



STATE OF CALIFORNIA - GOVERNOR EDMOND G. BROWN JR.
LABOR AND WORKFORCE DEVELOPMENT AGENCY
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
EXECUTIVE DIRECTOR/CHIEF ADMINISTRATIVE LAW JUDGE

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March 9, 2012

To: Board Members

March 2012 Summary Report of Executive Director and
Chief Administrative Law Judge Alberto Roldan

1. Office of the Chief

- The United States Department of Labor (DOL) Quality Review (QR) for the 4th Quarter 2011 was just completed and for the 25th straight quarter, CUIAB was able to fully meet or exceed DOL QR standards. The quarterly review involves the audit of a sampling of cases that are randomly selected by DOL for review of the ALJs adherence to due process and professionalism standards.
- Two of the Region 6 DOL staff visited the San Francisco Office of Appeals on March 6th to observe the day to day operations of a Field Office.
- Special Master Sal Cannella began an assignment in the Inland Office of Appeals on February 27th. He will be focused on assisting that office in developing improved strategies in order to better meet timeliness and other performance requirements.

2. Snapshot of Field Operations performance through February 2012

Overall February 2012 Workload and Performance: February was the 4th consecutive month and the 6th time so far this fiscal year, in which the open inventory [47,540] has been reduced. The reduction of open inventory in February was significantly larger than previous months. There was a sharp drop off in new cases [32,109] in February. The intake was 11% below the average for the fiscal year and the fewest since November 2010. This came at the same time as a significant increase in production, which was 5% above the fiscal year average. Over the last twelve months, we have reduced the open inventory by 23,685 cases. As a result, the caseload is now the smallest it has been since July 2008.

Case Aging and Time Lapse: Average case age [29 days] met Federal requirements for the first time since March 2007. As the reporting date is the end of March, this puts us in excellent shape to eliminate this impediment to our performance. After a one month dip, 90-day time lapse [95%] met Federal guidelines again. 45-day time lapse [33%] hit its highest mark since April 2007.

Cycle Time. The overall average cycle time in February was 54 days from date of appeal to issuance of the decision. This was an improvement of six days from the January total of 60 days. The largest single category for improvement was between the date of verification to the date of scheduling the hearing, which was reduced by an average of 4 days during the past month.

Unemployment Insurance (UI) for February: New UI cases [30,233 cases; 17,263 appellants] were 11% below the average this fiscal year. A closer look at intake reveals a fundamental recent change. During the first four months of the current fiscal year, CUIAB received an average of 36,649 new cases per month. During the most recent four months, the average dropped by about 5,000 to 31,455 cases each month. Meanwhile, the production of the ALJs and staff in deciding and closing cases in February [37,167 cases; 21,222 appellants] rose to its highest level since September. As a result, the month-end open inventory [38,225 cases; 21,826 appellants] fell by more than 5,000 cases and is below 40,000 for the first time since July 2008.

Disability Insurance (DI) for February: In DI, there was a great deal of productivity despite the focus on UI in preparation for the March DOL average case age measure. The number of new cases [1,490] was 7% higher than average and the most since August. Closed cases [1,547] were 10% higher than the norm and the most since October. The open inventory [1,757] is 7% below the average for the fiscal year, but has been basically static for four months.

Tax, Rulings, Other for February: In rulings, the number of closed cases was more than double the number of new cases. As a result, the open inventory [3,021] is at its lowest level since March 2008. In Tax, February was the flip of January. Last month intake [141 new petitions] was very anemic, while the number of decisions [352] was the most since May 2008. As a result, the open inventory [4,498] slipped back below the fiscal year average after hitting an eight month high in January.

UI TRENDS - FO
 Program Codes 1, 2, 3, 4, 5, 6, 8, 23, 24, 28, 29, 30, 31, 33, 34, 35, 36, 37, 38, 41, 42

NEW OPENED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	32,164	29,014	31,429	31,869	32,267	34,435	32,319	31,827	33,713	35,619	27,150	37,388	389,194	32,433		
2010	37,307	34,125	38,172	42,249	37,447	36,321	39,238	40,219	31,780	35,604	30,181	35,509	438,152	36,513	113%	4,080
2011	38,676	34,399	39,494	35,519	36,159	35,785	32,527	38,079	39,828	36,161	30,799	31,448	428,874	35,740	98%	-773
2012	33,339	30,233											63,572	31,786	89%	-3,954
UI registrations Feb to date are down 13% from 2011, down 11% from 2010, and up 4% from 2009 UI registration monthly average is down 11% from 2011, down 13% from 2010, and down 2% from 2009													2011	89%	87%	
													2010	87%	89%	
													2009	98%	104%	
													chg to '12 avg		chg to '12 YTD	

CLOSED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	25,728	24,752	28,392	30,565	30,101	32,703	34,500	30,455	32,165	39,878	34,525	36,623	380,387	31,699		
2010	32,738	37,951	44,067	39,481	35,731	36,680	35,798	39,000	38,748	37,386	34,848	36,237	448,665	37,389	118%	5,690
2011	34,029	37,998	50,124	35,054	32,103	38,117	33,797	36,979	41,802	33,663	33,076	34,301	441,043	36,754	98%	-635
2012	33,604	37,167											70,771	35,386	96%	-1,368
UI dispositions Feb to date are down 2% from 2011, even with 2010, and up 40% from 2009 UI disposition monthly average is down 4% from 2011, down 5% from 2010, and up 12% from 2009													2011	96%	98%	
													2010	95%	100%	
													2009	112%	140%	
													chg to '12 avg		chg to '12 YTD	

