

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D. C. 20210</b>	<b>CLASSIFICATION</b> UI
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**DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 21-02**

**TO : STATE WORKFORCE AGENCIES**

**FROM : GRACE A. KILBANE  
Administrator  
Office of Workforce Security**

**SUBJECT : Training Seminars for State Workforce Agency (SWA) Benefit Accuracy Measurement (BAM)  
Staff on BAM Case Investigations**

- Purpose.** To announce fiscal year 2002 training seminars for SWA/BAM Investigators.
- References.** ET Handbook No. 395, and UIPL NO. 29-01, dated May 1, 2001.
- Background.** ET Handbook No. 395 requires SWAs to draw weekly samples of paid and denied intrastate and interstate claims and to conduct in-depth investigations of the sampled cases. Each case represents a large number of payments in the population, so it is very important that SWA staff adhere to methodology prescribed in the Handbook to ensure that the data are collected properly and coded accurately for entry into the BAM automated database. The inclusion of denied claims accuracy (DCA) investigations and interstate paid claims investigations in the BAM program require additional training in the conduct of BAM investigations. In response the Department of Labor is offering training for new and experienced investigators to ensure continued validity of the data collected.
- FY 2002 BAM State Investigator Training Seminars.** The Department of Labor has scheduled three training seminars in FY 2002 for BAM staff responsible for conducting the investigations. Seminar size will be limited to no more than 25 participants each to permit comprehensive discussion. Selection will be on a first-come, first-served basis. The three seminars are scheduled as follows:

Date	Location	Hotel Deadline
July 30 - August 2, 2002	Chicago, Illinois	June 29, 2002
August 20 - 23, 2002	Washington, D.C.	July 19, 2002
September 10 - 13, 2002	San Diego, California	August 9, 2002

- Costs.** The SWAs will be responsible for travel and per diem costs for state staff to attend the training sessions.
- Logistics.** The attached sheets provide information on location, hours, hotel arrangements, and ground transportation for the upcoming training seminars. A separate sheet is provided for each seminar.

7. **Action Required.** State Administrators are requested to (1) notify appropriate state staff of the upcoming BAM training seminars and (2) provide regional office (RO) staff with the name, title, and session preference of each SWA nominee by June 1, 2002. Reservations should be made with the applicable hotel by the deadlines indicated above.
8. **Inquiries.** Direct any questions to the appropriate RO.
9. **Attachments.** [BAM INVESTIGATOR TRAINING SEMINAR](#)

## **BAM INVESTIGATOR TRAINING SEMINAR**

**July 30 – August 2, 2002**

### **HOTEL/SEMINAR LOCATION**

The Embassy Suites Chicago

Downtown-Lakefront

511 North Columbus Drive

Chicago, Illinois 60611

**SEMINAR HOURS:** Begins: 8:30 AM - July 30, 2002

Concludes: 12:00 Noon – August 2, 2002

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BAM Training.”** The room rate is \$155.00 plus 14.9% tax per night for a single or \$175 plus 14.9% tax for a double. Each participant is responsible for contacting the hotel at (312) 836-5900, through the central reservation office at 1-800-EMBASSY, or through the hotel website [www.embassysuites.com](http://www.embassysuites.com), to make his/her own reservation. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than June 29, 2002.

**GROUND TRANSPORTATION:** The hotel is located in the heart of downtown Chicago, two blocks from Navy Pier and Michigan Avenue. Taxi service one-way from O’Hare International Airport is \$25-\$30, and approximately 35 minutes. Taxi service one-way from Midway Airport is \$18-\$23, and approximately 25 minutes. Bus service is also available from both airports via Continental Air Transport. Buses depart every 15 minutes from the baggage claim area. Bus service from O’Hare International is \$16 per person/\$29 round trip. Bus service from Midway is \$11 per person/\$20 round trip.

## **BAM INVESTIGATOR TRAINING SEMINAR**

**August 20 – 23, 2002**

### **HOTEL/SEMINAR LOCATION**

One Washington Circle Hotel

One Washington Circle, N.W.

Washington, D.C. 20037

**SEMINAR HOURS:** Begins: 8:30 AM – August 20, 2002

Concludes: 12:00 Noon – August 23, 2002

A block of rooms has been reserved at the hotel under the group name **“U.S. Department of Labor, BAM Training.”** The room rate is \$119.00 plus 14.5% tax per night for a single plus \$20.00 per night for each additional guest. Each participant is responsible for contacting the hotel at (202) 872-1680 or 1-800-424-9671, to make his/her own reservation. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than July 19, 2002.

**GROUND TRANSPORTATION:** The hotel is located just 4 blocks north of the Metro blue line stop for George Washington University (Foggy Bottom/GWU). The Metro blue line is available from Reagan National Airport without a change of trains. Super Shuttle and taxicabs are also available from all area airports (Reagan National, Dulles, and Baltimore-Washington).

## **BAM INVESTIGATOR TRAINING SEMINAR**

**September 9 – 13, 2002**

### **HOTEL/SEMINAR LOCATION**

The Westgate Hotel

1055 Second Avenue

San Diego, California 92101

**SEMINAR HOURS:** Begins: 8:30 AM – September 10, 2002

Concludes: 12:00 Noon – September 13, 2002

A block of rooms has been reserved at the hotel under the group name “**U.S. Department of Labor, BAM Training.**” The room rate is \$99.00 plus 10.5% tax per night for a single or \$119.00 plus 10.5% per night for a double. There will also be a \$6.80 per night energy surcharge. Each participant is responsible for contacting the hotel at (619) 238-1818. You may also visit the hotel website at [www.westgatehotel.com](http://www.westgatehotel.com) for additional information. Please reference the group name when making a reservation to ensure the correct rate is quoted. Reservations must be made no later than August 9, 2002.

**GROUND TRANSPORTATION:** The hotel is located in downtown San Diego opposite the Horton Plaza Shopping Center, one block from the Gaslamp Quarter, and three miles from the San Diego International Airport. Complimentary transportation is available, in addition to taxicabs.