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DEPARTMENT OF LABOR AND EMPLOYMENT WORKFORCE DEVELOPMENT PROGRAMS

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Category: State Initiatives
Subject: Colorado Enhanced Approved Training Program (CEATP)- Revised Guidance
Source: Federal/State
Revise/Replace: PGL 09-18-P
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Programs Staff, Workforce Region Directors, Fiscal
Policy Guidance Letter#: 11-10-P revised
Date: February 19, 2013

ALL REVISED ITEMS HAVE BEEN YELLOW HIGHLIGHTED

I. REFERENCE(S):

Colorado Senate Bill (SB) 09-247, Expansion of Benefits for Unemployed Workers in Colorado; Workforce Investment Act, Public Law 105-220; Wagner-Peyser Act of 1933 as amended by Title III of WIA of 1998; Trade Adjustment Assistance Act of 2002, Public Law 107-210; Colorado Employment Security Act (CESA) 8-73-114 and 8-73-107(4) and Regulations Concerning Employment Security (RCES) 2.6.

II. PURPOSE:

To **update information, guidelines, forms, and UI email addresses** for Local Workforce Investment Boards and Workforce Regions to implement the Colorado Enhanced Approved Training Program (CEATP) authorized by SB 09-247.

III. BACKGROUND:

In June 2009, Governor Ritter signed Senate Bill 09-247 that provides additional compensation for Unemployment Insurance claimants who are in an enhanced approved training status. The legislation was effective July 1, 2009 and runs through June 30, 2012, but the program will be officially initiated on October 1, 2009. **A new definition of enhanced approved training was included in the bill, which will be utilized by the local workforce centers only to authorize an approved training status under this program (CEATP).** (The original definition of approved training is still usable for other customers.) This will allow claimants on regular state UI claims to have their job search contacts waived and

receive an additional 50 percent of their regular UI weekly benefit amount for a maximum of 20 weeks or 40 percent of their UI maximum benefit amount, whichever is less. **No training or supportive service dollars are available through this program.**

A workgroup consisting of representatives from workforce centers, Unemployment Insurance Office and Workforce Development Programs met over several weeks to reach agreements on the basic procedures for implementation of CEATP, which were derived from the mandates of the legislation. This guidance provides detailed information on workforce center, UI, and UI claimant responsibilities related to Enhanced Approved Training. Attached is a series of forms and handouts that will be used by workforce center staff and UI as part of program implementation. In addition to posting guidance through this PGL, forms and guidelines will be posted on www.e-colorado.org within the “Workforce Operators Meeting” team room, in the “UI Initiatives” folder.

IV: POLICY/ACTION

Workforce Centers shall implement the following Unemployment Insurance and Workforce Development partnership program within the statewide workforce and one-stop system.

NOTE: The Senate Bill 09-247 CEATP program has been extended to allow claimants approved for the program to access up to a total of 20 weeks of additional benefits for completion of training that extends past June 30, 2012. This extension also allows new CEATP approved training awards to be backdated prior to June 30, 2012, when appropriate. All applicants for the CEATP who begin training on July 1, 2012, or later, will be evaluated and enrolled in the new CEATP program authorized by House Bill 12-1272 per guidelines in an upcoming PGL.

A. DETERMINING AND DOCUMENTING ENHANCED APPROVED TRAINING STATUS

1. Definition of Enhanced Approved Training

With the implementation of SB 09-247, there are now two approved training definitions. The Regular Approved Training definition is still effective for those instances when the Enhanced Approved Training definition does not apply. The following new definition is to be used for CEATP only and is derived from the provisions of Colorado Senate Bill 09-247, which authorizes the program:

Enhanced approved training shall prepare the eligible UI claimant for entry into occupations within high-demand industry sectors, occupations that lead to stable, long-term employment, or occupations in the renewable energy industry, as determined by data from the Colorado Workforce Data Mining Project and the Colorado LMI Gateway. In addition, the following guidelines apply:

- *Claimants may pursue completion of a post secondary degree (MS, BS, BA, or AAS) or a certificate program, as long as the training/coursework meets specific requirements for occupational certification or licensing, or offers training in specific skills required for employment in a specific occupation; or they may pursue a registered apprenticeship*
- *The training should be likely to enhance the UI claimant’s marketable skills and earning power*

