SSN or a pseudo SSN.
 - ♦ Our Federal Deliverable match with UI is not working correctly.
 - ♦ If you think there's a problem, please let me know (Jackie Summerton).

Work Number:

Work Number is an additional resource available to locate employment information. Work Number is a system used by mostly larger employers to report employment information on their employees and all that is needed to run a check on an individual is their social security number. If information is found, a report is generated that will provide needed exit information.

If an employer indicates needing to use work number to verify information or if there has been no contact with client and you are unable to verify employment, provide Lisa Maylen the client's Social Security Number (in person or by phone; not by email) for a check to be conducted. If information is found, it will be printed and provided to the Career Planner.