

ETA 203 - CHARACTERISTICS OF THE INSURED UNEMPLOYED

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Y									
A G E	< 22	22-24	25-34	35-44	45-54	55-59	60-64		
	>=65	INA							
I N D U S T R Y	Agriculture/ Forest/Fishing/ Hunting	Mining	Utilities	Construction	Manufacturing	Wholesale Trade	Retail Trade		
	Transportation and Warehouse	Information	Finance and Insurance	Real Estate, Rental and Leasing	Professional/ Scientific/ Technical Services	Management of Companies and Enterprises	Administration and Support/Waste Management/ Remedial Services		
	Educational Services	Healthcare and Social Assistance	Arts, Entertainment and Recreation	Accommodatio n and Food Service	Other Services (except Public Administration)	Public Administration	INA		

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R Y L A N G U A G E	Polish	French	German	Portuguese	Haitian/ Creole	American Sign Language	Another Language Not Listed	Prefer Not to Disclose	INA		
D I S A B I L I T Y	Yes	No	Prefer Not to Disclose	INA							
ST A T U S											
L E V E	<HS Diploma	HS Diploma/ GED	Trade/ Technical/ Vocational School or Certification	Some College	Associate's Degree	Bachelor's Degree	Master's Degree	Advanced/ Doctoral Degree	INA		

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L of E D U. At tai n m e n t									
	< \$15,000	\$15,000 to \$24,999	\$25,000 to \$34,999	\$35,000 to \$49,999	\$50,000 to \$74,999	\$75,000 to \$99,999	\$100,000 to \$149,000	\$150,000 to \$199,999	>\$200,000 and over
B A S E P E R I O D W A G E S	Prefer Not to Disclose	INA							

Comments:

O M B No.: 1205-0009 **O M B Expiration Date:** 3/31/2025 **Average Estimated Response Time:** 40 minutes

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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). Respondents have no expectation of confidentiality. 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 Unemployment Insurance, Room S.4524, 200 Constitution Ave., NW, Washington, DC, 20210 or email eta-ui-inquiries@dol.gov.

B. Purpose

The ETA 203 report provides information, by state, about the characteristics of Unemployment Insurance (UI) claimants. This data is useful at the individual state and at the national levels in describing the population of claimants and determining how that population changes over time and under various conditions. It can also be compared with characteristic figures of the total unemployed as published by the Bureau of Labor Statistics (BLS).

C. Due Date and Transmittal

This monthly report is due in ETA's National Office by the 20th of the month following the month to which the data relate.

D. General Reporting Instructions

1. Survey Week. The survey week is to coincide with the survey week for the Bureau of Labor Statistics' Current Population Survey (CPS) week. This usually represents weeks claimed which are filed during the week containing the 19th of the month. The week containing the 19th of the month is assumed to reflect unemployment experienced during the prior week containing the 12th of the month, the CPS survey week. When the CPS survey week is altered due to holidays, etc., the week used for the ETA 203 should be altered accordingly.
2. Information Not Available (INA). The percent of INA data should be kept to a minimum. If any category of data has more than 5 percent INA, an explanation should be included in comments.
3. Checking the Report. All cells within a category should add to the same total as the total in other categories. As described below in section E.1., this total should also be consistent with the continuing claims reported the same week on the ETA 539 report. Edit checks used in the reporting software can be found in Handbook 402, Unemployment Insurance Required Reports User's Manual, Appendix C.

E. Definitions

1. Insured Unemployed. For this report, the number of insured unemployed is the count of regular state UI continued weeks claimed both intrastate and interstate agent. The total count of the insured unemployed is not reported on the ETA 203 but rather the counts for demographic subcategories are reported. The sum of any given category, such as age groups, should generally equal the total for insured unemployed as reported on the ETA 539 report for state UI adjusted continued weeks claimed (CW) for the same week. Continued weeks claimed under the Extended Benefit (EB) program, State Additional Benefits Program (AB), or any other extended compensation program should not be included on the ETA 203.
2. Industry. Industry coding will follow the most recent edition of the North American Industry Classification System (NAICS). Whenever possible, the industry assigned should be that of the employer for whom the claimant last worked. If it is not feasible to obtain the industry code of the most recent employer, the major base period employer may be substituted. Interstate claimants should be classified according to the best information available in the agent state.
3. Occupation. Occupation codes will follow the most recent revision of the Standard Occupational Classification (SOC).

F. Item by Item Instructions

Disclosing personal demographic information is entirely voluntary by the claimant and cannot be used for the purposes of establishing eligibility for benefits. The following data elements are self-selected by the claimant on the initial claim application and must be masked from non-essential state workforce agency staff. Any other UI required reports that also collect demographic information will use the same definitions established by the ETA 203 report as stipulated below.

