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Subject: Reemployment Services and Eligibility Assessment (RESEA) Guidance
Colorado Policy Guidance Letter#: WP-2016-02-Change 3
Revise/Replace PGL#: WP-2016-02-Change 2
Date: July 1, 2019
Distribution: CDLE Management/Finance, State/Local One Stop Directors & Staff, UI Division Staff, Partners

July 2019 Changes Are Highlighted In **Yellow**
Changes from Comment Period Are Highlighted in **Green**

I. REFERENCES:

- a. Laws. Title III of the Social Security Act (SSA); Section 4 of Public Law (P.L.) 103-152; Sections **306(a)-306(i)**; Unemployment Compensation Amendments of 193 (P.L. 103-152); Colorado Employment Security Act (CESA) 8-73-114 and 8-73-107(4) and Regulations Concerning Employment Security (RCES) 2.8; Wagner Peyser Act of 1933, as amended, 29 U.S.C. 40 et seq.; Workforce Innovation and Opportunity Act (WIOA) of 2014, Pub. L. No. 113-128;
- b. Issuances. Unemployment Insurance Program Letter (UIPL) No. 13-94,; UIPL 13-94, Change 1,; UIPL 41-94,; and the Secretary’s Stand for Claim Determinations, Part V, Employment Security Manual, Section 6010 et seq. UIPL No. 10-14; UIPL No. 13-15; UIPL No. 07-16; Training and Employment Notice (TEN) No. 31-09; UIPL No. 20-15; **UIPL No. 07-16; UIPL No. 03-17; UIPL No. 03-17, Change 1; UIPL No. 08-18.**

II. PURPOSE:

To establish a policy and provide procedural guidelines for the Reemployment Services and Eligibility Assessment (RESEA) initiative, which targets claimants that would most benefit from reemployment services early in their claim cycle, with the goal of early return to employment for these claimants.

III. BACKGROUND:

In 1994, U.S. Department of Labor (USDOL), Employment and Training Administration (ETA) developed regulations and program requirements regarding the Unemployment Insurance (UI) Worker Profiling and Reemployment Services (WPRS) system. In August 2015, CDLE launched Links to

Reemployment to move the WPRS system from Job Link to Connecting Colorado. With the release of this PGL and any associated statewide training, CDLE announces RESEA as the newest addition to reemployment initiatives.

The UI Division and all parties who deliver services to claimants must meet all related sections of the Social Security Act (SSA) as a condition of the state receiving UI grants, as follows:

- Identify which claimants are likely to exhaust regular UI and will need job-search assistance services to make a successful transition to new employment (Subparagraph (A) of Section 303(j)(1), SSA);
- Refer identified claimants to reemployment services, such as job-search assistance services, available under any State or Federal law (Section 306(a), SSA);
- Collect follow-up information relating to the services received by such claimants and their employment outcomes and use the information for future profiling (Subparagraph (C) of Section 303(j)(1), SSA);
- Meet “such other requirements as the Secretary of Labor determines are appropriate.” (Subparagraph (D) of Section 303(j)(1), SSA) ; and
- Section 303(a)(10), SSA, requires claimants to participate in reemployment services to which they have been referred as a condition of UI eligibility.

IV. DEFINITIONS AND ACRONYMS:

a. General Definitions

- **Reemployment Services** – job-search assistance, job placement services, counseling, testing, career and labor market information, assessments, job search workshops, job clubs, job referrals, referrals to training services and other similar services.
- **RESEA Service** – Per USDOL, an RESEA meeting is considered a service in Connecting Colorado, since participants are made aware of why the services are available, what the services are, and are able to participate in the identification of appropriate services to assist them in returning to employment.
- **Assessment** – An RESEA assessment is considered a service since it identifies the needs of a specific participant.
- **Similar Service** - Reemployment services that claimants are attending on their own initiative. This may be services offered by a private employment agency and not identical to those to which the claimant was referred by the State and the workforce system; they need be only reasonably similar to each of the services required for a complete RESEA. In addition, this may include local workforce initiatives that invite customers to a workforce reemployment orientation and individualized reemployment services. The quality of services being provided should be a relevant factor in determining whether the services are “similar.”
- **Able and Available (A&A)** – A UI representative will review a claimant’s ability to work, availability for work, and whether they are actively seeking work, i.e. the claimant is able and available to accept work if offered, or participate in specific job-search activities, such as attending a job interview or employer testing for specific employment.
- **Exclusions** – Recording exclusions should occur as part of the IVR selection process for RESEA. Exclusions allow One Stop Center representatives an opportunity to exclude or exempt a participant from attending the RESEA meeting if the customer:
 - has participated in an activity within the past 90 days that is considered to be similar in nature to what will be offered in the RESEA activities;
 - is already enrolled in a WIOA program;
 - is in UI approved training; or