BALANCE OPEN CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	69,049	73,237	76,311	77,968	80,188	81,750	79,774	81,302	82,785	78,473	71,095	71,813		76,979		
2010	76,301	72,323	66,136	68,715	70,234	69,664	72,557	73,410	66,243	64,624	59,811	59,075		68,258	89%	-8,721
2011	63,632	59,909	49,088	49,435	53,389	50,926	49,805	50,755	48,650	51,057	48,653	45,715		51,751	76%	-16,507
2012	45,315	38,225												41,770	81%	-9,981
UI balance of open cases Feb to date is down 32% from 2011, down 44% from 2010, and down 41% from 2009 UI balance monthly average down 19% from 2011, down 39% from 2010, and down 46% from 2009													2011	81%	68%	
													2010	61%	56%	
													2009	54%	59%	
													chg to '12 avg		chg to '12 YTD	

DI TRENDS - FO
Program Codes 7, 10, 11, 12, 16 & 20

NEW OPENED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	1,610	1,107	1,794	1,519	1,628	1,748	1,537	1,321	1,571	1,414	1,245	1,330	17,824	1,485		
2010	1,446	1,437	1,775	1,957	1,371	1,232	1,763	1,609	1,366	1,372	1,159	1,414	17,901	1,492	100%	6
2011	1,537	1,651	1,411	1,691	1,360	1,428	1,405	1,575	1,489	1,392	1,094	1,268	17,301	1,442	97%	-50
2012	1,395	1,490											2,885	1,443	100%	1
													2011	100%	90%	
													2010	97%	100%	
													2009	97%	106%	
														chg to '12 avg	chg to '12 YTD	

DI registrations Feb to date are down 10% from 2011, even with 2010, and up 6% from 2009
DI registration monthly average is even with 2011, down 3% from 2010, and down 3% from 2009

CLOSED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	1,217	1,269	1,451	1,465	1,129	1,463	1,823	1,644	1,648	1,753	1,527	1,701	18,090	1,508		
2010	1,283	1,557	1,967	1,852	1,276	1,581	1,494	1,511	1,581	1,552	1,372	1,565	18,591	1,549	103%	42
2011	1,295	1,576	1,925	1,512	1,441	1,567	1,365	1,462	1,426	1,579	1,266	1,270	17,684	1,474	95%	-76
2012	1,334	1,547											2,881	1,441	98%	-33
													2011	98%	100%	
													2010	93%	101%	
													2009	96%	116%	
														chg to '12 avg	chg to '12 YTD	

DI dispositions Feb to date are even with 2011, up 1% from 2010, and up 16% from 2009
DI disposition monthly average is down 2% from 2011, down 7% from 2010, and down 4% from 2009

BALANCE OPEN CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	3,426	3,264	3,613	3,684	4,197	4,478	4,204	3,895	3,819	3,476	3,203	2,836		3,675		
2010	2,997	2,876	2,682	2,789	2,891	2,541	2,808	2,908	2,691	2,513	2,299	2,148		2,679	73%	-996
2011	2,390	2,465	1,951	2,126	2,046	1,905	1,943	2,054	2,117	1,930	1,757	1,755		2,037	76%	-642
2012	1,815	1,757												1,786	88%	-251
														2011	88%	74%
														2010	67%	61%
														2009	49%	53%
															chg to '12 avg	chg to '12 YTD

DI open balance Feb to date is down 26% from 2011, down 39% from 2010, and down 47% from 2009
DI open balance monthly average down 12% from 2011, down 33% from 2010, and down 51% from 2009

TAX TRENDS - FO
Program Codes 15, 17, 18, 32, 45, 46, 47, 48

NEW OPENED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	166	93	219	174	258	164	252	256	169	292	224	229	2,496	208		
2010	142	139	164	233	140	163	94	137	146	181	188	232	1,959	163	78%	-45
2011	134	168	144	261	140	180	112	266	364	147	248	402	2,566	214	131%	51
2012	346	141											487	244	114%	30
													2011	114%	161%	
													2010	149%	173%	
													2009	117%	188%	
														chg to '12 avg	chg to '12 YTD	

Tax registrations Feb to date are up 61% from 2011, up 73% from 2010, and up 88% from 2009
Tax registration monthly average is up 14% from 2011, up 49% from 2010, and up 17% from 2009

CLOSED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	92	97	172	149	72	97	126	111	162	70	149	288	1,555	132		
2010	48	109	107	91	117	124	135	101	174	130	99	235	1,470	123	93%	-10
2011	139	173	193	252	176	277	168	278	325	293	323	247	2,844	237	193%	115
2012	227	352											579	290	122%	53
													2011	122%	186%	
													2010	236%	369%	
													2009	219%	306%	
														chg to '12 avg	chg to '12 YTD	

Tax dispositions Feb to date are up 86% from 2011, up 269% from 2010, and up 206% from 2009
Tax disposition monthly average is up 22% from 2011, up 136% from 2010, and up 119% from 2009

BALANCE OPEN CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	3,585	3,580	3,627	3,649	3,836	3,903	4,029	4,174	4,180	4,402	4,477	4,416		3,988		
2010	4,509	4,539	4,596	4,738	4,759	4,796	4,754	4,790	4,758	4,801	4,890	4,885		4,735	119%	746
2011	4,880	4,874	4,824	4,833	4,797	4,700	4,643	4,630	4,666	4,520	4,445	4,593		4,700	99%	-34
2012	4,711	4,498												4,605	98%	-96
														2011	98%	94%
														2010	97%	102%
														2009	115%	129%
															chg to '12 avg	chg to '12 YTD

Tax balance of open cases Feb to date is down 6% from 2011, up 2% from 2010, and up 29% from 2009
Tax balance monthly average is down 2% from 2011, down 3% from 2010, and up 15% from 2009

RULING - OTHER TRENDS - FO
 Program Codes 9, 13, 14, 19, 21, 22, 40, 44

NEW OPENED CASES

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	175	92	203	456	567	340	206	170	710	923	275	4,421	368		
2010	486	609	709	598	441	424	1,359	201	239	229	214	5,977	498	135%	130
2011	64	97	92	739	526	510	454	207	982	247	251	4,595	383	77%	-115
2012	182	245										427	214	56%	-169
												2011	56%	265%	
												2010	43%	39%	
												2009	58%	160%	
													chg to '12 avg	chg to '12 YTD	

