

Policy Clarification |  Q&A |  Other

Number: WIN - 0027  
Date: October 4, 2012  
Expiration Date: N/A

**TO:** Workforce Development System Partners  
**FROM:** Amy L. Smith, Deputy Assistant Commissioner  
**SUBJECT:** WIA001 Report and Disallowable Use of UI GUIDE Screens

**Purpose:**

To provide information on the use of the *WIA001 – For WIA Eligibility and Claims Data* report and to further clarify that, effective July 15, 2011, unemployment insurance claim screens (UI GUIDE screens) should no longer be used to determine program eligibility. Recent monitoring visits have highlighted the need for additional communication on this topic.

**Action Required:**

Pursuant to the Unemployment Insurance Advisory: Notice of Discontinuance, effective July 15, 2011, local procedures must be modified, as appropriate, to comply with this advisory and immediately discontinue the use of UI GUIDE screens for purposes of determining WIA program eligibility. UI GUIDE screens may be replaced with the WIA001 report. This report must be accompanied by the appropriate release, signed by the individual claimant, if the report is filed in the participant record.

This guidance should be distributed broadly throughout the local system to ensure adherence to its requirements.

**Content:**

RCW 50.13 defines a right of privacy and confidentiality in regards to individual and other records maintained by the Employment Security Department (ESD). This state statute is designed to protect an individual's right of privacy in relation to the state's Open Government Act. In addition, UI GUIDE screen often contain information obtained from other sources (e.g. DSHS & the Social Security Administration), of which ESD is not authorized to disclose without specific authorization to do so.

Under federal law, individual claimants must be provided with the opportunity to make informed decisions about the release of their personal information. Disclosure of information not directly related to the determination of an individual's eligibility for the WIA program may violate the provisions of federal law pertaining to informed consent (UIPL 19-22 Section 4b – Informed Consent).

In an effort to ensure compliance with federal requirements and state statute, ESD created a report specifically designed to protect confidential claim information, limit disclosure to basic unemployment benefit information provided upon request and eliminate the use of UI GUIDE screens. This report, known as the *WIA 001 – For WIA Eligibility and Claims Data*, is available through WorkSource Centers across the state. This report was the result of a joint effort between the WorkSource Standards and Integration Division, Unemployment Insurance Division, the Employment Career Development Division and local WorkSource partner representatives.

The WIA 001 report will be reviewed periodically by ESD to ensure it contains information necessary to carry out eligibility determinations. Specific instructions on how to obtain a WIA001 report along with all relevant forms can be found at: [http://www.wa.gov/esd/1stop/policies/wia001\\_report.htm](http://www.wa.gov/esd/1stop/policies/wia001_report.htm)

For additional data, such as screen prints, WorkSource partners should contact ESD's Records Disclosure Unit.

**Disallowed use of unemployment claim screens:**

WorkSource partners cannot use UI GUIDE screens to determine program eligibility. UI GUIDE screens must not be maintained in any WorkSource customer file. The WIA001 report may be used to replace UI GUIDE screens if accompanied by the appropriate signed release. If a participant cannot be located for the purposes of obtaining a signed Authorization for Release of UI Data form, please contact the WorkSource Standards and Integration Division.

**References:**

- [RCW 50.13 Records and information — privacy and confidentiality](#)
- 20 CFR 603 - Confidentiality and Disclosure Requirements UIPL 19-12 Section 4b – Informed Consent

**Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

**Direct Inquiries To:**

*WorkSource Standards & Integration Division  
Employment Security Department  
PO Box 9046  
Olympia, WA 98507  
(360) 725-9500*

**Attachments:**

Attachment A – Sample of WIA001 Report

## Sample of WIA001 Report - Attachment

Name

Last 4 SSN

Status	Benefit Type	WBA	MBP	NBA	Paid to Date	BYE	TRB	CAT	Sep Reason – Laid Off/Lack of Work
Active Claim									

### Washington Employer Data

YrQtr	Wage Name	Employer Name	Wages	Hours
2011-2				
2011-1				
2010-4				
2010-3				

### Disclaimer:

The information contained in this document is considered confidential and is subject to agency confidentiality laws contained in Chapter 50.13 RCW. Any unauthorized use is prohibited and may be subjected to penalties as stated in RCW 50.13.060(13).

Separation Reason was provided by the claimant when the application for unemployment benefits was filed. It may not be the final reason adjudicated.

Employment includes Washington wages used to determine unemployment benefits, and may not include all employers, out of state wages or non-covered employment.

Unemployment Insurance (UI) status and Training Benefits eligibility may change as UI eligibility is based on weekly claims