

U.S. Department of Labor

**Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303**



October 24, 2004

SWA ISSUANCE NO. 03-02

SUBJECT: Availability of Implementation Funding for Data Sharing with the Social Security Administration (SSA) via the Interstate Connection Network (ICON)

1. **Purpose.** To announce the possibility of Fiscal Year (FY) 2003 funds to assist States in the implementation of data sharing with SSA via ICON; to set forth criteria and procedures governing the use of these funds; and to provide guidelines for the preparation and submission of Supplemental Budget Requests (SBRs).
2. **References.** Unemployment Insurance Program Letter (UIPL) No. 29-02. ETA Handbook No. 336.
3. **Background.** The Department of Labor is facilitating an electronic data exchange between SWAs and SSA using ICON. This exchange will allow SWAs to receive social security number and pension verification while SSA will receive State claim and wage information. This data exchange will help SWAs tremendously in combating fraud, waste, and abuse within the UI program. UIPL No. 29-02 provides a more detailed background on the data sharing project between SWAs and SSA.

Based on states' experience implementing real-time data sharing projects, the Department projects that on the average it will cost a state approximately \$50,000. The President's 2003 Budget Request includes limited funds for the purpose of assisting interested SWAs. The Department anticipates the requested funds will be available in January 2003 upon enactment of the FY 2003 Labor Department appropriations.

4. **Preparation of SBRs.** The SWA's SBR should describe the necessary work to take place to ensure software is embedded and screens designed to request and receive SSA data as described in UIPL 29-02. Each SWA will need to execute a data sharing agreement with SSA in order to participate in the exchange of data. A program logic document prepared by Lockheed Martin will be forwarded to SWAs in late October. This document will describe the work to be completed in order to embed the software in their initial claims process. This document will also detail the record layouts and instructions each SWA will use in making a request and receiving a response from SSA. SSA and Lockheed Martin are expected to complete the connection between the ICON hub and the SSA network by November 16, 2002.

In preparing an SBR for the SSA/SWA Data Exchange Project, the SWA should adhere to the following criteria and guidelines concerning staff hours and materials:

- a) **Staff Hours** – These funds may only be applied to:
- Additional staff needed for the project
 - Staff covered by base grants that are assigned to the project on a temporary basis if their positions are “back-filled.”
 - Overtime for staff covered by base grants.

If staff hours are included in the SBR, the following information should be provided by the SWA for each position:

- Agency Personnel/Contractor.
 - Job Title for position allocated to the project.
 - A description of job duties for the position.
 - Hourly rate of pay for the position.
 - Number of hours for the position allocated to the project.
- b) **Materials.** If additional hardware (HW) and software (SW) are required to exchange data with SSA, that are beyond the current capacity of the SWA, the SWA should include in the SBR a description of the following:
- A description of the product.
 - The purpose of the product for the project.
 - The product number.
 - The manufacturer’s name.
 - Make and model of the product.
 - Cost of the product.
- c) **Prohibition on use of funds.** Funds may not be applied to on-going maintenance activities or to on-going communication costs, and may not be applied retroactively to costs incurred prior to October 1, 2002.

5. **Action.** Each SWA should prepare and submit an original and four copies of the SBR to the regional office contact listed in this section. To be considered for possible funding, the original and four copies of the SBR must be received by the regional office by November 18, 2002.

State should submit the SBRs to:

Brad Sickles
U.S. Department of Labor
Employment and Training Administration
Sam Nunn Atlanta Federal Center
61 Forsyth Street, S.W., Room 6M12
Atlanta, Georgia 30303

6. Inquiries. Questions regarding this issuance should be directed to Brad Sickles or Stephen Dean at 404/562-2122.

7. Expiration Date. December 31, 2002.

Anna W. Goddard

ANNA W. GODDARD
Regional Administrator