Ruling/Other registrations Feb to date are up 165% from 2011, down 61% from 2010, and up 60% from 2009
 Ruling/Other registration monthly average is down 44% from 2011, down 57% from 2010, and down 42% from 2009

CLOSED CASES

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	236	333	238	209	179	208	264	315	192	260	357	3,064	255		
2010	335	392	500	682	465	716	631	484	804	303	415	6,148	512	201%	257
2011	442	399	728	390	424	631	397	530	593	389	351	5,658	472	92%	-41
2012	500	455										955	478	101%	6
												2011	101%	114%	
												2010	93%	131%	
												2009	187%	168%	
													chg to '12 avg	chg to '12 YTD	

Ruling/Other dispositions Feb to date are up 14% from 2011, up 31% from 2010, and up 68% from 2009
 Ruling/Other disposition monthly average is up 1% from 2011, down 7% from 2010, and up 87% from 2009

BALANCE OPEN CASES

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Yr-Yr AvgChg
2009	3,399	3,158	3,123	3,374	3,763	3,894	3,925	3,860	3,715	4,232	4,896	4,809	3,846		
2010	4,965	5,182	5,394	5,312	5,287	4,996	5,048	5,781	5,494	4,931	4,857	4,658	5,159	134%	1,313
2011	4,281	3,977	3,340	3,692	3,792	3,672	3,716	3,772	3,453	3,842	3,698	3,590	3,735	72%	-1,423
2012	3,272	3,060											3,166	85%	-569
													2011	85%	77%
													2010	61%	62%
													2009	82%	97%
														chg to '12 avg	chg to '12 YTD

Ruling/Other balance of open cases Feb to date is down 23% from 2011, down 38% from 2010, and down 3% from 2009
 Ruling/Other balance monthly average is down 15% from 2011, down 39% from 2010, and down 18% from 2009

ALL PROGRAM TRENDS - FO

NEW OPENED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Avg.	% Change	Yr-Yr AvgChg
2009	34,115	30,306	33,645	34,018	34,720	36,687	34,412	33,610	35,623	38,035	29,542	39,222	413,935	34,495		
2010	39,381	36,310	40,820	45,037	39,399	38,140	41,563	43,324	33,493	37,396	31,757	37,369	463,989	38,666	112%	4,171
2011	40,411	36,315	41,141	38,210	38,185	37,903	34,470	40,374	41,888	38,682	32,388	33,369	453,336	37,778	98%	-888
2012	35,262	32,109											67,371	33,686	89%	-4,093
													2011	89%	88%	
													2010	87%	89%	
													2009	98%	105%	
																chg to '12 avg

All program registrations Feb to date are down 12% from 2011, down 11% from 2010, and up 5% from 2009
 All program registration monthly average is down 11% from 2011, down 13% from 2010, and down 2% from 2009

CLOSED CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Avg.	% Change	Yr-Yr AvgChg
2009	27,273	26,451	30,253	32,388	31,481	34,471	36,722	32,474	34,290	41,893	36,461	38,969	403,126	33,594		
2010	34,404	40,009	46,641	42,106	37,589	39,101	37,848	41,243	40,987	39,872	36,622	38,452	474,874	39,573	118%	5,979
2011	35,905	40,146	52,970	37,208	34,144	40,592	35,714	39,116	44,083	36,128	35,054	36,169	467,229	38,936	98%	-637
2012	35,665	39,521											75,186	37,593	97%	-1,343
													2011	97%	99%	
													2010	95%	101%	
													2009	112%	140%	
																chg to '12 avg

All program dispositions Feb to date are down 1% from 2011, up 1% from 2010, and up 40% from 2009
 All program disposition monthly average is down 3% from 2011, down 5% from 2010, and up 12% from 2009

BALANCE OPEN CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Avg.	% Change	Yr-Yr AvgChg	
2009	79,459	83,239	86,674	88,675	91,984	94,025	91,932	93,231	94,499	90,583	83,671	83,874	88,487			
2010	88,772	84,920	78,808	81,554	83,171	81,997	85,167	86,889	79,186	76,869	71,857	70,783	80,831	91%	-7,656	
2011	75,183	71,225	59,203	60,086	64,024	61,203	60,107	61,211	58,886	61,349	58,553	55,653	62,224	77%	-18,608	
2012	55,113	47,540											51,327	82%	-10,897	
													2011	82%	70%	
													2010	63%	59%	
													2009	58%	63%	
																chg to '12 avg

All program open balance Feb to date is down 30% from 2011, down 41% from 2010, and down 37% from 2009
 All program open balance monthly average is down 18% from 2011, down 37% from 2010, and down 42% from 2009

AO REPORT TO BOARD -- MONTH OF FEBRUARY 2012

	# Cases	# Appellants	Calendar Yr Ave
REGISTRATIONS	2316	1351	2552.5
DISPOSITIONS	3106	1927	3011.5
OPEN BALANCE	2902	1657 (estimate)	3282.5
PENDING REG. (2/1/12)			
APPEAL RATE	6.50%		

CASE AGING 32 Days **MET DOL STANDARD (40 DAYS OR LESS)**

TIME LAPSE **DOL STANDARD**

Actual % for February

45 Days	48
75 Days	91
150 Days	99

ADDITIONAL INFORMATION

FO to AO Monthly Report	4.08
FO ALJs working in AO	3

**California Unemployment Insurance Appeals Board
Board Appeal Summary Report**

	February, 2012	January, 2012	December, 2011	November, 2011
	Average Days in Transfer			
	Case Count	Case Count	Case Count	Case Count
Fresno	3.78	2.69	3.38	3.62
Inglewood	4.41	5.52	8.58	7.15
Inland	3.92	5.03	4.42	4.90
Los Angeles	4.08	4.60	4.59	5.15
Oakland	3.35	4.97	4.84	4.99
Orange County	3.07	3.54	3.53	3.30
Oxnard	3.04	4.10	3.83	3.92
Pasadena	7.73	7.52	11.67	10.33
Sacramento	3.42	3.92	5.11	6.05
San Diego	4.60	5.70	5.07	4.66
San Francisco	4.29	3.37	3.47	4.91
San Jose	4.47	5.37	4.61	13.39
Tax Office	3.38	2.78	3.93	3.03
Total	4.08	4.70	5.17	5.60

