MASS LAYOFF STATISTICS PROGRAM

A.   PROGRAM INFORMATION

The Mass Layoff Statistics (MLS) program is a standardized, automated approach to identifying, describing, and tracking the impact of major permanent job cutbacks. Establishments with 50 or more initial claims for Unemployment Insurance (UI) filed against them in a 5-week period are identified as having mass layoff events. Private nonfarm establishments meeting the claims criteria are contacted by State agencies to determine whether there were at least 50 separations lasting more than 30 days. The data collected in this program provide detailed information on these cutbacks and the resultant unemployment at the State and area levels. Under this program, data are developed for the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands.

The Bureau of Labor Statistics (BLS) administers the MLS program and provides conceptual, technical, and procedural guidance in the development of the required data. State agencies are responsible for data collection and publication in cooperation with the BLS.

For the BLS to meet program requirements, State agencies will develop and transmit reports on the status of MLS activities via the computerized Windows-based MLS operating system known as WinMLS. This system generates a summary report for the monthly submittal and a more comprehensive report for quarterly submittal.

The MLS program uses the standardized procedures contained in this work statement, BLS technical memoranda, and the MLS User's Guide for the MLS State System. Applicants should put an "X" or a check mark in the spaces provided in Section B, below, to indicate agreement to comply with the stated program requirements.

Agree To
Comply
(Check Box)

B.   DELIVERABLES

Reports will be prepared by State agencies as electronic files using the computerized MLS processing system on the following basis: [____]

- o   Monthly transmissions containing Potential BLS Events that have been triggered during the current processing month and the two prior months.

- o   Quarterly transmissions containing BLS Events for which the contact status is complete, along with collected event descriptive information, movement of work information, and continued claims data associated with the event.

Due dates for the monthly and quarterly transmittals will be contained in the annual Technical Memorandum, "Calendar of Weeks."

C.   PROGRAM PERFORMANCE REQUIREMENTS

In performance of work under this agreement, the State will follow all instructions and interpretations   [____]

of memoranda issued by the BLS on the subject of the MLS program and the WinMLS State User's Guide.

D.   QUALITY ASSURANCE REQUIREMENTS

Agree To
Comply
(Check Box)

The State will:

1.   Perform basic editing and screening of the data prior to submittal to the BLS, including the   [____]
necessary validation of collected socioeconomic characteristics as described in the WinMLS
User's Guide.

2.   Provide such data and assistance, including special additional data transmittals, as may be   [____]
required for quality assurance purposes.

3.   Cooperate with the BLS in providing data and assistance as may be required for appropriate   [____]
on-site validation. Any errors detected in the data will be corrected within time frames mutually
agreed upon between the BLS and the State.

4.   Transmit estimates accompanied by such materials as may be deemed necessary to edit and   [____]
evaluate the data properly. Such materials will be provided in specified formats.

5.   Install system software updates according to guidelines provided in the accompanying technical   [____]
memorandum and use the new software to produce MLS data.

6.   Update and test MLS extract programs to insure that they are consistent with UI programs that   [____]
have been modified or updated.

7.   Cooperate in assessing and maintaining the accuracy of UI inputs by participating in the UI   [____]
Validation Project.

8.   With BLS approval to use PROMIS to develop UI claims counts, install PROMIS updates   [____]
according to guidelines provided in the accompanying technical memorandum and use the new
software to produce claims inputs to WinMLS.

E.   EXCLUSIONS

The deliverables and cost estimates for the MLS program should reflect only activities associated with the development of the monthly and quarterly reports and activities associated with the publication of data.

F.   DATA SHARING BLANKET APPROVAL

The State authorizes the BLS to share the State's MLS data residing in the official database with   [____]
assigned BLS researchers and Federal government agencies and units for exclusively statistical
purposes. This authorization is made based on the BLS assurance that the confidentiality of these data
will be protected to the full extent permitted by law. (No variance is required if this box is not checked.)

G. ADMINISTRATIVE REQUIREMENTS FOR MLS

<div align="right">

Agree To
Comply
(Check Box)

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The MLS program is subject to all provisions of the Administrative Requirements of the Cooperative   [_____]
Agreement. In addition, State agency publication of mass layoff data, including data or deriving from
data developed under the Cooperative Agreement, must contain BLS-validated or approved series, and
be identified as such.

H. EXPLANATION OF VARIANCES