- is Banned or Flagged from a workforce center.

Exclusions are made at the discretion of the local area. Some exclusions may not be appropriate, based on whether the exclusion was recent enough to justify the exclusion. All “exclusions” must be referred to UI to investigate for justifiable cause and A&A.

b. Acronyms

- Workforce Center (WFC) = One-Stop Center = Local Area
- Workforce Development Programs (WDP)
- Unemployment Insurance (UI)
- Reemployment Services and Eligibility Assessments (RESEA)
- Workforce Innovation and Opportunity Act (WIOA)
- Wagner Peyser (WP)
- Labor Market Information (LMI)
- Social Security Act (SSA)
- Claimant = Participant = Customer
- Able and Available (A&A)
- Service Providers = WFCs or contractors who provide WIOA and/or core services
- Connecting Colorado (CC)
- Worker Profiling and Reemployment Services (WPRS)

V. POLICY/ACTION:

The information captured in the main body of this guidance letter is intended to include enough information for both One Stop and UI representatives to gain a basic understanding of the RESEA initiative. Procedural documents for UI and One Stop programs are included as attachments.

The SSA requires that claimants are identified, referred and participate in reemployment services through a “profiling” or scoring process, or participate in similar services, as a condition of UI eligibility.

Local One Stop centers, WDP, and the UI Division are working in partnership to provide reemployment services to claimants who have been selected to participate in a mandatory appointment to receive information regarding the available workforce center services. In addition, claimants will learn about UI eligibility requirements as they relate to work-search, reemployment, and continued eligibility for UI benefits. This guidance describes the minimum requirements for program administration. “Workforce Merit Staff” at One Stop Centers are encouraged to design more robust programs to expedite reemployment for the participant.

One of the principal aims of RESEA is to provide reemployment services to certain claimants through an “early intervention” process. Claimants who are unlikely to return to their previous industry or occupation will be identified and given assistance early in their claim series (within the first five weeks after the claimant receives the first benefit payment). In addition, USDOL has also identified the UCX Veterans (recent military separation) as an additional population who would benefit from reemployment services administered under RESEA.

This targeted approach is expected to create a cost savings to the Colorado UI Trust Fund when individuals who return to work before exhausting all of their UI benefits. For that reason, the identified claimants must be immediately referred to workforce reemployment services or placed in a “selection pool/queue” from which a future referral may be made.

RESEA is a required program

USDOL requires that One Stop Centers must administer WPRS in offices throughout the state. RESEA is how Colorado meets the WPRS requirement, therefore, RESEA is a required program. Local areas must offer RESEA services each week. CDLE strongly recommends that local areas host open office hours on a weekly basis for RESEA walk-ins in addition to scheduled claimant appointments. The state will monitor RESEA programs to ensure compliance.

State Level Selection Process

Data elements, including labor market information, are collected from claimants during the initial claim and work registration processes. Scores are determined based on defined variables within Colorado's profiling model. All claimants who have received a first payment from UI and are not actively working with a union or seasonally attached by UI requirements required to complete work search activities will receive a score (0.1 to 0.9). Those with the highest score will appear at the top of the selection list, and are most likely to exhaust unemployment compensation benefits.