ALL PROGRAM TRENDS-AO

REGISTRATIONS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Number Change
2009	1,588	1,326	1,964	1,835	1,717	1,956	2,368	2,026	2,187	2,158	2,056	2,225	23,406	1,951		
2010	2,470	2,136	3,081	2,779	2,362	2,691	2,518	2,957	3,089	2,658	2,796	2,721	32,258	2,688	138%	738
2011	2,506	2,625	3,779	3,046	3,318	2,971	3,021	3,267	3,259	3,298	2,341	2,561	35,992	2,999	112%	311
2012	2,789	2,316											5,105	2,553	85%	-447
													2011	85%	99%	
													2010	95%	111%	
													2009	131%	175%	
														chg to 12 avg	chg to 12 YTD	

Registrations Jan to date down 1% from 2011, up 11% from 2010, and up 75% from 2009.

Registration monthly average down 15% from 2011, down 5% from 2010, and up 31% from 2009.

DISPOSITIONS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Number Change
2009	1,609	1,599	1,780	1,556	1,533	1,780	1,827	1,867	1,919	2,354	2,005	2,991	22,820	1,902		
2010	2,210	2,634	2,764	2,707	2,534	2,949	2,352	2,657	2,647	2,853	2,565	2,360	31,232	2,603	137%	701
2011	2,601	2,626	2,583	2,546	2,994	3,447	2,361	2,860	4,116	3,804	3,130	3,022	36,090	3,008	116%	405
2012	2,917	3,106											6,023	3,012	100%	4
													2011	100%	115%	
													2010	116%	124%	
													2009	158%	188%	
														chg to 12 avg	chg to 12 YTD	

Dispositions Jan to date up 15% from 2011, up 24% from 2010, and up 88% from 2009.

Disposition monthly average same from 2011, up 16% from 2010, and up 58% from 2009.

BALANCE OPEN CASES

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Avg.	% Chg of Avg	Number Change
2009	2,379	2,093	2,270	2,555	2,734	2,906	3,446	3,599	3,849	3,649	3,703	2,918	36,101	3,008		
2010	3,177	2,668	3,000	3,058	2,886	2,635	2,837	3,135	3,591	3,387	3,626	3,973	37,973	3,164	105%	156
2011	3,872	3,870	4,984	5,543	5,814	5,356	6,020	6,423	5,566	5,057	4,265	3,792	60,562	5,047	159%	1,882
2012	3,663	2,902											6,565	3,283	65%	-1,764
													2011	65%	85%	
													2010	104%	112%	
													2009	109%	147%	
														chg to 12 avg	chg to 12 YTD	

Open Balance Jan to date down 15% from 2011, up 12% from 2010, and up 47% from 2009.

Open Balance monthly average down 35% from 2011, up 4% from 2010, and up 9% from 2009.

Board Member	1st	2nd	3rd	UI	DI	Ruling	Tax	1 Party	2 Party	Total
Alberto Torrico										
Sum	492	526	5	945	66	3	9	382	641	1023
Percent	26%	28%	6%	27%	28%	30%	27%	27%	27%	
Bonnie Garcia										
Sum	473	312	6	732	47	3	9	283	508	791
Percent	25%	17%	8%	21%	20%	30%	27%	20%	21%	
Kathleen Howard										
Sum	309	434	4	699	43	0	6	294	454	748
Percent	17%	23%	5%	20%	18%	0%	18%	21%	19%	
Robert Dresser										
Sum	92	70	61	209	10	1	3	76	147	223*
Percent	5%	4%	79%	6%	4%	10%	9%	5%	6%	
Roy Ashburn										
Sum	499	525	1	950	67	3	6	397	629	1026
Percent	27%	28%	1%	27%	29%	30%	18%	28%	26%	
Total Cases Reviewed:	1865	1867	77	3535	233	10	33	1432	2379	

*Off Calendar

Monthly Board Meeting Litigation Report - February 2012

AGENDA ITEM 9

<u>LITIGATION CASES PENDING</u>	TOTAL = 304
SUPERIOR COURT: Claimant Petitions.....	251
Employer Petitions.....	27
EDD Petitions.....	3
Non-benefit Court Cases	7
APPELLATE COURT: Claimant Appeals.....	10
Employer Appeals.....	4
EDD Appeals.....	0
Non-benefit Court Cases	1
ISSUES: UI.....	263
DI.....	18
Tax.....	14
Non-benefit Court Cases	9

2012 CALENDAR YEAR ACTIVITY - Benefit & Tax Cases

<u>LITIGATION CASES FILED</u>	<u>YTD</u>	<u>February</u>
SUPERIOR COURT: Claimant Petitions.....	22	11
Employer Petitions.....	9	3
EDD Petitions.....	0	0
APPELLATE COURT: Claimant Appeals.....	0	0
Employer Appeals.....	0	0
EDD Appeals.....	0	0
 <u>LITIGATION CASES CLOSED</u>	 <u>YTD</u>	 <u>February</u>
SUPERIOR COURT: Claimant Petitions.....	14	6
Employer Petitions.....	4	1
EDD Petitions.....	0	0
APPELLATE COURT: Claimant Appeals.....	2	1
Employer Appeals.....	0	0
EDD Appeals.....	0	0

2012 Decision Summary

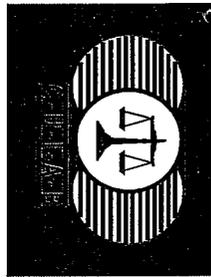
<u>Claimant Appeals</u>		<u>Employer Appeals</u>		<u>CUIAB Decisions</u>		
Win: 4	Loss: 12	Win: 0	Loss: 4	Affirmed: 16	Reversed: 4	Remanded: 0

