

UI REPORTS HANDBOOK NO. 401

**ETA 191 Statement of Expenditures and Financial Adjustments of Federal Funds  
for Unemployment Compensation for Federal Employees and Ex-Servicemembers**

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#### 1. Page 1 of Form

ETA 191 STATEMENT OF EXPENDITURES & FINANCIAL ADJS OF FEDERAL FUNDS FOR UC FOR UCFE-UCX

STATE:	REGION:	REPORT FOR PERIOD ENDING:	
<b>SECTION A: SUMMARY STATEMENT OF EXPENDITURES AND ADJUSTMENTS</b>			
		UCFE	UCX
1.	<b>Benefit Expenditures</b>		
2.	<b>Adjustments Assigned to Agencies:</b>		
	(a) Cancellations		
	(b) Restoration of Overpayments		
	(c) Other - Explain in Comments		
3.	<b>Total Assigned Expenditures and Adjustments (Items 1 and 2; these totals must match the totals reported in Section B.)</b>		
4.	<b>Expenditures and Adjustments Not Assigned to Agencies:</b>		
	(a) Penalties and Interest		
	(b) Other - Explain in Comment		
5.	<b>Total Expenditures and Adjustments Not Assigned to Agencies (Items 4a and 4b)</b>		
6.	<b>Grand Total - All Expenditures and Adjustments (Items 3 and 5)</b>		

#### 2. Page 2 of Form

**SECTION B: DETAILED STATEMENT OF EXPENDITURES AND ADJUSTMENTS BY FEDERAL (CIVILIAN) AND MILITARY AGENCIES**

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Agency Code	Agency Title	Expenditures and Adjustments	
		UCFE	UCX
(1)	(2)	(3)	(4)

Comments:

**OMB No.:** 1205-0162    **OMB Expiration Date:** 08/31/2009    **Average Estimated Response Time:** 6 Hours  
**OMB Burden Statement:** These reporting instructions have been approved under the Paperwork reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Submission is required to retain or obtain benefits under SSA 303(a)(6). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, 200 Constitution Ave., NW, Washington, DC, 20210.

### B. Purpose

Public Law 96-499, Omnibus Reconciliation Act of 1980, required Federal agencies to pay the cost of unemployment compensation for Federal employees

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(UCFE) when the benefit payment was based on Federal services performed after December 31, 1980. It was not until the passage of the Miscellaneous Revenue Act of 1982 that military departments were required to reimburse the unemployment compensation expenditures for ex-servicemembers (UCX).

Public Law 96-499 also established within the Unemployment Trust Fund the "Federal Employees Compensation (FEC) Account." The FEC Account operates as a revolving account and, therefore, is dependent upon state agencies, the Department of Labor, and Federal and military agencies to maintain its solvency.

The Form ETA 191, Statement of Expenditures and Financial Adjustments of Federal Funds for Unemployment Compensation for Federal Employees and Ex-Servicemembers is used by each State Workforce Agency (SWA) to report to the National Office (NO): 1) the quarterly summary of UCFE and UCX expenditures and adjustments, and 2) the total amount of benefits paid by the SWA to claimants of specific agencies. Section B of the ETA 191 report is the only source document used by the Office of Workforce Security (OWS) to bill Federal and military agencies for the recovery of UCFE and UCX benefit payments.

Each SWA withdraws resources from the FEC Account to cover the necessary UCFE and UCX benefit payments. OWS bills the Federal and military agencies quarterly, based on the data contained in Section B of the ETA 191 report. Each Federal and military agency deposits into the FEC Account, on a quarterly basis, reimbursements for benefits that have been paid to their former employees.

After receipt of each quarterly ETA 191 report, OWS aggregates the benefit payments by state for individual Federal agencies and bills each accordingly. Quarterly, the NO certifies to the U.S. Department of the Treasury the total amounts due from each department and agency.

In order for the FEC Account to operate successfully, it is dependent upon two of its major components--the state agency and the Federal agency. The Federal agency is responsible for reimbursing the FEC Account in a timely manner to ensure that there are adequate funds available for the states to withdraw. The state agency, in turn, is responsible for paying UCFE and UCX benefits to the claimant, reporting these quarterly benefit payments to the NO in a timely manner, and providing detailed benefit payment data to Federal agencies as requested.

#### **C. Due Date and Transmittal**

The ETA 191 should be submitted electronically to the National Office by the 25th of the month following the close of the quarter.

#### **D. General Reporting Instructions**

1. Requisitioning Funds from the Federal Employees Compensation Account. SWAs are required to requisition funds from the FEC Account using the

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Automated Standard Application for Payments (ASAP) System to cover anticipated benefit payment needs for all UCFE and UCX claimants. These electronic requests are received by the U.S. Department of the Treasury. To prevent the build up of excessive balances in local banks, requisitions and transfers of funds should be made on a daily basis.