Colorado's Current Characteristics and Variables

Colorado's current variables include:

- Base-period earnings and wage replacement rates;
- Industry;
- Weekly benefit amounts;
- Claimant exhaustion rates by industry;
- Claimant exhaustion rates by occupation;
- Claimant exhaustion rates by month of claim filing;
- Number of base period employers; and,
- One Stop Center registration.

NOTE: Colorado is not using ~~occupation or~~ education because of concerns about data quality and availability.

NOTE: The model may not produce results which discriminate in violation of any federal or state law or which otherwise favors some claimants over those similarly situated with respect to their need for reemployment services, including age, race, ethnic group, sex, color, national origin, disability, religion, political affiliation, and citizenship.

One Stop Level Selection Process

Each local area will generate a list of selected claimants for RESEA in Connecting Colorado. One Stop Centers must only refer and promptly serve only the number of claimants that the provider is capable of serving, based on the availability of services at the local level. All other claimants will remain in a "referral pool" for a subsequent rescoring and selection and will be are removed from the pool after five weeks following the receipt of their first benefit payment. This ensures that One Stop centers serve claimants who are early in their claim cycle.

Due to the nature of the statistical scoring to rank each claimant, One Stop Centers should must select participants in the order listed, and with a preference of serving as many UCX claimants as is reasonable. Those claimants not invited will automatically return to the main selection pool for a later rescoring and selection, as applicable. Claimants with an identified local exclusion at the time of the local selection process will be referred (manual NE service code) to UI for further investigation. These individuals will be are removed from the referral queue.

Veterans Priority Selection Process

Training and Employment Guidance Letter (TEGL) 10-9 – Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs funded in whole or in part by USDOL has provided guidance regarding the application of Veteran’s Priority for UI-mandated activities. Local areas must follow the most current Veterans Priority of Service guidance, along with any updated “triage” processes when referring customers to Disabled Veterans Outreach Program services.

Initiatives such as Reemployment Services and Eligibility Assessment (RESEA) “apply specified criteria to identify certain categories of UI claimants who are required to report in-person to a service delivery location.” The intent of the requirement to report is to engage participants in workforce services and reinforce compliance with eligibility requirements including ability to work, availability for work and active work search, and other requirements for eligibility.

As a result, veteran priority of service for UI-mandated activities begins once the customer attends the RESEA appointment and receives referrals to additional reemployment and training services.

Before applying veteran’s priority of service procedures to other UI-mandated activities having a potentially punitive consequence for non-participation, One Stop Centers are encouraged to seek technical assistance from the WDP project coordinator or WDP Regional Liaisons.

Unemployment Insurance/One Stop Center Notifications and UI Adjudication Process

At the time a claimant files a UI claim, they are provided information about their right to know, establish, and protect their rights under Colorado UI laws and regulations. The Benefits Right Information (BRI) advises claimants of the possible consequences of failure to report or to participate in any reemployment services to which they may be referred. For RESEA programs, claimants must participate in reemployment services during the week(s) of the scheduled or rescheduled appointment(s).

Claimants **may must** be held ineligible for any week in which there is a failure to participate in a scheduled appointment for workforce reemployment services unless they either have justifiable cause and sufficiently show proof that they were able and available for work the week of the scheduled appointment; or have completed such services or attended similar services. One Stop Center representatives and partner organizations must refer any “no shows” to UI. UI representatives will conduct an investigation to evaluate “good cause” and the claimants’ availability status during the week in question.

Selected claimants will receive **a notification several notifications** (Attachment 2 – RESEA Notification Letter Template [Form UIW-2]) to attend a mandatory appointment. **These notifications** will explain that they have been selected to receive reemployment assistance and services; why reemployment services are being offered; and **how to schedule and attend** the appointment. The notification will also explain how to contact a One Stop Center to **schedule and** reschedule the appointment in advance, if necessary. **These notifications** will be delivered by **mail and email**.