CUIAB 11/12 Fiscal Year Overtime/Lump Sum Payout - SCO Report
July 2011 through January 2012

Branch	FY Y-T-D Decision Typing		FY Y-T-D CTU Typing		FY Y-T-D Registration		FY Y-T-D Other	
	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay
Appellate	650.80	\$17,215.78	1,350.00	\$40,164.23	946.80	\$25,749.42	1,454.15	\$35,212.70
Admin	40.75	\$1,604.34	0.00	\$0.00	0.00	\$0.00	958.50	\$39,354.75
IT	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1,333.00	\$55,016.40
Exec	20.00	\$872.82	0.00	\$0.00	251.50	\$11,228.29	99.00	\$3,082.80
Project	0.00	\$0.00	0.00	\$0.00	36.50	\$1,179.90	0.00	\$462.70
Field	353.00	\$10,829.40	0.00	\$0.00	5,820.95	\$173,146.69	6,474.00	\$188,180.46
Total	1,064.55	\$30,522.34	1,350.00	\$40,164.23	7,055.75	\$211,304.30	10,318.65	\$321,309.81

Branch	11/12 Fiscal Year-to-Date Total Overtime Expenditures				FY 11/12 FY Projections	
	11/12 FY Allocation	Year-to-Date Hours	Year-to-Date Position Equivalent	Year-to-Date Pay	Allocation Balance	Estimated Expenditures Over-/Under
Appellate	\$52,599.00	4,401.75	2.12	\$118,342.13	-\$65,743.13	-\$150,273.22
Admin	\$90,306.00	999.25	0.48	\$40,959.09	\$49,346.91	\$20,090.42
IT	\$123,050.00	1,333.00	0.64	\$55,016.40	\$68,033.60	\$28,736.17
Exec	\$21,977.00	370.50	0.18	\$15,183.91	\$6,793.09	-\$4,052.56
Project	\$0.00	36.50	0.02	\$1,642.60	-\$1,642.60	-\$5,749.10
Field Operations	\$864,113.00	12,647.95	6.08	\$372,156.55	\$491,956.45	\$226,130.34
Total	1,152,045.00	19,788.95	9.52	\$603,300.68	\$548,744.32	\$114,882.05
Actual Monthly Average Personnel Year 16.31						

11/12 Fiscal Year-to-Date Lump Sum Payout			
July 2011 through January 2012			
Branch	Year-to-Date Hours	Year-to-Date Position Equivalent	Year-to-Date Pay
Appellate	522.70	0.25	\$13,844.55
Admin	861.00	0.41	\$23,462.47
IT	0.00	0.00	\$0.00
Exec	1,002.00	0.48	\$62,015.25
Project	0.00	0.00	\$0.00
Field Operations	6,049.64	2.91	\$223,842.06
Total	8,435.34	4.06	\$323,164.33



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD
SPECIAL PROJECTS MATRIX
March 2012

California's economy is globally ranked with approximately 1.0 million business owners and 18.2 million workers. Currently, California, along with the nation, is experiencing an immense economic downturn with 2.0 million California workers out of work. These are unprecedented numbers for California and the nation. Given this current economic situation, we strive to better serve California's workers and business owners during a time when more than ever, they are in need of our services. Since January 2009, the Board has been focused on the appeal backlog and identifying work solutions that will help address the workload.

WORK PROCESS IMPROVEMENTS

Project & Description	Lead	Priority	Milestones	Goals	Status
<p>EDD/CUIAB Appeal Co-Location Pilot Exploring the co-location of four CUIAB staff at EDD's LA PAC to streamline appeals registration processing.</p>		High	<ul style="list-style-type: none"> Developed scope with EDD 07/2010 Connectivity established 08/2010 Equip installed 08/2010 Train staff 09/20/2010 Launch Pilot 09/27/2010 Suspended due to freeze 10/04/2010 Relaunch 06/13/2011 	<ul style="list-style-type: none"> Reduce claimants' & employers' wait time for hearing decisions. Resolve appeal registration issues in a timely manner. 	Scanning for 2 FOs – Pasadena & LA. LA FO is hiring 3 staff to fully implement pilot. Anticipate completing the hires by end of 03/2012.
<p>US Department of Labor Taskforce For nine years, CUIAB has failed to meet US DOL timeliness standards for UI appeals. California is ranked 51st among 53 states and US territories on time lapse and case aging standards. In late 2008, US DOL placed CUIAB under a corrective action plan with oversight by a taskforce of US DOL, EDD & CUIAB representatives.</p>		High	<ul style="list-style-type: none"> Appeal program review 07/27-3/1/2009 DOL report 02/05/2010 LWDA response 03/10/2010 Two yr At Risk CAP 07/15/2010 Site visit 07/27/2011 	<ul style="list-style-type: none"> Meet DOL time lapse measures. Meet DOL case age measures. 	
<p>CUIAB Network Upgrade This upgrade will double the bandwidth for faster processing of appeal data and information for ALJs and staff.</p>	Rafael Placencia	High		<ul style="list-style-type: none"> Reduce cycle time for appeals data flow and document saving. 	Meeting with EDD IT to explore options & alignment with Agency network consolidation efforts. Design plans are completed.

