

UI REPORTS HANDBOOK NO. 401

ETA 203 Characteristics of the Insured Unemployed

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**A. Facsimile of Form.**

**ETA 203 - CHARACTERISTICS OF THE INSURED UNEMPLOYED**

STATE		REGION		REPORT FOR PERIOD ENDING			
<b>S E X</b>	Male	Female	INA				
<b>E T H N I C I T Y</b>	Hispanic or Latino	Not Hispanic or Latino	INA				
<b>R A C E</b>	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	INA	
<b>A G E</b>	< 22	22-24	25-34	35-44	45-54	55-59	60-64
	>=65	INA					
<b>I N D U S T R Y</b>	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	Accommodation and Food Services	Other Services (except Public Administration)	Public Administration	INA

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<b>O C C U P A T I O N</b>	<b>Management</b>	<b>Business and Financial Operations</b>	<b>Computer and Math</b>	<b>Architecture and Engineering</b>	<b>Life, Physical and Social Sciences</b>	<b>Community and Social Services</b>	<b>Legal</b>
	<b>Education, Training and Library</b>	<b>Arts, Design, Entertainment Sport and Media</b>	<b>Healthcare Practitioner and Technical</b>	<b>Healthcare Support</b>	<b>Protective Services</b>	<b>Food Preparation and Serving Related</b>	<b>Building and Grounds Cleaning and Maintenance</b>
	<b>Personal Care and Services</b>	<b>Sales and Related</b>	<b>Office and Administrative Support</b>	<b>Farming, Fishing and Forestry</b>	<b>Construction and Extraction</b>	<b>Installation, Maintenance and Repair</b>	<b>Production</b>
	<b>Transportation and Material Moving</b>	<b>Military Specific</b>	<b>INA</b>				

Comments:

**OMB No.:** 1205-0009 **OMB Expiration Date:** 11/30/2012 **Average Estimated Response Time:** 20 Minutes  
**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 Workforce Security, Room S-4231, 200 Constitution Ave., NW, Washington, DC, 20210.



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### ETA 203 Characteristics of the Insured Unemployed

#### B. Purpose

The ETA 203 report provides information, by state and for the Nation, about the characteristics of Unemployment Insurance (UI) claimants. This data is useful 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 the 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 of 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 be identical with 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

1. Sex. The number of weeks claimed for claimants in each category will be reported. Sex can usually be determined by observation or by name if this is not self-coded by the claimant.
2. Ethnicity/Race. 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 or is not seen, 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.
3. Age. The number of weeks claimed for claimants in each age category will be reported. 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.

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6. 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.