Notification and Reminder Schedule:

- **Claimants with email addresses in Connecting Colorado in a valid domain will be notified by email of their requirement to schedule and attend their appointment on the following automated schedule:**
 - **Day of IVR**

- One week past IVR
- Two weeks past IVR
- Three weeks past IVR
 - These notifications will only be sent if the claimant has not yet scheduled their appointment
- Upon scheduling an appointment, claimants will be sent a confirmation email to remind them of their appointment date and time, as well as automated email reminders on the following schedule:
 - Three weeks prior to appointment
 - Two weeks prior to appointment
 - One week prior to appointment
 - Two days prior to appointment
- Local area staff will be prompted in the task list to contact claimants by phone to remind the claimant of their requirements to schedule and attend their appointment on the following schedule:
 - ~~Day of IVR~~
 - One week past IVR
 - Two weeks past IVR
 - Three weeks past IVR
 - These reminders will only occur for claimants who have not yet scheduled their appointments
 - CDLE strongly recommends making reminder calls to claimants regardless of whether or not they appear on the task list
 - Local areas should leave an ES note documenting reminder calls to assist any UI investigations that may occur
- Claimants will also receive an automated follow-up email with a link to a satisfaction survey two weeks following their completion of the appointment.
- Local areas may not alter the RESEA Notification Letter beyond insertion of claimant and Workforce Center information within [bracketed areas] in the Notification Letter template.
- ~~One Stop Centers are highly encouraged to contact attendees by telephone one week, as well as one or two days in advance to increase the completion rate. When One Stop Centers do contact attendees, it is recommended that representatives make note of this contact and any known results in Connecting Colorado ES notes to assist UI in any future investigations.~~

BASIC PROCEDURES, ACTIVITIES AND SERVICES

1. One Stop Selection of Participants (IVR Contacts)
 - a. Determine if any participant exclusions apply and exclude claimants as appropriate
2. Mail invitation letters
3. Schedule claimants as requested
4. Advance reschedule, as appropriate
5. Complete individual RESEA required activities with participants
 - a. LMI and Career Information Review
 - b. Connecting Colorado Registration Review
 - c. Work-Search Activity Log Review
 - d. Individualized Reemployment Plan (which includes a UI Eligibility Assessment)
 - e. Referral to reemployment or training services
6. ~~Record attendance and~~ Track individual activity in Connecting Colorado
7. Collect electronic or hard copies of ~~Work Search Logs and~~ Individual Reemployment Plan for client files
8. Send potential eligibility referrals and other communications to UI, as appropriate

ADDITIONAL INFORMATION FOR PARTNER AGENCIES

Scheduling, Rescheduling and Reengagement

Claimants will contact the One Stop Center to schedule their RESEA appointment. Claimants will have 30 days in which to schedule and attend their appointment or risk a delay in UI benefits. Local areas must offer RESEA services each week to accommodate claimants' requested appointment dates. Reasonable claimant requests for appointments must be honored by the One Stop Center when staff are available to provide those RESEA services. CDLE **strongly recommends** that local areas host open office hours on a weekly basis for RESEA walk-ins in addition to scheduled claimant appointments.

When requested by the claimant in advance of their scheduled appointment, One Stop Centers may reschedule claimants **at the soonest available time**. All claimants who request a reschedule in advance must be given an opportunity to attend an appointment. Each claimant must be permitted one advance reschedule.

One Stop Centers must refer any reschedules which constitute a possible Able and Available Issue to UI for investigation; One Stop Centers must consider whether the claimant's reason for rescheduling would result in their not being "Able and Available to accept work" during the RESEA week in determining whether a possible Able and Available Issue exists. Refer to the Attachment 3 - Individual Reemployment Plan document's list of barriers to record to assist in the determination of whether a claimant's barrier to reemployment constitutes a potential eligibility issue, which must be referred to UI for investigation.

Procedures:

~~Open the A0 screen. Modify the reschedule date field. Click the save button at the bottom of the page. If the reschedule reason is a potential eligibility issue, manually record a NE service code and include the reason for the reschedule in the comment line for UI agents to read as part of their investigation.~~

NOTE: When a claimant is rescheduled, they must be rescheduled for an individual appointment as local policy and staff availability allows. Participants should be advised that One Stop Centers are required to notify UI of the reschedule, and that failure to attend the second meeting may impact their benefits for the week of the reschedule, as well as the original appointment. Claimants whose request to schedule or reschedule would take them beyond the 30-day limit for scheduling and attending their appointment should be informed of the open hours **(if available)** of the One Stop Center and urged to attend during that time to avoid a delay in benefits.