TECHNOLOGY

Project & Description	Lead	Priority	Milestones	Goals	Status
<p>Collate Decision Print Jobs Appeal decisions are manually collated from a printed word document and printed decision cover page from CATS. To save staff resources, one print job will be collated.</p>	<p>Hugh Harrison Julie Krebs Lori Kurosaka Faye Saunders</p>	High		<ul style="list-style-type: none"> - Reduce claimants' & employers' wait times for benefits and adjustments. - Reduce cycle time for appeals process. 	IT will present a high level requirement for FO decisions on 03/13 for user review.
<p>Digital Imaging EDD mails hard copy documents to CUIAB when an appeal is filed. CUIAB will collaborate with EDD to image documents and records relating to all appeals and design an electronic exchange.</p>	Lori Kurosaka	High	<p>Kick off 11/2010 FSR completion 02/2011 Potential BCP 02/2011 Procurement 04/2011 FSR in review 03/14/2011 FSR in review 11/30/2011</p>	<ul style="list-style-type: none"> - Reduce paper files prepared & sent by EDD. - Increase information security. - Reduce paper file storage space needs & costs at CUIAB. - Reduce postage costs. - Increase federal performance. 	DOL approved funding at \$354,000 for planning phase only. Project and procurement strategy approved by LWDA & EDD. Six week start delay due to OCIO approval. Request to EDD programs for estimated project costs in 01/2011. Narrative revisions completed per Agency comments in May 2011. EDD cost estimates received 09/09/2011. Project team met with EDD 10/24 to review and clarify assumptions for their costs. Validated EDD overestimated on their costs.
<p>Electronic Case Management CUIAB's case tracking database is 10 years old and cumbersome to manage the current workload volume. CUIAB is collaborating with LWDA & EDD to develop an integrated case management system.</p>	Lori Kurosaka	On Hold	<p>LWDA, EDD & CUIAB approved FSR & project strategy in 10/2010. Kick off 05/2011.</p>	<ul style="list-style-type: none"> - Receive appeals case documents electronically from EDD. - Eliminate internal mailing of case documents 	DOL approved funding at \$404,000 for the planning phase only. EDD is too busy to participate in FSR development. FSR is complete and on-hold to complete imaging project first as of 09/2011.
<p>Expand Auto Dialer Hearing Reminder Adding email and cell phone text features for supplemental hearing notifications.</p>	Rafael Placencia	High	<p>Updated software. Final testing 08/2010. Implemented 09/2010. Implemented email reminders 04/2011. Revised 10/2011.</p>	<ul style="list-style-type: none"> - Increase hearing attendance rate & productivity. 	
<p>Explore Feasibility to Use EDD Mail Center Within three months, Field Operations wants to explore feasibility of mailing decisions and notices via the EDD Mail Center to take advantage of bulk postal discounts and save staff resources.</p>	<p>Hugh Harrison Lori Kurosaka Faye Saunders</p>	High		-	
<p>Field Office Technology Enhancements Investing and testing use of larger sized monitors for hearing rooms. Provide second monitors for support staff to toggle into SCDB without interrupting their CATS.</p>	<p>Rafael Placencia</p>	Medium	<p>Complete procurement 02/2011.</p>	<ul style="list-style-type: none"> - Improve readability of documents on screen. 	Hardware deployment continues.

TECHNOLOGY cont.

Project & Description	Lead	Priority	Milestones	Goals	Status
<p>Field Office Telephone Tree Field Operations will test the use of phone menu options to answer routine constituent calls. This will allow support staff to spend more time on the non-routine calls.</p>	<p>Rafael Placencia</p>	<p>Medium</p>	<p>Develop standard automated phone tree to be used for all FO's Pilot new phone tree in the Inland FO</p>	<ul style="list-style-type: none"> - Reduce claimants & employers time on phones. - Standardize hearing information provided by phone. 	<p>Standard phone tree design completed. Pilot began in the Inland FO. IT & Admin are developing evaluation tool to measure pilot effectiveness.</p>
<p>Hearing Scheduling System Currently, FO & AO support staff schedule or assign appeal hearings or cases using a hybrid manual process. Appellate, Field & IT staff observed an EDD demon on their UI Scheduling System.</p>	<p>Lori Kurosaka Faye Saunders</p>	<p>High</p>	<p>Charter & scope completed. Kick off 10/14/2010. Requirements 2/2011 Testing began 01/2012 Implementation 04/18/2012</p>	<ul style="list-style-type: none"> - Reduce claimants & employers wait time for hearing decisions. - Provide easier electronic process for staff to calendar hearings or schedule cases. 	<p>AO requested a few more changes to interphase with their paperless pilot which results in implementation pushed to 04/2012. Detailed implementation plan will be reviewed with users the week of 03/12.</p>
<p>LWDA Network Consolidation To comply with OCIO Policy Letter 10-14, the LWDA Departments & Boards are developing a network consolidation plan that must be completed by June 2013.</p>	<p>Rafael Placencia</p>	<p>Medium</p>	<p>LWDA Workgroup develops migration plan. Consensus on migration plan. Implementation</p>	<ul style="list-style-type: none"> - Improve IT efficiency & effectiveness. - Improve security. - Reduce IT costs by using shared service models. - Reduce greenhouse gas emissions. 	<p>The migration plan is completed and a cost model has been developed.</p>
<p>Personal Productivity & Mobility Pilot for Board Members, Appellate & Senior Staff Testing use of new mobile, paperless technology with Board Members, six Appellate ALJs, and Senior Staff.</p>	<p>Rafael Placencia</p>	<p>On Hold due to air card limitations</p>	<p>OCIO approval for procurement. Testing equipment with Board.</p>	<ul style="list-style-type: none"> - Reduce the use of paper for board appeal processing and board meetings. 	<p>Scoped down due to GO directive on cell phone (air card) reductions.</p>
<p>Printer Standardization Standardizes the use of printers throughout the organization as they are replaced. This will reduce maintenance and toner costs through the printers lives.</p>	<p>Rafael Placencia</p>	<p>Medium</p>		<ul style="list-style-type: none"> - Reduce maintenance & support costs. - Reduce toner costs. 	<p>Researching feasible equipment. Standards are in place for light, heavy, color, and multi-function printers.</p>
<p>VOIP Telephony CUJAB is exploring use of Voice Over Internet technology to provide lower cost telecommunications.</p>	<p>Rafael Placencia Janet Magline</p>	<p>On Hold</p>	<p>09/17/2011 Completed 23out station hearing facilities.</p>	<ul style="list-style-type: none"> - Elimination of long distance toll calls - Consolidation of telecommunications support areas. 	<p>On hold 07/2011. IT staff are preparing business analysis for feasibility of further implementation.</p>