- *Masters and Doctoral degree programs, or preparatory Associates degree (AA or AS) programs, that do not prepare individuals for specific occupations, and GED preparation or GED testing, are not approvable.*

2. Additional Enhanced Training Criteria

a. Online Training

Online training is approvable as long as an instructor moderates the training and regularly communicates or interacts with the students. When an individual has chosen online course curriculum, please verify that the online courses are moderated by an instructor and include a note to this effect in the COMMENTS line of the B-644 CEATP Authorization form.

b. Self-Paced and Correspondence Courses

Self-paced and correspondence courses are not approvable, whether online or via supplied curriculum.

c. HVAC Occupation

This occupation is not approvable; however, LMI, UI and WDP will support this occupation if the specific course or class has renewable energy (or green technology) applications integrated within the curriculum. When preparing a submission with HVAC as the occupation, please verify the curriculum contains Renewable Energy or Green curriculum and include a note on the COMMENTS Line of the B-644 CEATP Authorization form.

d. Out-Of-State Training

CEATP submissions for training outside of Colorado will be reviewed by a committee of UI and Workforce Programs staff before an approval is made. Since the CEATP legislation was designed to benefit Colorado residents and employers, it is expected that training should generally take place in Colorado. Some exceptions can be made to allow out-of-state training; however, the claimant must remain a resident and maintain an address in Colorado. Please submit your email requests with an explanation of the rationale for the out-of-state training in the body of the email. Training that is not offered or available in Colorado will be reviewed to determine whether justification is sufficient for approval.

e. Prerequisite Coursework

CEATP benefits will not be approved for the duration of any waiting period or the completion of pre-requisite coursework not taken at the same time as the standard program curriculum. For example, many training programs require the completion of certain coursework before the standard training plan curriculum can be started. Also, some students are placed on a wait list to start the training program and this waiting period can extend longer than one semester.

3. Determining High Demand Industries and Occupations; those in the Renewable Energy Industry; and Occupations that May Lead to Long-Term Employment

Regions should first review the LMI Gateway website and other LMI resources (including

occupational projections, job announcements and the 2009 Data Mining Report) to determine whether an occupation or industry is in “High Demand”.

CDLE’s Labor Market Information Unit has prepared a list of approvable occupations for Enhanced Approved Training status - **Attachment 4: CEATP Statewide Occupations List**. This list is based on statewide data and may not apply in every region. Regions may authorize approved training status for any of the occupations on the list, but are encouraged to determine if local data supports the authorization.

NOTE: The approved occupations on the CEATP Statewide Occupations List were determined by evaluating a number of categories and indexes, including growth, replacement needs, average wage, entry level wages and the number of annual openings. One individual category does not indicate high demand or high growth. When requesting new occupation inclusion, consider the needs and demands of your local labor market. An occupation may not meet the statewide inclusion requirements; however, exceptions can be made when local LMI shows a higher demand for occupations than the state average.

4. Identifying Appropriate Certificate, Degree, and Apprenticeship Programs

Claimants seeking the additional UI benefits under the Colorado Enhanced Approved Training Program may or may not be in training when you contact them, and may or may not know what training programs they wish to pursue. For those in training or having identified their training goals, workforce centers need to determine if the coursework or training program selected will prepare the individual for employment in a specific occupation per the definition of Enhanced Approved Training above. There are several resources that can be utilized for this purpose including the USDOL O*Net site, COCIS, etc. Some of these claimants may also be good candidates for referral to WIA or would benefit from assistance with applying for Pell grants to help pay for training costs.

If the claimant is seeking training but is unsure of what he/she wants to pursue, services should be offered to assist the customer with career exploration and research into training programs that are available. This should include providing access to the WIA Eligible Training Provider List (ETPL). Training programs **do not** have to be on the ETPL to be approvable under the CEATP program, if the customer’s training will be funded with sources other than WIA dollars. However, training programs **must** be on the ETPL when the WIA Adult or Dislocated Worker program will be paying for any coursework.