2. Providing Information to Federal (Civilian) and Military Agencies. Pursuant to the Secretary's authority in 5 U.S.C. 8509 (f), SWAs will continue to, for purposes of this Act, provide appropriate payroll offices of Federal and military agencies with a copy of all determination notices, including appeals, that are now provided to a private employer, as instructed by Sections 6662 and 8692, Part V of the ES Manual.

The SWA should be prepared to furnish the civilian and military agencies, upon their request, with detailed benefit payment data, which support the charges contained in Section B of the report. The benefit payment data are to be forwarded to those agencies by the 25th day after the end of the reporting quarter. Since many Federal agencies rely heavily upon this data to verify the accuracy of their benefit charges, it is important for states to supply this information timely and for the detailed benefit payment data to equal the agency charges submitted in Section B of the report.

SWAs will provide the certified documentation directly to those Federal civilian and military agencies that have requested the benefit payment data. These agencies are listed in the Training Employment Notice (TEN) entitled, "Directory of Federal (Civilian) and Military Agencies requesting Quarterly UCFE and UCX Detailed Benefit Payment Data."

3. Identifying Federal Agencies. SWAs should consider providing the list of Federal employers and their respective codes found in section F below to local office initial intake, adjustment, and overpayment personnel for the purposes of identifying the appropriate Federal agency (or agencies) to be charged. Prior to transmittal of claims forms to the central office, the Federal employer code should be recorded on all pertinent documents, i.e., Form ES 931, UCFE Request for Wage and Separation Information, Form ES 935, Claimant Affidavit of Federal Civilian Service Wage and Separation Information, etc.
4. Correcting Errors Made in a Prior Quarter. Corrections should be reported to OWS on the ETA 191 as soon as possible. Errors, such as use of incorrect three-digit agency codes, can create significant problems for the Federal agency, the NO, and, eventually, the SWA. The electronic submittal system automatically displays the name of the agency associated with an entered three-digit code. This name should be checked to be sure that the benefits being entered are being assigned to the appropriate agency. When errors in coding occur, it usually takes anywhere from three months to one year to correct them.

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From the time that the error occurred, a two-year grace period has been established as sufficient time for adjustment to be made. SWAs are instructed to correct improper charges made to Federal and military agencies by increasing or decreasing the agency's charges in the next quarterly ETA 191 report.

In cases where there may not be charges in a following quarter, only the corrective entry should be reported. SWAs are not to submit more than one ETA 191 report per quarter.

#### E. Definitions

1. Assigned Charges. Charges are classified as "assigned" to a Federal agency when expenditures and/or adjustments can be positively identified in Section B of the report. As a result, totals that are assigned to Federal agencies reported in Section A (item 3) must equal the totals generated from the assigned charges listed in Section B.
2. Unassigned Charges. Charges are classified as "unassigned" by a Federal agency when expenditures and/or adjustments can not be positively identified in Section B of the report. Unassigned charges should be infrequent.

#### F. Item by Item Instructions

1. Section A. Summary Statement of Expenditures and Adjustments.
  - a. Item 1. Benefit Expenditures. Include in the appropriate columns all UCFE and UCX unemployment compensation benefits paid to eligible (as based on title 5 U.S. Code) Federal civilian claimants and ex-servicemen during the reported quarter. (These expenditures should include only that portion of benefit paid from UCFE and UCX funds.)
  - b. Item 2. Adjustments Assigned to Agencies.
    - (1) Cancellations. Enter in the appropriate UCFE or UCX columns the total amount of any checks canceled during the quarter which were reported as expenditures in prior quarters. Cancellations of checks drawn in the current quarter are to be reflected in item 1. Check cancellations are subtracted when computing subtotals and totals.
    - (2) Restoration of Overpayments. Enter in the appropriate UCFE or UCX columns the total amount of restorations made during the current quarter of overpayments made in prior quarters. Restorations of overpayments received during the current quarter and based on expenditures in this current quarter should be reflected in item 1. Restoration of overpayments is subtracted when

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computing subtotals and totals. A negative sign should not be entered. Restorations resulting from the recoupment of overpayments are credited to an agency's account only after the funds have been recovered from a claimant.

