



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
*DIRECTIVE***

**DIRECTIVE
NUMBER
307**

**DISTRIBUTION
DATE
October 1, 1998**

1. **SUBJECT: OBTAINING INFORMATION FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)**
2. **PURPOSE:** To set forth the procedures for obtaining information from EDD.
3. **BACKGROUND:** On occasion, information is needed for a Department of Fair Employment and Housing (DFEH) complaint that is available from EDD. Examples of such include, but are not limited to, job orders, job referrals, unemployment insurance claim status, number of respondent's employees, personal information from a claimant's file, etc. EDD has agreed to make such information available to DFEH.
4. **PROCEDURES:**
 - A. **Types of Information Available:**

EDD has agreed to provide DFEH representatives the following types of information:

 - 1) **Tax Information:** Employment Tax Information, such as an employer's Quarterly Contribution Return and Report of Wages (Form DE 3) is available through the Employer Files Unit in the Tax Branch of EDD. This information can be used to obtain a respondent's address or determine the number of respondent employees in instances where a respondent challenges the Department's jurisdiction based on the number of employees. (Refer to Attachment 1 - "Sample Letter to EDD for Tax Information.")
 - 2) **Unemployment Insurance Benefits (UIB) Case Information:** Information regarding unemployment insurance claims status and payment records, base period wages, an employer's identification number, or information regarding a claimant's UIB claim is available

through the Unemployment Insurance Field Office Manager.

- 3) Personal Information on a Claimant: Information of a personal nature on a claimant (e.g., home address, home telephone number, etc.) is available from the Legal Office of EDD.

B. Requesting Information:

- 1) All requests for information from EDD must be made through EDD's EEO Office. A letter, from the assigned Consultant, requesting the information should be sent to:

Employment Development Department
EEO Office, MIC 49
800 Capitol Mall
Sacramento, CA 95814

- 2) The request should be specific as to the information needed and, where appropriate, the period of time for which it is required. The complainant's social security number must be included for information related to unemployment insurance. (Refer to Attachment 2 - "Sample Letter to EDD for Information Regarding a Complainant.")
- 3) When the EEO Office receives the request, it will be forwarded to the appropriate unit for processing. The EEO Office will send the Consultant a copy of their cover letter to the unit to which the request is forwarded.
- 4) The appropriate EDD unit will respond directly to the requester.
- 5) Where the information must be expedited, the EEO Office may be contacted by telephone at CALNET 8-464-8434 or (916) 654-8434. Written confirmation of the request will be sent to the EEO Office. The EEO Office may also be contacted by telephone to follow-up on the status of any request.

5. APPROVAL:

Nancy C. Gutierrez, Director

Date

SAMPLE LETTER TO EDD FOR TAX INFORMATION

Date

Employment Development Department
EEO Office, MIC 49
800 Capitol Mall
Sacramento, CA 95814

For purposes of investigating whether employment discrimination has occurred, the Department of Fair Employment and Housing (DFEH) requests, pursuant to Unemployment Insurance Code section 1094, subdivision (h), the information identified below:

EMPLOYER

State Employer Account Number (if known):

Name of Employer (Respondent):

DBA (Doing Business As):

Address:

DE3, Quarterly Contribution Reports for quarters ending _____, _____,
_____, and _____.

Sincerely,

(Name)

Consultant

**SAMPLE LETTER TO EDD FOR
INFORMATION REGARDING A COMPLAINANT**

Date

Employment Development Department
EEO Office, MIC 49
800 Capitol Mall
Sacramento, CA 95814

For purposes of investigating whether employment discrimination has occurred, the Department of Fair Employment and Housing (DFEH) requests, pursuant to Unemployment Insurance Code section 1094, subdivision (h), the information identified below:

CLAIMANT

Claimant's Name:

Claimant's Social Security Number:

Information being Requested (e.g., employer's response to EDD regarding the reasons for claimant's termination; claimant's current address; amount of Unemployment Insurance Benefits paid to claimant for the period to _____, etc.).

Sincerely,

(Name)
Consultant