

To: Unemployment Insurance Division Leadership and Program Staff

From: Indiana Department of Workforce Development (DWD)

Date: May 11, 2023

Subject: DWD Policy 2022-14
Implementation of Federal Emergency Unemployment Benefit Program
Guidance

Purpose

To describe the process to effectively implement federal guidance related to emergency unemployment benefit program(s).

References

- 2 CFR 200.303
- GAO-14-704G *Standards for Internal Control in the Federal Government*, Issued September 2014.¹

Definitions

UI (Unemployment Insurance) Division Leadership: The Chief UI Officer, Associate UI Chief Officers, and UI Division Directors and Assistant Directors.

Content

To comply with federal regulations, the UI Division must follow the process below to ensure that federal emergency unemployment benefit programs are implemented in accordance with applicable corresponding federal guidance. UI Division Leadership, key stakeholders, and designees will collaborate to ensure that appropriate processes, as described below, are created and/or exist to administer the program(s). By doing so, DWD will provide reasonable assurance that the corresponding federal award is managed in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

After the United States Department of Labor (USDOL) or another federal entity provides guidance regarding the implementation of a federal emergency unemployment benefit program, the following process must be followed:

1. UI Policy Director will send a summary of the guidance to UI Leadership.
2. UI Division Leadership will identify key stakeholders.
3. Key stakeholder(s), with input from UI Division Leadership, will establish timeline and designate responsibilities for implementation.

¹ [Standards for Internal Control in the Federal Government](#).

4. Designation of responsibility shall include, but not be limited to:
 - a. Creation, or verification of existence, of procedures to ensure accurate payment of benefits during the appropriate time frame(s).
 - b. Coordination with IT resources to detect the need for and implementation of any IT functionality.
 - c. Collaboration with UI Quality team(s) to determine evaluation plan.
 - d. Collaboration with UI Performance Department to ensure internal procedures are followed.
5. Written documentation must be kept for the applicable retention period and must include:
 - a. Timeline and designation of responsibilities;
 - b. Flow of entire process;
 - c. Personnel involved in process flow;
 - d. Controls performed as part of process flow;
 - e. Systems used in the process and required reports generated by these systems;
 - f. Applicable segregation of duties, whether manual or automated; and
 - g. Evidence showing accomplishment of the activities described in section 4.

Action

DWD UI Division Leadership, key stakeholders, and other designees must read and follow all provisions covered in this policy.

Effective Date

Immediately.

Ending Date

Upon rescission.

Additional Information

Questions regarding the content of this publication should be directed to uipolicy@dwd.in.gov.