- (3) Other. Enter the total of other adjustments in the appropriate UCFE or UCX columns that were not included in item 2(a) and 2(b). These adjustments could include, for example, an over- or under-statement of UCFE or UCX expenditures reported in prior quarters. It is imperative that SWAs submit an explanation of these items in the comments section. These explanations should include the three-digit agency codes, name of agencies, and a brief statement describing the adjustment. If this figure is negative, a negative sign should be entered.
- c. Item 3. Total Assigned Expenditures and Adjustments. Enter in the appropriate columns, the total amounts of UCFE and UCX expenditures and adjustment that are being charged to Federal and military agencies during this reporting period. The figures entered in this item for both UCFE and UCX are the results of items 1, 2(a), 2(b), and 2(c). These totals must match the totals reported in Section B.
  - d. Item 4. Expenditures and Adjustments Not Assigned to Agencies. Enter the total for UCFE and the total UCX expenditures in the appropriate columns.
    - (1) Penalties and Interest. Enter the total amount of penalty and interest (P&I) received by the SWA which results from prior UCFE or UCX payments. Penalties and interest are subtracted when computing subtotals and totals. A negative sign should not be entered. All recoupments resulting from P&I's drawn from FEC Account are to be returned to the FEC Account.
    - (2) Other--Explain in Comments. Enter in the appropriate UCFE or UCX columns any adjustments that were not included in item 4(a). For example, list adjustments relating to a UCFE or UCX charge that occurred more than two years after the quarter in which the initial payment was made, or to an agency for which a three-digit code has not been assigned.

In the latter case, include in the comments section the agency name and total amount of benefits for each agency "not assigned" a three-digit code. The NO will then use this information to properly identify the responsible Federal agency and will assign a three-digit code to each of those agencies listed in comments and reported in item 4(b).

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Once the NO has assigned the three-digit code for the charge in question, the state will officially be informed of the change. The state will first use this information to reclassify the charge from "not assigned" to "assigned" by recording the adjustment in Section A, item 2(c), and in Section B of the next quarterly ETA 191 report.

The state will then enter the negative amount of the identified charge in Section A, item 4(b). The purpose of this entry is to "zero out" the amount of the "not assigned" charge from the previous reporting quarter, so that the charge does not get counted twice against the FEC Account.

Finally, the state will close the adjustment by explaining the reclassification in the comments section. The state should enter the following items in comments for the reclassification: 1) the reporting quarter of the "not assigned" charge, 2) the name of the Federal agency, 3) the three-digit code of the agency (as provided by the NO), and (4) the amount of the newly-assigned charge.

2. Section B. Detailed Expenditures.
  - a. Enter in the first column the three digit code of the Federal agency being charged as found in section G.
  - b. When reporting electronically, this column will default to the name of the agency being charged that is associated with the code in column one. Check to be sure that the name on the screen matches the name expected for the agency number. If it does not, check that the agency number was entered correctly.
  - c. Enter in the third column the total amount of benefit charges to that Federal agency indicated in the first column during the reported quarter. Charges to a Federal agency will include adjustments for restoration of Federal funds resulting from cancellation of checks, recoupment of overpayments, etc. Therefore, the sum of UCFE and UCX benefit charges should equal the amount in item 3 of Section A.

### G. Federal Agency Codes

A three digit numerical code identifying each Federal agency will be assigned from the list below. Additional agencies with their corresponding codes will be added to the list as necessary. Agencies which have been out of existence for more than 10 quarters will generally be removed from the list. SWAs will use these codes to identify all claim records and claim forms of claimants who performed Federal service in his/her base period.



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#### Identification Codes for Federal Departments and Agencies

<u>Code</u>	<u>Title</u>
001	U.S. Senate
002	U.S. House of Representatives
003	Commission on Security and Cooperation in Europe
006	U.S. Capitol Police
010	Architect of the Capitol
015	U.S. Botanic Garden
020	Government Accountability Office
025	U.S. Government Printing Office
030	Library of Congress
032	Office of Compliance
035	United States Tax Court
040	Congressional Budget Office
111	Supreme Court
112	Administrative Office of the United States Courts
113	U.S. Court of Veterans Appeals
205	White House Office
207	Office of Vice President of the US
210	Office of Management and Budget
215	Office of Administration
220	Council of Economic Advisers
221	Council on Environmental Quality
224	Executive Residence at the White House
225	Office of Policy Development
230	National Security Council
235	Office of Science & Technology Policy
238	Office of the U.S. Trade Representative
239	Office of Special Counsel
240	Office of National Drug Control Policy
250	Regulatory Information Service Center
301	Architectural & Transp. Barriers Compliance Board
302	Arctic Research Commission
303	Barry Goldwater Scholarship & Excellence Education Foundation
308	Corporation for National and Community Service
310	Defense Nuclear Facilities Safety Board
312	James Madison Memorial Fellowship Foundation
321	National Council on Disability
323	Nuclear Waste Technical Review Board
324	Medicare Payment Advisory Commission
326	U.S. Institute of Peace
401	DHS/Departmental Operations
405	Department of State
406	International Broadcasting Bureau

