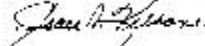


<p style="text-align: center;">EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</p>	<p style="text-align: center;"><i>CLASSIFICATION</i> UI</p>
	<p style="text-align: center;"><i>CORRESPONDENCE SYMBOL</i> DFAS</p>
	<p style="text-align: center;"><i>DATE</i> December 7, 2001</p>

ADVISORY : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO 05-02

TO : ALL STATE WORKFORCE ADMINISTRATORS

FROM : GRACE A. KILBANE 
Administrator
Office of Workforce Security

SUBJECT : Resource Justification Model

1. Purpose. To announce Office of Management and Budget (OMB) approval of the data collection for RJM.
2. References. Federal Register notices: 66 FR 32962, dated June 19, 2001; 66 FR 49046, dated September 25, 2001.
3. Background. The Office of Workforce Security (OWS) developed the RJM to replace an outdated budget formulation and allocation process for the unemployment insurance (UI) program. Using the RJM, state agencies will submit detailed data by major cost categories in a structured format. The RJM will provide states with a means to justify their funding needs and will provide OWS with current cost information to justify budget requests for state UI program administration. The RJM's goals are to build a credible budget from state-submitted data, allocate administrative funds equitably among states, and promote cost-effective practices.
4. Current Status. By December 13, 2001, staff from each state agency will have attended formal RJM training sessions and will therefore have copies of the RJM forms and instructions. State agencies should download the official RJM forms from www.ows.doleta.gov/rjm. Detailed guidance for submission of RJM data will be issued shortly. Requests for performance and capital investments are due to the appropriate ETA Regional Office via e-mail by January 22, 2002; the RJM worksheets are due to the appropriate ETA Regional Office via e-mail by February 15, 2002.

<p><i>RESCISSIONS</i> None</p>	<p><i>EXPIRATION DATE</i> November 20, 2004</p>
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5. OMB Approval. OMB has approved the RJM reporting requirements according to the Paperwork Reduction Act of 1995 under OMB approval No. 1205-0430 to expire 11/20/2004.

<i>RESCISSIONS</i> <i>None</i>	<i>EXPIRATION DATE</i> <i>November 20, 2004</i>
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6. Burden Disclosure. Persons are not required to respond to this data collection unless it displays an OMB approval number. Public reporting burden for this collection of information is estimated to average 233 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 S4231, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0430).

7. Action Required. State Administrators are requested to provide the above information to the appropriate staff and to submit the RJM forms by the due dates prescribed above.

8. Inquiries. Direct all inquiries to the appropriate ETA Regional Office.

<i>RESCISSIONS</i> <i>None</i>	<i>EXPIRATION DATE</i> <i>November 20, 2004</i>
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