The ETPL can be accessed at:

<https://eligibility.coworkforce.com/eligibility>

Apprenticeship programs can be found on the CDLE website at:

<http://www.colorado.gov/cdle/apprenticeship>

5. Requesting the Addition of an Occupational Code: If the CEATP Occupations List does not include demand occupations that are commonly approved in your region for WIA or TAA training, regions may submit a request for the addition of such occupations to the CDLE Division Director through **the following new email address: cdle_ceatp_auth_forms@state.co.us**. The request must include the O*NET code and O*NET name of the occupation plus local LMI that demonstrates favorable projections for short

term or long term occupational growth. Your request will be reviewed before it is submitted to the Division and LMI Directors. Once approved by CDLE, the additional occupations and O*NET codes will be added to the CEATP Occupations List, along with the date of approval. Regions will be notified by email when this occurs.

Within the LMI Gateway, regions may use the Occupational Employment and Projections (Short-Term) for demand occupations; the Occupational Employment and Projections (Long-Term) for an indication of the prospects for stable, long term employment; and the Occupational Wages, for an indication of the earning potential.

These are available at:

<http://colmigateway.com> (Click on **Occupation Employment Projections**)

6. Completing the CEATP Release of Information and CEATP Claimant Responsibilities Forms

Because follow-up information will be needed from training providers, regions are required to complete the CEATP Release of Information form, plus the Claimant Responsibilities form, and obtain the signature of the claimant on both. The first form allows a training provider to release information on the progress of the claimant in school to CDLE, UI, or the Workforce Center. The second informs the claimant of his responsibilities to report school progress, dropping of classes, ending of school, and other follow-up information - **Attachments 2 & 3**. These forms should be printed and filled out, then signed by the claimant. **The workforce center representative should provide a copy of both forms to the claimant, retain copies of them at the workforce center, scan them, and send them electronically to the CDLE Division Director.** The CEATP release of information must be completed, even if other release forms have been previously signed. It allows UI to request information from training providers after the training has been completed.

7. Completing the Enhanced Approved Training Authorization Form (B644) -

The **revised B644** is the CEATP Authorization form - **Attachment 1** that must be completed for each claimant who meets the requirements of the Enhanced Approved Training definition. In November 2009, this form was revised to include an O*Net code for both the previous primary occupation and the occupation targeted by the proposed training, plus the FEIN and NAICS codes for the pre and post training employers. (UI will be responsible for obtaining the FEIN codes.) The revised form also asks for more specific information regarding the funding sources for the training. **This version requests the specific dates of any training breaks longer than 30 days, excluding holidays and weekends.**

NOTE: When completing any forms or submissions that will be emailed to UI, including submission documents for CEATP (B644), DO NOT include the full Social Security Number (SSN) on any documents. Instead, you may include the last 4 digits of the SSN and the Full Name (including middle initial, when available), or the UI - CID Number (the SSN can be converted to a CID number on the 60 screen in CUBS). Since not all UI staff have access to Connecting Colorado, the Connecting Colorado Mask ID is not to be used on these documents.

Workforce Centers shall fill out only page 1 electronically. (Printing and filling out by hand is not advised because of the interactive drop-down fields in the electronic form.) Save the completed form to a local computer in a .doc format. The 2-page form should be sent electronically to the CDLE Division Director. Also, the region should enter an ‘AT’ service in Connecting Colorado. The AT service code is considered a CORE service, but has features that allow the activity to stay open for longer than one day. Regions should enter the start date for the service and an estimated “completion” date that represents the date for any required follow-up. The actual training completion date should be included into the field labeled “Comment” within the AT activity. When the estimated “completion” date for follow-up has passed, the system will alert the local WFC that a follow-up contact is due. In addition, regions should enter a case note on the ES note screen saying that the Enhanced Approved Training form has been completed and sent.

In addition, when the B-644 is submitted, the Workforce Centers shall change the number of job contacts in the customer’s Connecting Colorado record to the agreed upon number of contacts. This number will likely change to 0, but there may be instances when the job contacts are more than 0. This change should be entered on the date of the submission of the B-644 to UI for processing, unless the training occurs in the future. Also, WFCs are not able to backdate the job contacts since the job contacts for any previous weeks should be met, according to UI regulations.

NOTE: Some schools have extended break periods between semesters or quarters that are longer than 30 days (excluding holidays and weekends). Regions may report multiple breaks on the B644. If there are multiple breaks, list the breaks in the COMMENTS field. A separate Authorization form may be completed for the school period after the break. This second Authorization form should be filled out after progress reports have been received for the first period of authorized approved training. Job Search Waivers for CEATP requests should be reviewed occasionally to verify that the claimant continues to progress in his/her training program.