STAFFING, FACILITIES, EQUIPMENT & OTHER

Project & Description	Lead	Priority	Milestones	Goals	Status
<p>Archive File Document Conversion Each FO is retaining three years of completed paper appeal case files that are sitting in considerable real estate space. The file room space may be easily converted to ALJ offices or hearing rooms.</p>	Lori Kurosaka Pat Houston	High	MSA vendor contract executed 01/2010. OC, Inland, LA, Oxnard, San Jose, San Diego, LA, Sacto, SF, Appellate complete Vendor quality checks 04/05, 05/06, 08/19. Vendor quality check 05/09	<ul style="list-style-type: none"> - Recapture real estate space for ALJ offices and hearing rooms. - Priority conversion for OC, Inland, LA, San Jose & Oxnard. 	Extended vendor contract to 12/31/2012. CUJAB IT working on solution to scan files in FO.
<p>Judicial Advisory Council Established an advisory council of two Presiding Judges & three ALJs to seek input on major technology development.</p>	Lori Kurosaka Janet Maglinte	High	07/2011-Completed business requirements for case management system.	<ul style="list-style-type: none"> - Design comprehensive technology systems with input from judicial users. 	Updating business requirements for imaging & workflow system. Testing ergonomic furniture to help judges to adopt new technology.
<p>Performance Management Tools for Board & Leadership Develop additional reporting tools that the Board & Leadership will use to monitor overall appellate performance and appeal process cycle times. These tools will also help to measure success with the large scale technology projects.</p>	Janet Maglinte	High	Business case metrics for imaging Business case metrics for case management Tested report template designs with IT.	<ul style="list-style-type: none"> - Design comprehensive technology systems with input from staff users. 	Design & test Appellate Operations cycle time and case aging reports. Field Operations performance indicator reports are complete.
<p>Staff Advisory Council Established an advisory council of six Field Operations staff and two Appellate staff to seek input on major technology development.</p>	Lori Kurosaka Janet Maglinte	High		<ul style="list-style-type: none"> - Design comprehensive technology systems with input from staff users. 	First assignment is to redesign appeal forms as smart forms.
<p>Transforming CUJAB Engage a consultant to help plan and guide the leadership team through organizational change management. A consultant will assist with defining organizational structure, proactive communications with stakeholders, identify staff skill sets needed for new technology, etc. to maximize user acceptance of new technology.</p>	Rafael Placencia Pam Boston Lori Kurosaka	High	Release RFO 03/18/2011 Rerelease RFO 05/12/2011 Bids due 05/31/2011. Intent to award 06/10/2011. Deliverable 1 completed 10/2011.	<ul style="list-style-type: none"> - Plan, design and implement organizational design for the large scale technology projects. - Plan and coordinate communications with all stakeholder groups. 	Held first meeting to establish vendor partnership with CUJAB training leaders.

APPEALS BOARD POLICY STATEMENT NO. 21

Subject: Statewide Language Policy

Policy:

All staff of the California Unemployment Insurance Appeals Board is responsible for ensuring that all persons, including those who are Limited English Proficient (LEP) are provided equal access to the available services and information of the California Unemployment Insurance Appeals Board (Board). All programs shall deliver services in ways that recognize individual differences and are sensitive to cultural differences. Effective communication with clients who are LEP shall be achieved through bilingual staff, translated written materials, and contracted interpreter/translation services.

Reference: Dymally-Alatorre Bilingual Services Act: Government Code Sections 7290-7299.8; Title VI of Civil Rights Act of 1964; Executive Order 13166

Definitions

Certified Bilingual Employee: A state agency staff member who is certified by the State Personnel Board (SPB) (or by the state agency if the agency has delegated authority to conduct bilingual fluency examinations) and who uses this bilingual skill to serve agency clients.

Clients: Any person applying for or receiving services from the state agency.

Code of Professional Conduct: SPB established standards to be met by certified interpreters and translators when providing language services to state agency programs and clients. Any violation of these standards may cause the termination of an interpreter's or translator's services.

Contractor: A person or an agency that contracts with a state agency to provide certain services for a fee or rate according to a contractual agreement.

Interpretation: The oral or manual transfer of a message from one language to another.

Limited English Proficient (LEP) Client: Any person applying for or receiving state agency services directly or by contract and whose primary language is not English.

Adopted: April 9, 2002

Primary Language: The language that a person identifies as the language in which they prefer to communicate.

Public Contact Position: A position determined by the state agency to be one which emphasizes the ability to meet, contact and deal with the public in the performance of the agency's functions. (Government Code Section 7297)

Translation: The written transfer of a message from one language to another.

Program Standards

- The Board regularly completes a formal assessment of its non-English language needs, including participating in the biennial Language Survey, to determine the primary languages of clients in each local office.
- For each LEP group that represents a minimum of 5% of the public served by a local office, that office employs an appropriate number of certified bilingual employees.
- Where appropriate, each office makes available translated materials that solicit or require the furnishing of information from an individual, provide that individual with information, or that describe information that may affect the individual's rights, duties or privileges with regard to the services or benefits of the Board.
- The Board contracts with telephonic or other interpreter/translation services for less frequently needed languages.
- All interpreters utilized by the Board are qualified interpreters and agree to adhere to rules of professional conduct.
- Procedures are established and followed for providing effective telephone and face-to-face communication between staff and LEP clients.
- No minors or family members are used as interpreters, except in emergency situations. Follow-up must be provided as soon as possible, by a qualified interpreter, to ensure the LEP client was adequately served.
- Glossaries of commonly used phrases, in non-English languages are available for the use of public contact employees and LEP clients.

- Foreign Language dictionaries are available in local offices that serve a large number of LEP clients.
- An effective procedure is in place to quickly resolve complaints from LEP clients regarding the availability of interpreters or translated material.
- All clients receive hearing notices and Hearing Information pamphlets informing them when an interpreter has been scheduled for their hearing, and of their rights to request an interpreter if one has not been scheduled.
- All staff receive training regarding appropriate procedures for providing service to LEP clients in order to ensure that their interpreter/translation needs are met.

