

**ET HANDBOOK NO. 336
CHAPTER II - REPORTING**

II. Submittal Instructions.

A. Use of Computer Printouts in Lieu of Prescribed Forms. SESAs may submit financial report information on computer printouts instead of the SFs 269, 270, 272, and 424. However, such printouts must contain the identical information and format as the report forms, including the certification and authorized signature blocks, and adhere to submittal requirements described below.

B. Electronic Submittal. States submit the UI-3 worksheet through UIRR. This ensures that this report is consistent with reported workload and entitlement is calculated uniformly. UIRR makes output reports available for review and correction before electronic transmission to the National Office. Electronic submittal is not available for Standard Forms.

C. Number of Copies and Recipient. For all Standard Forms (e.g., SF 269, SF 424), submit an original and 2 copies to the ETA Regional Office. The National Office electronically receives UIRR reports, which the Regions also may access.

D. Frequency and Due Dates. The UI-3 worksheet and SF 269 are due within 30 days after the end of the reporting quarter. The SF 272 is due within 15 working days after the end of the reporting period. Contingency advance requests are due within 10 working days of the quarter to which they pertain. The request form, SF 270, is a voluntary report.

E. ETA Identifying Numbers. The following is a list of codes to be used by Regions in issuing obligational authority and by SESAs when using the SF 269 and when drawing cash. Definitions of program categories on the UI-3 are provided in Section IV., Paragraph H, Time Distribution Definitions.

<u>PROGRAM</u> ¹	<u>ETA IDENTIFYING NO.</u> ^{2,3}
UI Operations	9210X
UI PERFORMS	9210X
Systematic Alien Verification Entitlement (SAVE) Program	9210X
Trade Adjustment Assistance (TAA) and North American Free Trade Agreement - Transitional Adjustment Assistance (NAFTA-TAA) Benefits Administration.	9210X
UI National Activities	9211X

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<u>PROGRAM</u> ¹	<u>ETA IDENTIFYING NO.</u> ^{2,3}
TAA Benefits	9226X
NAFTA-TAA Benefits	9173X
Disaster Unemployment Assistance (DUA) ⁴	9235X thru 9245X

NOTES:

- ¹ Occasionally, SESAs may be required to report separately for new UI programs and/or activities.
- ² The "X" at the end of the code signifies the Fiscal Year of the funds; e.g., 92109 = FY 1999; 92100 = FY 2000.
- ³ The digit "9" in front of each code need not be used by Region/State, at their option.
- ⁴ ETA code numbers are assigned to each separate DUA disaster when funds are provided to the SESAs.