1. Sex and/or Gender. The number of weeks claimed for claimants in each category will be reported.

Sex is a biological category based on reproductive, anatomical, and genetic characteristics. Gender is a person's sense of being. This identity is not necessarily visible to others. This information is self-selected by the claimant on the initial claim application. "Please select: Male (M), Female (F), or Another Gender Identity/Non-binary (X)." If the claimant does not self-select, this information will be recorded as Information Not Available (INA) in the appropriate category.

2. Race or Ethnicity. The number of weeks claimed for claimants in each category will be reported. If state law prohibits identifying race or ethnic group on employment records, or if the claimant does not self-code, this information will have to be recorded as INA in the appropriate category. Please use the comments section to indicate if this unknown data is the result of a state law.

"What is your race or ethnicity?" Select all that apply.

American Indian or Alaska Native: a person having origins in any of the original peoples of North, Central, or South America. Including, for example, Navajo Nation, Blackfeet Tribe, Native Village of the Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Mayan, etc.

Asian: a person having origins in any of the original peoples of Central or East Asia, and South Asia. Including, for example, Chinese, Asian Indian, Japanese, Korean, Filipino, Vietnamese, etc.

Black or African American: a person having origins in any of the Black racial groups of Africa. Including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

Hispanic/Latino(a): a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. Including, for example, Dominican, Guatemalan, Colombian, Honduran, Spaniard, Salvadoran, etc.

Middle Eastern or North African: a person having origins in any of the original peoples of the Middle East or North Africa. Including, for example, Algeria, Egypt, Jordan, Lebanon, Morocco, Syria, etc.

Native Hawaiian or Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands. Including, for example, Native Hawaiian, Tongan, Fijian, Samoan, Chamorro, Marshallese, etc.

White: a person having origins in any of the original peoples of Europe. Including, for example, Ireland, Poland, Germany, France, Italy, Sweden, etc.

Multiracial/Multiethnic: a person having origins in any of the different racial or ethnic groups as defined in the preceding categories that are aggregated into this report category when respondents select or mark all that apply. This is not a separate category that will be presented to claimants on a questionnaire, but a field for aggregate reporting when more than one race or ethnicity is selected by a respondent.

"Information Not Available" or INA indicates a person left the field blank.

3. Age. The number of weeks claimed for claimants in each age category will be reported and is based on date of birth. Age should only be recorded as INA when the agency is unable to obtain this information from the claimant.
4. Industry. The number of weeks claimed for claimants in each industry category will be reported. Classification by industry should be by major industry category as found in the most recent edition of the NAICS. This should be available from the employer master files and rarely assigned an INA code.
5. Occupation. Classification by occupation should be made according to the most recent edition of the SOC. This should only be recorded as INA when unable to obtain this information from the claimant or other workforce development sources.
6. Primary Language. The number of weeks claimed for claimants who indicate a primary language preference for the purposes of communications on the UI benefits eligibility process in one of the following languages: English, Spanish, Chinese, Vietnamese, Korean, Japanese, Tagalog, Arabic, Russian, Polish, French, German, Portuguese, Haitian/Creole, American Sign Language, or Another Language Not Listed.
7. Disability Status. The number of weeks claimed for claimants that self-selected a physical, mental, or emotional condition that can impact a person's ability to concentrate, communicate, and care for themselves.

“Are you an individual with a disability?”

Yes; No; Prefer Not to Disclose; INA

8. Level of Educational Attainment. The number of weeks claimed for claimants who indicated their highest level of educational attainment:

Some high school, no diploma or the equivalent

High School Diploma/GED

Trade/Technical/Vocational School or Certification: Occupational or vocational program

Some college but no degree

Associate's degree – Academic program in college

Bachelor's degree – Four-year degree (For example: BA, BS)

Master's degree (For example: MA, MS, MSW, MBA)

Doctorate/Advanced degree (For example: PhD, MD, DDS, JD)

9. Base Period Wages. The number of weeks claimed for claimants who indicated wage amount earned over a period of time, usually one year (also known as a base period). The claimant does not need provide this information as state is likely able to report data in this category using employer records or a monetary determination.

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Less than \$15,000
\$15,000-24,999
\$25,000-34,999
\$25,000-49,999
\$50,000-74,999
\$100,000-149,999
\$150,000-199,999
\$200,000 or more

10. Comments. Enter in comments any information which explains the data such as legal or procedural changes. If any category contains more than 5 percent information not available, please explain the reason for this.