

ETA 203, Characteristics of the Insured Unemployed

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UI REPORTS HANDBOOK NO. 401

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A. Facsimile of Form.

ETA 203 – DISTRIBUTION OF CHARACTERISTICS OF THE INSURED UNEMPLOYED

State: _____ Report Period Ended: _____ Sample/Population: _____

SEX	Male	Female	INA				
ETHNICITY	Hispanic or Latino	Not Hispanic or Latino	INA				
RACE	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	INA	
AGE	<22	22-24	25-34	35-44	45-54	55-59	60-64
	> 65	INA					
INDUSTRY	Agric./Forestry/ Fishing/Hunting	Mining	Utilities	Construction	Manufacturing	Wholesale Trade	Retail Trade
	Transportation & Warehouse	Information	Finance & Insurance	Real Estate, Rental & Leasing	Professional/Scientific/ Tech. Services	Management of Companies & Enterprises	Admin.&Support/ Waste Mgmt./ Remedia. Serv.
	Educational Services	Health Care & Social Assistance	Arts, Entertainment & Recreation	Accommodation and Food Services	Other Services (except Public Administration)	Public Administration	INA
OCCUPATION	Management	Business & Financial Ops.	Computer & Math	Architecture & Engineering	Life, Physical & Social Sciences	Community & Social Services	Legal
	Education, Training & Library	Arts, Design, Entertainment Sports & Media	Healthcare Practitioner & Technical	Healthcare Support	Protective Services	Food Prep. & Serving Related	Build. & Grounds Cleaning & Maintenance
	Personal Care & Services	Sales & Related	Office & Admin. Support	Farming, Fishing & Forestry	Construction & Extraction	Installation, Maintenance & Repair	Production
	Transportation & Material Moving	Military Specific	INA				

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B. Purpose

The ETA 203 report provides information, by State and for the Nation, about the characteristics of Unemployment Insurance 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).

C. Due Date and Transmittal

This monthly report is due in the National Office by the 20th of the month following the month to which the data relate.

D. General Reporting Instructions

1. Survey Week. The survey week is to coincide with the survey week for the Bureau of Labor Statistics' Current Population Survey (CPS) week. This usually represents weeks claimed which are filed during the week containing the 19th of the month. The week containing the 19th of the month is assumed to reflect unemployment experienced during the prior week containing the 12th of the month, the CPS survey week. When the CPS survey week is altered due to holidays, etc., the week used for the ETA 203 should be altered accordingly.
2. Population vs. Sample. Because this data is aggregated, the figures shown on the report should represent the population of weeks claimed for the survey week. It is assumed that most States are able to and will prefer to use the population. If the State wishes, it may use sampling and inflate the results to the population figure. See Section G. for a discussion of sampling.
3. Information Not Available (INA). The percent of INA data should be kept to a minimum. If any category of data has more than 5 percent INA, an explanation should be included in comments.
4. Checking the Report. All cells within a category should add to the same total as other categories, that is to the population count of the insured unemployed (see item E.1. below). If data are based on a sample, it is possible that the computed sum of the cells may be off by 1 or 2 due to rounding. The automatic edit process compares all sums with the sum of the Sex category. Therefore, any category which does not add to the same total as the Sex category should be adjusted so that it does. This should usually be done to the largest component. If any category is off by more than 2, the inflation process should be checked.

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Edit checks can be found in Handbook 402, Unemployment Insurance Required Reports User's Manual, Appendix C.

E. Definitions

1. Insured Unemployed. For this report, the number of insured unemployed is the count of regular State UI continued weeks claimed both intrastate and interstate agent. The total count of the insured unemployed is not reported on the ETA 203 but rather the counts for demographic subcategories are reported. The sum of any given category, such as age groups, should generally be identical with the total for insured unemployed as reported on the ETA 539 report for State UI adjusted continued weeks claimed (CW) for the same week. Continued weeks claimed under the Extended Benefit (EB) program, State Additional Benefits Program (AB), or any other extended compensation program should not be included on the ETA 203.
2. Industry. Industry coding will follow the most recent edition of the North American Industry Classification System (NAICS). Whenever possible, the industry assigned should be that of the employer for whom the claimant last worked. If it is not feasible to obtain the industry code of the most recent employer, the major base period employer may be substituted. Interstate claimants should be classified according to the best information available in the agent State.
3. Occupation. Occupation codes will follow the most recent revision of the Standard Occupational Classification (SOC).

F. Item by Item Instructions

1. Population/Sample. If the data reported are based on a sample, key an "s". If data are based on a population count, the entry should be a "p".
2. Sex. The number of weeks claimed for claimants in each category will be reported. Sex can usually be determined by observation or by name if this is not self-coded by the claimant.
3. Ethnicity/Race. The number of weeks claimed for claimants in each category will be reported. If State law prohibits identifying race or ethnic group on employment records, or if the claimant does not self-code or is not seen, this information will have to be recorded as INA in the appropriate category. Please use the comments section to indicate if this unknown data is the result of a State law.

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4. Age. The number of weeks claimed for claimants in each age category will be reported. Age should only be recorded as INA when the agency is unable to obtain this information from the claimant.
5. Industry. The number of weeks claimed for claimants in each industry category will be reported. Classification by industry should be by major industry category as found in the most recent edition of the North American Industry Classification System. This should be available from the employer master files and rarely assigned an INA code.
6. Occupation. Classification by occupation should be made according to the most recent edition of the Standard Occupational Classification (SOC). This should only be recorded as INA when unable to obtain this information from the claimant or other workforce development sources.
7. Comments. Enter in comments any information which explains the data such as legal or procedural changes. If any category contains more than 5 percent information not available, explain. If sampling is used, indicate the type of sampling and sampling ratio.

G. Sampling

Because of the high degree of computerization in States, it is assumed that most will use a universe to produce the report. However, for those States which choose to use a sample, procedures are described below. If sampling is used, the type of sampling procedure and the sampling ratio should be described in comments.

The sample size requirements in the table below are the minimum for data to be reported, however, a larger sample may be used. Since UI operations generally identify claimants by Social Security Account Number (SSN), all examples of sample selection refer to selections by SSN. It is particularly important that sample selections emphasize a representative sample and avoid distortions which may arise out of poor operative or administrative control procedures.

To estimate the size of the "universe" of continued weeks claimed from which the sample will be drawn, an estimate of the lowest expected volume of continued weeks claimed for any week in the fiscal year is needed. The resultant estimate should be compared with the values in the table below to determine the required sampling ratio. Cells based on samples should be inflated to the universe before submission to the National Office.

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Insured Unemployment Minimum Sample Size

Lowest expected volume of continued weeks claimed, week including 19th of the month	Size of sample of continued claimants	
	Minimum sampling ratio	Minimum resultant sample size
100,000 or more	1%	1,000 or more
50,000 to 99,999	2%	1,000 to 2,000
40,000 to 49,999	3%	1,200 to 1,500
30,000 to 39,999	4%	1,200 to 1,600
20,000 to 29,999	5%	1,000 to 1,500
10,000 to 19,999	10%	1,000 to 2,000
5,000 to 9,999	20%	1,000 to 2,000
2,500 to 4,999	30%	750 to 1,500
Less than 2,500	All	2,500 or less