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410	Department of the Treasury
421	Defense w/o Army, Navy, & Air Force
422	Army (Civilian), Department of the
423	Navy (Civilian), Department of the
424	Air Force (Civilian), Department of the
425	Army, Department of the/ Nonappropriated Fund
427	Air force, Department of the / Nonappropriated Fund
429	Army & Air Force Exchange Service
430	Department of Justice
432	Drug Enforcement Agency
440	Interior, Department of the
445	Department of Agriculture
450	Department of Commerce
455	Department of Labor
460	Health and Human Services, Dept. of
465	Department of Housing and Urban Development
466	HUD- Office of the Inspector General
467	Office of Fed. Housing Enterprise Oversight
470	Department of Transportation
475	Department of Energy
480	Department of Education
481	DHS/U.S Secret Service
482	DHS/Federal Law Enforcement Training Center
483	DHS/Customs & Border Protection
484	DHS/Transportation Security Administration
485	DHS/State & Local Government Coordination
486	DHS/Science & Technology Directorate
487	DHS/Directorate for Border & Transportation Security
488	DHS/Info. Analysis & Infrastructure Protection
489	DHS/Citizenship & Immigration Services
490	DHS/Immigration & Customs Enforcement
491	DHS/United States Coast Guard (Civilian)
492	DHS/Office of Inspector General
504	African Development Foundation
506	U.S. Agency for International Development
507	Advisory Council on Historic Preservation
509	Appalachian Regional Commission
510	American Battle Monuments Commission
512	Arms Control & Disarmament Agency
520	Board of Governors of the Fed Reserve System
531	Committee for Purch. From People who are Blind or Severely Disabled
532	Delaware River Basin Commission
533	Denali Commission
535	Office of Personnel Management
538	Commission of Fine Arts
539	Commission on Civil Rights
540	Office of Government Ethics

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541	Consumer Product Safety Commission
543	Commodity Futures Trading Commission
552	Environmental Protection Agency
554	Equal Employment Opportunity Commission
555	Export-Import Bank of the U.S.
557	Farm Credit Administration
570	Federal Communications Commission
572	Federal Election Commission
574	DHS/ EP&R, Federal Emergency MNGT agency
575	Federal Deposit Insurance Corporation
576	Office of Thrift Supervision
577	Federal Labor Relations Authority
578	Federal Maritime Commission
579	Federal Housing Finance Board
580	Federal Mediation and Conciliation Service
583	Federal Mine Safety and Health Review Commission
584	Federal Retirement Thrift Investment Board
590	Federal Trade Commission
600	General Services Administration
601	Harry S. Truman Scholarship Foundation
602	Japan-U.S. Friendship Commission
603	U.S. Chemical Safety and Hazard Investigation Board
618	Institute of Museum & Library Services
619	JFK Center for the Performing Arts
621	Inter-American Foundation
622	International Boundary and Water Commission
623	U.S. International Trade Commission
624	International Boundary Commission
625	Surface Transportation Board
626	Interagency Council on the Homeless
627	Marine Mammal Commission
628	Merit Systems Protection Board
629	Valles Caldera Trust
630	Millennium Challenge Corporation
631	National Aeronautics & Space Administration
633	National Archives & Records Administration
634	National Credit Union Administration
639	Nat'l Comm. On Libraries & Information Science
640	National Capitol Planning Commission
642	National Gallery of Art
645	National Labor Relations Board
646	National Endowment for the Arts
647	National Endowment for the Humanities
650	National Mediation Board
652	National Railroad Adjustment Board
655	National Science Foundation
657	Office of Navajo & Hopi Indian Relocation

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659	U.S. Nuclear Regulatory Commission
660	National Transportation Safety Board
663	Occupational Safety and Health Review Commission
664	Overseas Private Investment Corp.
667	Pension Benefit Guaranty Corporation
668	Postal Rate Commission
669	Public Defender Service for the D.C.
670	Railroad Retirement Board
677	U.S. Peace Corps
687	Social Security Administration
690	Security & Exchange Commission
695	Selective Service System
697	Susquehanna River Basin Commission
698	U.S. Commission on International Religious Freedom
700	Small Business Administration
701	U.S. Holocaust Memorial Council
705	Smithsonian Institution
710	Armed Forces Retirement Home (AFRH)
730	Tennessee Valley Authority
732	U.S. Postal Service
735	Veterans Affairs, Department of
801	U.S. Army (Military)
802	Department of Navy (Military)
803	U.S. Department of Air Force (Military)
804	U.S. Marine Corp (Military)
805	United States Coast Guard (Military)
806	National Oceanic & Atmospheric Administrative (Military)
807	Navy Exchange Service Command
808	Navy Club & Recreation System
809	U.S. Marine Corps Morals, Welfare, & Recreation
811	U.S. Coast Guard Exchange Systems
902	Central Intelligence Agency
911	The Presidio Trust
912	U.S. Trade and Development Agency
913	Bureau of Census-2010 decennial census