

## WorkSource Information Notice (WIN)

Employment System Administration and Policy

Policy-related |  Fiscal |  Performance |  Q&A |  Other

Number: WIN 0027 Change 3

Date: July 8, 2016

Expiration Date: N/A

**TO:** Workforce Development System Partners  
**FROM:** Gary Kamimura, Workforce Policy Director  
**SUBJECT:** Use of UI Claimant Website in Place of WIA001 Report

### **Purpose:**

To announce discontinuation of the WIA001 report and subsequent shift to customer access and use of the Unemployment Insurance claimant portal/website to obtain wage records and basic information about unemployment benefit claims in place of the WIA001 report.

### **Action Required:**

Local Workforce Development Boards (LWDBs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System and Unemployment Insurance Benefit staff are familiar with the content.

### **Content:**

Previously, customers authorized Employment Security Department (ESD) staff to release wage and benefit information on their behalf from the General Unemployment-Insurance Design Effort (GUIDE) system in the form of the WIA001 Report. The report was used to support eligibility determinations for Workforce Investment Act/Workforce Innovation and Opportunity Act programs.

Use of the WIA001 report has been discontinued for two reasons: (1) GUIDE is scheduled to be replaced by the Unemployment and Tax Benefits (UTAB) system in fall 2016 and (2) as part of the first phase of UTAB, customers now have direct access to a website that allows them to obtain and print their wage and unemployment benefit information themselves. This site uses Secure Access Washington (SAW), which provides multiple layers of security to protect customer information.

Customers can now access their own up-to-date wage and claim data through the [Unemployment Insurance Self-Service web-site](#), publicly accessible through ESD.WA.GOV, by way of their SAW account. Through the site, customers can select "View your wage information" and print information that was formerly provided in the WIA001 report:

- Hours and wages as reported by Washington employers.
- The customer's most recent unemployment claim information.

Customers must establish a SAW account to access information. Some customers may already have a SAW account if they signed up with another agency such as Department of Licensing or Department of Labor and Industries.

Staff may not access a customer's UI data for them through the self-service web-site. If customers have trouble creating or accessing their SAW account, staff may help customers contact WATech for support at 1-888-241-7597.

**References:**

- UI Policy Update – Claimant Portal, October 16, 2015
- [RCW 50.13.040\(1\)](#) - Access of individual or employing unit to records and information.
- [WAC 192-15-100\(1\)](#) - Disclosure related to employment security programs.

**Website:**

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

**Direct Inquiries To:**

Employment System Administration and Policy  
Employment Security Department  
P.O. Box 9046  
Olympia, WA 98507-9046  
(360) 902-9666  
SystemPolicy@esd.wa.gov

**Attachments:**

None