



DATE: January 22, 2001

SWA ISSUANCE NO.: 04-07

SUBJECT: Region I Interstate Benefits Meeting - April 20-21, 2004

1. **Purpose:** To announce the annual Region I Interstate Benefits meeting for Interstate Program Coordinators, Interstate Liable Office Managers, Interstate/Combined Wage Managers and Interstate Connection (ICON) Programmers on April 20 - 21, 2004 in Portland, Maine. The meeting will begin at 10:00am on April 20th and end at 12:00pm on April 21st. Once again, we are extending invitations to Pennsylvania, Canada, and Florida because of the high volume of business done with them. We are also seeking representation from our support contractor, Affiliated Computer Services, as well as the National Office. Participants should be prepared to discuss changes, problem areas, and improvements they have made to their IB, CWC, and ICON programs.

2. **Objectives:** The regional meeting is designed to:

- Promote cooperation among States through the exchange of ideas regarding the operation of the Interstate and Combined Wage Programs and the use of ICON applications;
- Provide training and staff development to keep staff abreast of the on-going claimstaking and processing changes in the Interstate and Combined Wage Programs;
- Promote effective and efficient implementation and use of the ICON applications through discussions of State interface programming requirements, enhancements and accomplishments;
- Facilitate communication amongst Interstate Program Coordinators, Interstate Liable Office Managers, Interstate/Combined Wage Managers, ICON Programmers, Affiliated Computer Services staff, and representatives from the US Department of Labor's regional and nation offices; and
- Provide a forum for discussion of changes to the Interstate and Combined Wage Programs and the effect these changes will have.

3. **Agenda and Presenters:** The draft agenda is attached.

Working for America's Workforce

<http://www.doleta.gov/regions/reg01bos/>

4. **Time and Accommodations:** The regional meeting will be held at the Holiday Inn by the Bay, 88 Spring Street, Portland, Maine 04101-3924 from April 20-21, 2004. For travel directions, please visit the hotel's web site at www.innbythebay.com. Dress is business casual.
5. **Action requested:**
- a. SESA Administrators are requested to advise appropriate staff, including the State's Interstate Program Coordinator, Interstate Liabile Office Manager, Combined Wage Manager/Supervisor, ICON Programmer, and Federal Programs Coordinator of this training opportunity.
 - b. Please provide the names and job titles of each participant to Tim Martin at martin.timothy@dol.gov or 617/788-0121 or Kesha Rodriguez at rodriguez.kesha@dol.gov or 212 /337-2160 no later than COB March 19, 2004.
 - c. Please submit agenda topics to Tim Martin or Kesha Rodriguez no later than March 19, 2004. Please note, we are also requesting volunteers to participate as presenters/discussion leads.
 - d. Please make room reservations by calling the Holiday Inn by the Bay at 800/345-5070 or 207/775-2311. Rooms will be held until March 19, 2004 and are reserved under the name "US Department of Labor." Hotel room rates are \$79 (single or double), plus 7% tax per night. It is suggested that room reservations be made pending travel authorization. Reservations accepted after the cut-off date are subject to room availability and room charges at regular room rates.
6. **Inquiries:** For additional information, contact Tim Martin at martin.timothy@dol.gov or 617/788-0121 or Kesha Rodriguez at rodriguez.kesha@dol.gov or 212 /337-2160.

Renata Adjibodou
Division Chief
Division of Workforce Security

WORKFORCE SYSTEMS BUILDING

INTERSTATE BENEFITS MEETING

REGION I
Portland, Maine

A G E N D A

Tuesday, April 20, 2004

- 10:00 a.m. Welcome and Introductions
- 10:30 a.m. Regional Office Update
- 11:00 a.m. National Office Update
- 11:30 p.m. IB Committee Update
- 12:00 p.m. Lunch
- 1:00 p.m. Affiliated Computer Services Update
- 1:30 p.m. Providing ES and One-Stop Services to IB/CWC Customers
- 2:00 p.m. State Round-Robin (issues/concerns)
- 3:00 p.m. Break
- 3:15 p.m. State Round-Robin (continued)
- 4:30 p.m. Day One Adjourn

Wednesday, April 21, 2004

- 9:00 a.m. State Round-Robin (continued)
- 10:15 a.m. Break
- 10:30 a.m. State Round-Robin (continued)
- 11:30 a.m. Next Steps
- 12:00 p.m. Adjourn