Client Service Standards

- LEP clients are identified as early as possible during the initial contact.
- LEP identified clients are offered an opportunity to request an interpreter.
- An interpreter is provided at no cost to the clients.
- Translated written materials are provided to the client when available.
- No significant delay in service takes place during this process.
- Complaints about lack of interpreter/translation service are resolved quickly and to the satisfaction of the client.

Assistance

Assistance in implementing this policy, or in accessing interpreter/translation services may be obtained by ~~contacting: Martha E. Silva, Bilingual Services Coordinator at 619-521-3346 calling (916) 263-6722.~~

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL OUI/DFAS
	DATE March 9, 2012

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 12-12

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Guidelines for Fiscal Year (FY) 2012 State Agency Unemployment Insurance (UI) Resource Allocations and Above-Base Funding

1. **Purpose.** To provide information to states regarding FY 2012 UI State Administration base resource allocations, above-base funding, and general guidelines for resource planning.

2. **References.**

- ET Handbook No. 336, 18th Edition, Change 2 (December 2009), *Unemployment Insurance State Quality Service Plan (SQSP), Planning and Reporting Guidelines*;
- Unemployment Insurance Program Letter (UIPL) No. 25-11, *Fiscal Year (FY) 2012 State Workforce Agency Unemployment Insurance (UI) Resource Planning Targets and Guidelines*;
- UIPL No. 21-11, *Additional Planning Guidance for the Fiscal Year (FY) 2012 Unemployment Insurance (UI) State Quality Service Plan (SQSP)*; and
- Office of Management and Budget (OMB) Circular a-87 (Revised), 2 CFR part 225.

3. **Appropriation.** The FY 2012 consolidated spending bill that included the appropriations for state UI operations (Public Law 112-74) was enacted on December 23, 2011. Congressional action included a rescission of 0.189 percent. The table below shows the average weekly insured unemployment (AWIU) levels and the dollar amounts of the President's Budget request, the FY 2012 appropriation, and the difference.

	Budget Request	Appropriation	Difference
AWIU Contingency Trigger	4,832,000	4,832,000	0
State Administration	\$3,205,610,000	\$3,165,141,619	-\$40,468,381
Reemployment and Eligibility Assessments (REAs)	\$70,000,000	\$59,905,500	-\$10,094,500
National Activities	\$11,310,000	\$11,265,668	-\$44,332
Total	\$3,286,920,000	\$3,236,312,787	-\$50,607,213

RESCISSIONS None	EXPIRATION DATE March 9, 2013
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The appropriation allows for these funds to be available for obligation by the states through December 31, 2012, except that funds used for automation acquisitions or competitive grants awarded to states for improved operations, or reemployment and eligibility assessments and improper payments, shall be available for obligation by the states through September 30, 2014.

4. **Final Base Allocations.** The final FY 2012 State UI base administration allocations are identical to the planning targets.

5. **Above-Base Administration.**
 - a. **Above-Base and Contingency Reserve.** One hundred percent reimbursement for above-base administrative expenses is provided under the FY 2012 appropriation. Based on the most recent economic projections, it is not expected that actual workloads will approach the 4,832,000 AWIU contingency reserve trigger. Hence, to the extent possible, reductions to allocation factors impacting above-base funding will be restored at the end of the fiscal year.
 - b. **Emergency Unemployment Compensation (EUC).** EUC administrative costs will continue to be based on quarterly EUC workloads and funded through the UI-3 process.
 - c. **Support.** The overhead for above-base State UI, Trade Adjustment Assistance, Alternative Trade Adjustment Assistance, and Reemployment Trade Adjustment Assistance administration remains at 19 percent.
 - d. **Postage.** Above-base funding for postage will be issued to states on a quarterly basis using the above-base weeks claimed reported on the UI-3 reports. For any quarter, above-base weeks claimed will be those in excess of 25 percent of the FY 2012 base weeks claimed issued in the planning targets. The above-base postage will be paid at 26.9 cents per above base week claimed.
 - e. **Trade Readjustment Allowance (TRA) Redeterminations.** Currently, there are no court decisions regarding TRA that would require the states to make monetary redeterminations. If one occurs, states should follow the UI-3 reporting instructions in ET Handbook No. 336, 18th Edition.

6. **Supplemental Budget Requests (SBRs).** The SQSP Handbook contains SBR instructions and procedures that remain in place each year unless states are instructed otherwise. States may submit a Standard Form (SF) 424 (OMB approval #4040-0004) and SF 424A (OMB approval #0348-0444) for additional funds for certain types of administrative costs (listed below) that are not funded within the states' base and above-base grants.
 - a. **Special Projects.** Proposals from states for Reemployment and Eligibility Assessments grants will be solicited. States will also have the opportunity to apply for funds for other purposes that improve integrity, efficiency and/or IT security. Specific instructions will be provided to states in separate advisories.

- b. UI Performs Travel. Travel dollars are available for Benefit Accuracy Measurement Peer Reviews, Benefits Timeliness and Quality Nonmonetary Determinations Tripartite Reviews, Appeals Reviews, and Tax Performance System Reviews. States should provide travel estimates and reimbursement requests to the Regional Office rather than submitting an SF 424 for these travel dollars.

7. **State Flexibility**. All State UI administrative grant funds must be used in accordance with Section 303(a)(8) of the Social Security Act and the cost principles contained in OMB Circular No. A-87 (Revised), 2 CFR part 225. Beyond this, states do have discretion to expend these grant funds within the UI program functions as they deem appropriate and necessary to manage and operate their UI programs to meet established goals and requirements. The only caveat is that states must use the annual allocated staff year level for claims activities for above-base reporting purposes. This ensures that states do not earn more above-base resources than they otherwise would have been entitled to earn. This flexibility does not pertain to funding for special projects or supplemental budget requests: funding for these purposes must be spent in accordance with the spending plans approved for these respective projects.

8. **Action Requested**. State Administrators are requested to provide copies of this information to the appropriate staff.

9. **Inquiries**. Questions should be addressed to the appropriate Regional Office.