

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: DISCONTINUATION OF THE DCAF PROCESS USED FOR UI VERIFICATION

**SUBJECT MATTER HIGHLIGHTS**

PLEASE NOTE

This draft directive will replace Directive WIAD05-10, dated October 21, 2005.

COMMENTS DUE

March 14, 2016

Comments can be submitted through one of the following ways:

<b>Fax</b>	WSD, Attention: <b>Bilal Amin</b> at 916-654-7921
<b>E-Mail</b>	<b>bilal.amin@edd.ca.gov</b> (Include "draft comments" in the subject line)
<b>Mail</b>	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact Bilal Amin at (916) 653-4803.

# WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-138

Date: March 1, 2016  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: DISCONTINUATION OF THE DCAF PROCESS USED FOR UI VERIFICATION

## EXECUTIVE SUMMARY

### Purpose

The Employment Development Department (EDD) is informing the *Workforce Innovation and Opportunity Act* (WIOA) subrecipients of the discontinuation of the *Data Consent Authorization Form* (DCAF) process effective June 30, 2016. The information previously obtained via the DCAF process, the Unemployment Insurance (UI) client data (UI claim history), can be accessed by WIOA applicants and client(s) through UI Online<sup>SM</sup>.

### Scope

This directive applies to all WIOA subrecipients.

### Effective Date

This directive is effective on the date of issuance.

## REFERENCES

- *California Unemployment Insurance Code*, Section 1094, 2111
- *Workforce Innovation and Opportunity Act* of 2014, Public Law 113-128, July 22, 2014
- *Current WIOA Program Year (PY) Contract*, Exhibit BB, Item 20

## STATE-IMPOSED REQUIREMENTS

This directive consists entirely of state-imposed requirements.

## FILING INSTRUCTIONS

This directive replaces Directive WIAD05-10, dated October 21, 2005. Retain this directive until further notice.

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## BACKGROUND

Currently, the EDD processes DCAFs that provide WIOA subrecipients confidential UI information to determine if the client is eligible for, or has exhausted entitlement to, unemployment insurance compensation. However, the UI claim data can now be accessed online by clients due to the implementation of UI Online<sup>SM</sup>. Therefore, a new process is being implemented for WIOA subrecipients to obtain the confidential UI information directly from the client(s), rather than from the EDD through the current DCAF process.

## POLICY AND PROCEDURES

On April 1, 2016, the EDD UI Branch will begin phasing out the DCAF process and accept the WIOA subrecipient's faxed or mailed DCAF requests for UI client data received by June 30, 2016. Effective July 1, 2016, any WIOA subrecipient wishing to obtain UI client data to determine eligibility for a client or to evaluate service strategy must follow the procedures outlined below.

Effective July 1, 2016, WIOA subrecipients must obtain all required UI claim history information directly from the client. Therefore, WIOA subrecipients must request that client(s) provide their confidential UI information by accessing their UI Online<sup>SM</sup> account, or from the *Notice of Unemployment Insurance Award (DE 429Z)* letter, *Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)* letter, and the [Automated UI Check Stub Message](#).

In the event that the initial UI letter(s) provided by the EDD have been misplaced or lost, the clients may request that the EDD mail another copy of their DE 429Z and DE 1101CLMT letters to them through [Ask EDD](#) by selecting the "Unemployment Insurance Benefits" category. However, the clients are to be advised of the potential delay in receiving a copy of their UI letter(s) due to the mailing process.

The following table identifies specific confidential UI information provided to a client through UI Online<sup>SM</sup>, DE 429Z letter, DE 1101CLMT letter, and the Automated UI Check Stub Message:

Unemployment Insurance Data	Unemployment Insurance Data Source(s)
Quarterly Wages for the Most Recent Completed Three Quarters	<i>Notice of Unemployment Insurance Award (DE 429Z)</i>
Effective and Ending Date of Claim	UI Online <sup>SM</sup> (Account Homepage)
	<i>Notice of Unemployment Insurance Award (DE 429Z)</i>
	<i>Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) (Only Effective Date of Claim)</i>
Claim Award	UI Online <sup>SM</sup> (Account Homepage)
	<i>Notice of Unemployment Insurance Award (DE 429Z)</i>
Last Employer Name and Address Last Day Worked Reason for Separation	UI Online <sup>SM</sup> (Account Homepage)
	<i>Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)</i>
	UI Online <sup>SM</sup> (Account Homepage)
Claim Balance	UI Online <sup>SM</sup> (Account Homepage)
Benefits Exhausted	Automated UI Check Stub Message

The WIOA subrecipients are encouraged to assist clients in obtaining their confidential UI information from their UI Online<sup>SM</sup> account. Prior to registering on UI Online<sup>SM</sup>, clients must have their EDD Customer Account Number, which can be found on their *Employment Development Department (EDD) Customer Account Number (DE 5614)* letter. Clients may contact an [EDD UI Representative](#) to retrieve their EDD Customer Account Number, in the event that the DE 5614 letter provided by the EDD has been displaced or lost.

For *UI Online<sup>SM</sup> Fact Sheet*, instructional videos and resources, please visit the EDD UI Online<sup>SM</sup> webpage at [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online).

The confidential UI information obtained from client(s) by WIOA subrecipients with the process outlined in this directive should not be used for performance calculation.

#### **ACTION**

Notify appropriate staff of the new procedure for obtaining confidential UI information and the discontinuation of the DCAF process effective June 30, 2016.

#### **INQUIRIES**

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division