

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 14-08
<b>Date:</b>	March 19, 2008
<b>Keyword:</b>	ES; UI
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Modifications to Unemployment Insurance Benefits System Access**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information on:

- modifications to Board and Texas Workforce Center staff access to the Unemployment Insurance (UI) Benefits System;
- requests for UI Benefits System access; and
- a new Resource Access Control Facility (RACF) group for assigning UI Benefits System access to Board and Texas Workforce Center staff.

### **BACKGROUND:**

Recent changes to federal regulations and state law concerning the confidentiality and disclosure of unemployment compensation information—including criminal penalties for the unauthorized release of such information—have necessitated a modification to Board and Texas Workforce Center staff access to the UI Benefits System. The modification:

- ensures that assigned RACF permissions are appropriate for the needs of each position;
- ensures that only necessary RACF permissions for confidential information are granted; and
- protects against the unauthorized or inadvertent disclosure of claimant and employer information.

### **PROCEDURES:**

#### Available UI Benefits System Screens

Boards must be aware that, effective April 15, 2008, Board and Texas Workforce Center staff access to the UI Benefits System will be limited to the following screens:

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1. *Current Claimant Status (CTCS)*

Screen information includes:

- claimant Social Security number (SSN);
- claimant name;
- claimant contact information;
- claimant demographic information;
- current claim status;
- payment history; and
- contact information for the claimant's last employer.

2. *Wage Detail Inquiry by SSN (WDIS)*

Screen information details the claimant's wage history, including:

- the employer's name and tax account number;
- wages earned; and
- the quarter in which wages were earned.

3. *Employer Master File (EMF) Inquiry/Search*

Screen information consists of employer tax account information. Board and Texas Workforce Center staff can access the *EMF Inquiry/Search* screen directly from the *WDIS* screen by entering the command *EMF*.

Additionally, Boards must be aware that:

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- Board and Texas Workforce Center staff who had access to the above screens prior to April 15, 2008, will continue to have access on and after that date and will not require reauthorization of access to the UI Benefits System through their local RACF manager; and
- beginning on April 15, 2008, any attempt by Board or Texas Workforce Center staff to access data on additional screens in the UI Benefits System will result in a RACF violation screen notice.

Attachment 1 to this WD Letter provides sample screen shots of the *CTCS*, *WDIS*, *EMF Inquiry/Search*, and RACF violation notice screens.

Requests for UI Benefits System Access

Boards must ensure that Board and Texas Workforce Center staff continue to contact the local RACF manager for all UI Benefits System access requests.

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RACF Managers

Boards must ensure that local RACF managers are aware that a new RACF group, BNWFCI, has been added to the RACF Manager panel for assigning Board and Texas Workforce Center staff access to the UI Benefits System. Current Board and Texas Workforce Center staff who had UI Benefits System access prior to April 15, 2008, have already been added to the new RACF group by the Texas Workforce Commission's RACF administrator.

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Effective April 15, 2008, Boards must ensure that before providing new or current **NLF** Board and Texas Workforce Center staff with access to the UI Benefits System, RACF managers assign them to the new RACF group, BNWFCI.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENT:**

Attachment 1: Unemployment Insurance Benefits System Screens

**RESCISSIONS:**

None

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**REFERENCE:**

U.S. Department of Labor Employment and Training Administration, Federal-State  
Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC  
Information (20 C.F.R. Part 603)  
Texas Labor Code §301.085

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF)**: This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF)**: This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”