NOTE: Claimants who fail to schedule an appointment, or fail to appear for a scheduled appointment, are still likely to benefit from reemployment services within a One Stop Center. CDLE **strongly recommends** that local areas develop and implement a procedure for reengaging RESEA no-shows in reemployment services to assist in the claimant's return to work prior to UI benefit exhaustion.

~~Refer to the One Stop Center procedural document attachment that describes how and what to record in Connecting Colorado.~~

Local Exclusions (NE - Potential Eligibility Issue Service Code – manual data entry)

Local exclusions are determined when a One Stop Center representative discovers that a customer has already completed or is currently engaged in reemployment activities. USDOL defines excluded claimants as "those profiled claimants who are not required to participate in reemployment services or in further reemployment services through the RESEA system because they have completed such services, they have participated in similar services, or have justifiable cause for their failure to participate

in reemployment services.” Colorado has grouped additional categories into the exclusions to simplify the process for UI and One Stop representatives. UI representatives must investigate all local exclusions and review the reason for nonattendance and potential eligibility issues.

One Stop exclusions include:

- Program enrolled (WIOA and other tracked program enrollments in Connecting Colorado)
- Similar Services (outsourced services that are similar to what a One Stop Center provides)
- Approved Training status
- Banned/Flagged in Connecting Colorado (*Guidance for this category will be released in the near future*)

NOTE: One Stop Centers must include a brief Employment Services (ES) case note within the NE service code, describing the exclusion to assist UI representatives with their investigation and determination of whether the service is acceptable. See One Stop Procedural document – Reporting and Tracking section for additional information.

Reemployment Service Delivery

Participants must be able to verify the previous two weeks’ work search activities during the RESEA appointment. It is **strongly encouraged** that local areas remind participants of the requirement to provide verifiable work search activities during the RESEA appointment during any reminder contacts made to the participant.

Mandatory RESEA Services: An overall assessment of each participant’s needs must be administered during the individual meeting. Based on the individualized employment plan, the claimant must be referred to other reemployment and training services tailored to the individual’s needs.

One Stop Center representatives will meet with claimants individually to complete the following activities and make suggestions to improve upon the claimant’s current work-search strategy:

- Updated Connecting Colorado registration (skills, credentials, employment goals)
- Customized LMI and career information review (generally discussed during the Connecting Colorado registration review)
- Work-search activity review including information about maintaining UI eligibility
- Individualized reemployment plan including an assessment of UI eligibility
- Referral to reemployment services or training*

RESEA activities must be completed during an individual appointment. ~~Other activities may be completed in a group setting with the individual results reviewed during the individual appointment, as it pertains to the development of the reemployment plan.~~

* RESEA participants are considered “complete” once the referral is made; however, if the claimant reports to and completes the referred activity, the claimant’s portion of that activity may be charged to the RESEA program. ~~Each completed RESEA must include an ES case note demonstrating the appropriateness of the referred activity based on the claimant’s individual reemployment goals.~~

One Stop Centers will promptly refer any necessary information regarding the participant’s continuing eligibility of UI benefits, such as failing to report for the mandatory appointment or any potential eligibility issues discovered while meeting with the claimant.

Tools and Resources: One Stop Center tools and resources are available in the RESEA Team Drive. Many of these documents are referenced in the One Stop procedural document.

Dislocated Worker (DW) Eligibility and Eligibility Documentation

WIOA defines an “eligible dislocated worker” as an individual who has been terminated or laid off or who has received a notice of termination or layoff from employment, is eligible for or has exhausted their entitlement to unemployment compensation, and is unlikely to return to their previous industry or occupation.