8. Sending the CEATP Authorization, Information Release, and Claimant Responsibility Forms to the CDLE Division Director

Senate Bill 09-247 states that the Division Director is required to sign off on each Authorization; therefore, a unique email address has been set up for this purpose. The two-page electronic CEATP B644 – Authorization for Enhanced UI Benefits in a .doc format, and the signed CEATP Release of Information and Claimant Responsibility forms, which should be scanned as a .pdf , should be **attached to the same email** and sent to the CDLE Division Director **at the following new email address:**

cdle_ceatp_auth_forms@state.co.us

A separate email is to be sent for each claimant with all three forms attached.

The Subject Line of an email should contain information in the following order. UI sorts emails by the last 4 digits of the Social Security number. If you send this in a different format, it will slow down the processing of the submission.

Last 4 digits of SS#, Last Name, Program, Reference (if appropriate)

- a. EXAMPLE: 1234 Doe/John CEATP
- b. EXAMPLE: 1234 Doe Regular Approved Training
- c. EXAMPLE: 1234 Doe CEATP – 3rd application
- d. EXAMPLE: 1234 Doe CEATP – Inquiry on Status
- e. EXAMPLE: 1234 Doe CEATP – B645
- f. EXAMPLE: 1234 Doe CEATP – Submission Update (*explain changes within the comments field of the B644*)

NOTE: This “internal” CEATP email address is only for the transmission of forms related to the Colorado Enhanced Approved Training Program (authorization, release of information, and claimant responsibility forms only). Also, it is not to be given out to customers.

It is important that the authorization form be submitted in a timely manner. Once approved by the CDLE Division Director (or delegate), it will serve as the trigger for Unemployment Insurance to review the individual’s claim and issue a Notice of Decision regarding their expanded UI benefits, as well as waiving their work search requirement. Delays in submitting the authorization form will cause delays in awarding and paying the extra benefits.

9. Approvals and Denials of Requests

Approvals

There are three levels of approval. The first level occurs at the local workforce center. Each office is responsible for determining the appropriateness of sending the authorization, ensuring that the occupation and training meet the Enhanced Approved Training requirements and that the claimant was a “C” claimant and in training after July 1, 2009. The CDLE Division Director (or delegate) reviews each authorization submitted to assure that the training and occupation meet the requirements and intent of Senate Bill 09-247. Once the authorization has been reviewed and approved at the second level, the authorization packet is forwarded to UI for review of the claimant’s benefit status. UI reviews the claim to assure that there are no outstanding issues and to verify that the claimant was a “C” claimant during the period of time that the claimant is requesting Enhanced Approved Training Benefits. Once UI completes the final approval, a Notice of Decision is issued to the claimant, notifying the claimant of any additional benefits that will be received.

Denials

Regions have the first level of denial through their determination of claimant qualification for the CEATP program. The second level of denial is by the CDLE Division Director, who will notify the region via email if the training request submission is denied. Finally, the third level of denial can occur if UI issues a Notice of Decision that does not award the enhanced benefits. UI has no mechanism to notify the workforce centers regarding these denials.

NOTE: Claimants should be advised that being authorized by the workforce center and approved by the CDLE Division Director for CEATP does NOT automatically make them eligible for enhanced UI benefits. UI will determine if there are circumstances related to their claim that would disallow or delay the eligibility, and will notify the claimant regarding these issues. Such delays or disallowances are not expected to impact the waiver of the work

search requirement or the claimant's approved training status. Claimants not eligible for enhanced benefits will be placed in "regular" approved training status by UI.

B. RECRUITING POTENTIALLY ELIGIBLE UI CLAIMANTS

Workforce Centers are responsible for contacting UI claimants who are potentially eligible for Enhanced Approved Training Status. Because there are limited funds (\$15 million) for the program, only 3000-5000 claimants are anticipated to receive the additional UI benefits, and Veterans priority of service will apply. In addition, Senate Bill 09-247 identifies low income individuals as a target group.

