May 22, 2023

MEMORANDUM FOR: Reviewer of 1220-0032

FROM: DAVID M. TALAN, Chief

Division of Administrative Statistics and Labor Turnover

Bureau of Labor Statistics

SUBJECT: Proposal for the modification of email notifications sent to Annual Refiling Survey (ARS) respondents

The Quarterly Census of Employment and Wages (QCEW) program is a Federal/State cooperative effort which compiles monthly employment data, quarterly wages data, and business identification information from employers subject to State Unemployment Insurance (UI) laws. These data are collected from State Quarterly Contribution Reports (QCRs) submitted to State Workforce Agencies (SWAs). The States send micro‑level employment and wages data, supplemented with the names, addresses, and business identification information of these employers, to the BLS. The State data are used to create the BLS sampling frame, known as the longitudinal QCEW data.

To ensure the continued accuracy of these data, the information supplied by employers must be periodically verified and updated. For this purpose, ARS is used in conjunction with the UI tax reporting system in each State. The information collected by the ARS is used to review the existing industry code assigned to each establishment as well as the physical location of the business establishment. As a result, changes in the industrial and geographical compositions of our economy are captured in a timely manner and reflected in the BLS statistical programs.

The QCEW program continues to seek ways to increase survey response rates associated with the ARS. To encourage ARS respondents to provide information, email notifications are sent at 3 intervals to those respondents who have yet to provide information through the secure BLS website. The QCEW program proposes the option to modify the text in the final email sent to respondents to communicate the importance of providing the information more strongly.

The QCEW program proposes utilizing the new email notification for the FY2024 ARS. The BLS statistical methods group was consulted to ensure that utilizing modified text for the final email notification would not introduce any statistical issues. Comparing the response rate achieved from the third email blast from previous years to the response rate achieved from this modified email used in 2024 will allow us to measure the impact of this change. Please see Attachment 1 for an example of the modified text.

If you have any questions about this request, please contact David M. Talan at 202-691-6467 or e-mail at [Talan.Dave@bls.gov](mailto:Talan.Dave@bls.gov) or Kelly Quinn at 202-691-6454 or e-mail at [Quinn.Kelly@bls.gov](mailto:Quinn.Kelly@bls.gov).

Follow-up Email to Non-respondents

**From:** [Annual](mailto:Annual)RefilingSurvey@bls.gov  
**To:** *[Respondent Email]*  
**Subject:** RESPONSE OVERDUE - Annual Refiling Survey Notice

Dear *[Respondent Name]*,  
  
Every three years *[State Agency Name]* and the U.S. Bureau of Labor Statistics (BLS) ask that you verify your firm’s address and main business activity through the Annual Refiling Survey (ARS). **Unfortunately, we have not yet received a response from your firm.**

Please log on to our secure website to complete your short report: <https://idcfars.bls.gov/>   
**WEB ID 1:** *[991234567890]*   
**WEB ID 2:** *[991234567891]*   
  
**PASSWORD:** Your 8-character password has been sent in a separate email. If you cannot find the password email in your inbox or SPAM folder, please go to our secure website and click on *Forgot Password*. You will receive an email, at this same email address, with instructions for resetting your password online.  
  
Your email address was obtained from your State Unemployment Insurance (UI) filing, or because you filed this report online in a previous collection. **Contacting businesses through email reduces printing and postage costs, saving tax dollars. If we do not hear from you, we will need to contact you again by printing and mailing a survey request.**

The ARS *[is* ***mandatory*** *in accordance with [State law] and ]*is authorized by 29 U.S. Code, Section 2. Your cooperation is needed to make the results of this survey complete, accurate, and timely. The Industry Verification Form, BLS-3023 is approved with O.M.B. No. 1220-0032, in cooperation with the U.S. Department of Labor. The information collected will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law. Additional information regarding this survey can be found at: <https://www.bls.gov/respondents/ars>

Thank you,   
U.S. Department of Labor   
Bureau of Labor Statistics

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