Selected claimants are considered DW eligible (permanently laid off, eligible for UI, and unlikely to return to their previous industry or occupation) for the purposes of WIOA. One Stop Center case files must include an individualized copy of the notification letter. Case files may be kept electronically or on paper. The letter must identify the specific individual, issue date, and must be on the original letterhead. Notification letters may be used to document DW eligibility for up to five years; however, subsequent jobs and work history for the last five years should be evaluated to determine the appropriate job of dislocation and DW eligibility category. The letter may not be appropriate based on subsequent work history within the five year time frame. The WIOA registration in Connecting Colorado should include the “PR” (or profiled) category in the eligibility calculation section when the orientation letter is used.

Colorado **strongly encourages** all One Stop Centers to upload the RESEA Notification Letter into the claimant’s Connecting Colorado registration for **all** claimants who have been referred or invited to attend a RESEA Appointment (A0 service in CC services screen). The notification letter may be used for DW eligibility documentation whether or not the claimant actually attended the mandatory appointment since the invitation has already identified that individual as an eligible DW. Local areas choosing not to upload the claimant’s notification letter must maintain a paper copy in the claimant’s file.

NOTE: Basic WIOA eligibility must be documented before enrolling an individual in a WIOA or discretionary grant program. Refer to the most current WIOA eligibility guidance letter to ensure that local offices are meeting all documentation requirements.

RESEA Completion and the Colorado Talent Pool

One Stop Centers within Local Workforce Areas participating in the Talent Pool must refer each RESEA completer *who was not referred to training services* to the Talent Pool upon completion of all RESEA activities. This may be accomplished either during the individual appointment or following the completion of referred activities, as appropriate for the claimant. Local areas must follow existing local procedures for referral to the Talent Pool.

VI. RESEA FINANCIAL GUIDANCE

This guidance has been prepared by CDLE in conjunction with the support and approval of the USDOL Regional Office for the below processes and procedures:

1. **Funding**
 - a. RESEA funds must be used to assess the continued eligibility and reemployment needs of the UI RESEA participants in an individual setting.
 - b. For PY19 funds **active beginning April 1, 2018**, CDLE has negotiated an increased rate of up to \$140.00 per participant. This must be used to cover actual staffing costs and directly related costs associated with the delivery of RESEA services **for claimants that show up for their appointments.**

- c. For PY19 funds, CDLE has negotiated a rate of up to \$73.20 per participant that must be used for RESEA staff activities and other RESEA costs related to inviting, reminding and scheduling claimants who fail to attend their RESEA appointment(s). For claimants who do appear, the reimbursement rate in (b) above must be used.

NOTE: Local areas may charge staff and directly related costs against either rate, depending on whether claimants show or don't show, but cannot charge both rates for the same claimant.

- d. Funding may be renewed annually, contingent upon an Unemployment Insurance Supplemental Budget Request (SBR) for the subsequent calendar year.
- e. For each year of the funding, the Local Area must achieve participant goals by December 31. In the event that the Local Area does not meet its participant goals by that date, expenditures may be allowed and services extended through June 30 of the following year, subject to the State's approval.

2. **Monthly Expenditure Reports and Cost Reimbursement:**

Reimbursement requests must be based on actual direct costs incurred per participant. To request cost reimbursement, the Local Area must follow the standard request for payment process using the CLEAR JV upload to post expenditures for the prior month.

a. **Reimbursement**

RESEA activities (below) completed in an individual setting are cost-reimbursable up to and including \$140.00 per participant, when that participant has completed all RESEA activities:

- Customized LMI and career information review
- Updated Connecting Colorado registration (skills, credentials, employment goals)
- Work-search **activity** review including information about maintaining UI eligibility
- Individualized reemployment plan including an assessment of UI eligibility
- Referral to reemployment services or training

Local areas may also request reimbursement for a participant's portion of costs for the referred activity, if the participant attends and completes the activity. **This is the only circumstance in which an RESEA-reimbursable activity completed in a group setting is allowable.**

Beginning in PY 2019, local areas may request reimbursement for the costs of inviting, scheduling and rescheduling claimants who fail to appear for their appointment(s) at a rate up to and including \$73.20 per participant.