Regions shall recruit customers as quickly as staffing capacity will allow, to insure that the vast majority of those served will receive their enhanced benefits no later than June 30, 2014. Recruitment shall continue until the UI program notifies workforce regions that funding for the Enhanced UI benefits has been fully obligated, or the program expires (June 30, 2014), whichever comes first. The UI program has developed a monthly report to notify regions regarding the benefits status of claimants who were actually awarded the enhanced UI benefits, but it may not include those who were denied benefits. Only those claimants receiving the benefits will be counted toward the Region's target goal.

Regions should start the recruitment process by identifying current WIA and TAA customers on an initial state UI claim, who were enrolled in the following Joblink/Connecting Colorado training activities anytime after July 1, 2009:

OC – Occupational Training	UP – Skills Upgrade Training
CT – Certificate Training (youth)	CU – Customized Training
ET – Entrepreneurial Training	

Local MIS coordinators may also be asked to assist with running lists of such customers and provide them to case managers. State MIS is available to assist the local MIS coordinators with search criteria that can be used to develop customized searches for these potentially eligible WIA and TAA customers. Regions may also identify WIA and TAA customers newly enrolled in training throughout the program year.

Regions may also offer the program to walk-in customers who are on state UI claims ('C' code in the UI field on the initial ES Application screen in Connecting Colorado). In addition, regions can make use of the newly developed Enhanced Approved Training-IVR search on Connecting Colorado to contact other potentially eligible UI claimants about the program. This IVR search was specifically designed for CEATP and will be available beginning October 1, 2009. This search will automatically identify UI claimants on state claims, who are low income and have received a service in the last 60 days. In addition, Veterans will be placed at the top of each list generated to ensure that they are called or emailed first. Mailing labels are set up for those individuals who not able to be contacted through a phone call or email, with Veterans listed at the top of the mailing list. A sample message that can be sent to those selected is as follows:

If you are currently on unemployment insurance and in training classes, or want to take classes, please contact the XXX workforce center to find out if you qualify for Enhanced Approved Training status. If you qualify, your U I benefits may be

increased and your work search will be waived. Our phone number is XXX XXX XXXX and staff is available to assist you Monday through Friday from 8 to 5.

Screen shots of the new IVR search are attached to this guidance - **Attachment 7**. This attachment provides basic information on how the search will work. Please determine how many customers need to be contacted for the program each week and coordinate the needed IVR searches. Please note that once a customer has been contacted through an IVR search, they will not come up on a subsequent search. However, they will remain on the mailing label list until the labels have been printed.

C. ENHANCED UNEMPLOYMENT INSURANCE COMPENSATION BENEFITS (EUICB)

Under Senate Bill 09-247, EUICB are payable to those UI claimants who:

- Are on a regular state UI claim with remaining benefits and are regularly filing their biweekly claims
- Are enrolled in a training program that meets the enhanced approved training definition. In addition, the claimant is making satisfactory progress as certified by the training provider and workforce center representative
- Meet the definition for Enhanced Approved Training in section IV.B.1 above
- Have an Enhanced Approved Training Authorization, Information Release, and Claimant Responsibility form (3 forms) on file with UI
- Have received a Notice of Decision from UI granting them EUICB

If the claimant meets the above requirements, and has no other claim-related issues that would disallow or delay their additional benefits, EUICB will be paid as follows:

- The award of benefits can be backdated to the week ending July 4, 2009, but cannot be paid after June 30, 2012 for weeks attending school or in an apprenticeship
- EUICB will be paid biweekly. Eligible claimants will receive an additional 50 percent of their regular UI weekly benefit amount for a maximum of 20 weeks or 40 percent of their UI maximum benefit amount, whichever is less.
- EUICB shall NOT be payable during school breaks lasting longer than 7 days, or during any week that the claimant is not attending school or actively engaged in an apprenticeship

NOTE: Claimants should be advised to address all questions regarding EUICB, including denials of EUICB, to the Unemployment Insurance Program. Such denials of benefits can be appealed through the UI Appeals process. Workforce center decisions to deny the Authorization of Enhanced Approved Training Status can be appealed ONLY through the workforce center complaint process.