On a monthly or quarterly basis, the project coordinator and CDLE Finance Office will compare cumulative expenditures against the cumulative number of RESEA participants who have completed their required services to determine if there are any discrepancies between the expenditures reported and the maximum rate. If discrepancies are identified, Local Areas will be notified to adjust future cash draws and expenditures to come into alignment with the per participant cap.

~~On a quarterly basis, CDLE must review the percentage of no shows to ensure that CDLE does not charge more than 30 percent of no show costs associated by either UI or the One Stops.~~

3. **Profit or Program Income**

NFA funding provisions for the RESEA program indicate that Local Areas may be reimbursed "up to" the maximum amount per RESEA participant completing all the required activities (rather than a flat rate per participant). This is to ensure that Local Areas charge only for costs directly associated

with and incurred for the RESEA program. Only costs directly associated with the defined RESEA activities and reemployment services are considered allowable. Local Areas must not make a profit from RESEA funds.

4. **Associated Costs**

Local Areas must review their cost allocation plans to ensure that the UI RESEA funds are properly incorporated into the plan. This is to ensure that all associated costs for the RESEA program are covered, such as staff, operating, overhead, workshops, orientations, and any additional reemployment services that are allowable and that are provided. CDLE and USDOL may request a copy of the local cost allocation plan to ensure that RESEA funding covers only costs directly associated with RESEA services.

5. **Allowable Costs**

In general, reemployment services, plus the identified RESEA activities and eligibility review may be covered with the RESEA funds. These funds must not be utilized for supportive services, training services, or any RESEA required activity completed in a group setting (except in the case when a local area requests reimbursement for a participant's portion of the referred activity as described above). Federal cost principles and guidelines should be applied to UI RESEA funds. Below are examples of allowable costs:

Example 1: Renting a dedicated space to serve only RESEA customers can be charged to the cost per participant rate. Local areas should determine the value and appropriateness for such dedicated space.

Example 2: Overhead costs directly associated with serving RESEA participants, such as supplies, electricity, equipment, etc may be covered, as long as a cost allocation formula is established that validates how the costs are directly associated with the participant and program. Upon request or during an audit, the local cost allocation formula may be reviewed by CDLE.

VII. IMPLEMENTATION DATE:

The RESEA initiative began June 1, 2016 for the participating One Stop Centers. USDOL requires that Local Areas must administer RESEA. In March and April 2016, procedural webinars were held to officially launch the program statewide. Participating RESEA One Stop Centers are required to begin administering and selecting claimants for the RESEA initiative in June 2016, and forward, pending the release of the Notice of Funding Availability (NFA).

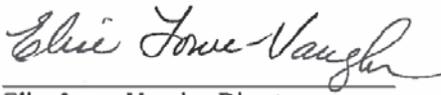
Changes marked within this PGL Update will be effective **July 1, 2019**.

VIII. REPORTING REQUIREMENTS:

Not later than the 20th of each month, Local Areas must complete the Google Form specific to their local area for the previous month's RESEA activity. The RESEA coordinator will share those forms upon request from local area staff.

IX. INQUIRIES:

Please direct all workforce inquiries to the appropriate Regional Liaisons at Workforce Development Programs. Local Area workforce representatives must direct any UI inquiries to a lead or supervisor who may forward appropriate questions to the UI liaison. Contact Courtney Popp, Dislocated Worker Reemployment and UI Partnership Programs Coordinator with One Stop and UI questions, as appropriate. **Her email address is courtney.popp@state.co.us**



Elise Lowe-Vaughn, Director
Workforce Development Programs



Jeff Fitzgerald, Director
Division of Unemployment Insurance

ATTACHMENTS

1. One Stop Center Procedural Document (Revised **June 2019**)
2. RESEA Notification Letter Template (Form UIW-2) – (Revised **June 2019**)
3. **(Now Attachment 3)** - RESEA Individual Reemployment Plan and UI Eligibility Assessment (Revised **June 2019**)
4. **(Now Attachment 4)** RESEA Monitoring Tool (Revised **June 2019**)