D. ADDITIONAL WFC or CLAIMANT RESPONSIBILITIES & RESOURCES

1. Reporting of Non-Satisfactory Progress/Reinstatement of Work Search Requirement – B645

If a training program lasts more than 8 weeks, workforce centers are required to make contact with the claimant one time between the 4th and 6th weeks to determine if he/she is still actively participating in school or an apprenticeship. The UI claimant may also be instructed to contact a designated staff person to report in on their participation and progress in training. Complete a B645 form - **Attachment 5** if the workforce center determines that the claimant is not in training at any time during the training period or not making satisfactory progress, or the region cannot obtain information on satisfactory progress in the first 4-6 weeks of the training. The region should close the opened ‘AT’ service with a successful or unsuccessful code, enter a note on the Connecting Colorado - ES note screen (Joblink – F10 Applicant notes screen) stating that the CEATP Reinstatement form has been completed (with reasoning), **and** email the form to UI **at the following new email address:**

cdle_ui-wfc@state.co.us

A separate email should be sent for each claimant. In the email Subject Line, enter the last 4 digits of the claimant’s social security number and their last name, followed by CEATP-B645.

NOTE: This cdle_ui-wfc@state.co.us email address is only for the transmission of forms related to the Notice of Reinstatement of Work Search Requirement, Regular Approved Training Requests, and forms for other UI-related initiatives such as State Extended Benefits. CDLE and WFC staff requests regarding these specific programs can be directed to this email address. This email account should NOT be given to customers.

It is important to submit this form in a timely manner so that UI can interrupt payment of EUICB and avoid overpayments to the claimant. This will also free up benefit dollars for more claimants to participate in the program. Regions should establish a calendar of follow-up contacts for all claimants that receive an Enhanced Approved Training authorization to insure that follow-ups occur at the appropriate time. In addition, it may be helpful to establish local procedures on how the claimants will report progress.

2. Desk Aide for UI CUBS Screens

Attachment 10 provides guidance to assist WFC representatives when reviewing a claimant’s CEATP status within the UI CUBS system. The information should not be shared with that claimant unless UI has given you permission to do so. UI has provided advanced training on CUBS Screens for WFC staff. Please adhere to the security and confidentiality standards that you specifically have been assigned.

3. CEATP Handout for UI Claimants (Spanish version now available)

Attachments 7 & 8 (Spanish version) contain information for claimants regarding the Enhanced Approved Training Program, EUICB, and their responsibilities under the program. Please do not to alter the language of the handout in any way, without permission from CDLE.

4. CEATP Brochure

A brochure has been revised and distributed to all regions for recruitment purposes.
Attachment 9

5. Annual Enhanced Approved Training Report

Under Senate Bill 09-247, the UI program is required to submit a report to the State Legislature in December of each year regarding the outcomes of the Enhanced Approved Training Program. Workforce center staff provides the initial data for this report through the CEATP authorization form. UI will be contacting the claimant and/or the training provider for the additional data needed upon completion of training. In addition, if a participant notifies the WFC that they have accepted a job, WFCs should gather this data and report it to UI through the designated email: cdle_ui-wfc@state.co.us. In the email Subject line, enter the last four digits of the claimant's social security number and their last name, followed by: CEATP Report.

E. REGULAR APPROVED TRAINING GUIDANCE

CDLE will be releasing guidance on processing all WIA and WP Regular Approved Training submissions. You can find all State Policy Guidance Letters (PGL) at www.colorado.gov/cdle/pgl. Once released, please share this guidance with all workforce center staff who may submit Regular Approved Training Paperwork to the unemployment insurance office.

V. IMPLEMENTATION DATE:

Upon receipt of this Program Guidance Letter.

VI. INQUIRIES:

Please direct all inquiries to Mona Barnes or Sue Rusch at Workforce Development Programs.
Mona: Phone – 303.318.9018 X83256 or Email mona.barnes@state.co.us
Sue: Phone – 303.318.9293 or Email sue.rusch@state.co.us

Elise Lowe-Vaughn, Acting Director
Workforce Development Programs

ATTACHMENTS:

1. B644 - Authorization for Enhanced UI Benefits (rev. December 2012)
2. CEATP Release of Information Form
3. CEATP Claimant Responsibilities Form
4. CEATP Statewide Occupations List (rev. December 2012)

5. B645 - Notice of Reinstatement of Work Search Requirement
6. Desk Aide - Screen Shots of Enhanced Approved Training Notification-IVR
7. CEATP Handout for UI Claimants
8. CEATP Handout for UI Claimants (Spanish Version)
9. CEATP Brochure (revised)
10. Desk Aide - UI CUBS Screens