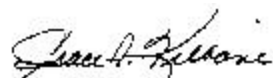


EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION UI
	CORRESPONDENCE SYMBOL DFAS
	DATE January 15, 2002

ADVISORY : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO 08-02

TO : ALL STATE WORKFORCE ADMINISTRATORS

FROM : GRACE A. KILBANE
Administrator
Office of Workforce Security



SUBJECT : Base Workload and Broadband Cost Model Data for the Resource Justification Model (RJM)

1. Purpose. To issue base workload data and broadband Cost Model minutes per unit (MPU) values for use in the RJM data collection.

2. References. Unemployment Insurance Program Letter (UIPL) 05-02, Resource Justification Model; ET Handbook 410, Resource Justification Model

3. Background. UIPL 05-02 announced the approval of the data collection for RJM. ET Handbook 410 contains the guidance for completing the RJM forms and notified the states that further specific information needed for the RJM process would be forthcoming.

4. Additional RJM Data. The attached tables are for use in completing the RJM worksheets. These attachments will also be posted to www.ows.doleta.gov/rjm. In addition, the following numbers are for use in computing standard hours on the Startup Worksheet: 261 days for FY 2002 and FY 2003, and 262 days for FY 2004.

a. RJM Workload Table. States should fill out Worksheet RJM-3 by entering the following data: FY 2001 total workload data from their UIRR workload, FY 2002 base workload from the planning targets, and FY 2003 and FY 2004 base workload data from the attached table.

b. Cost Model MPU Values. States should use this attachment to fill out Worksheet RJM-4-CMP-S.

5. Correction. The main RJM Excel® workbook at www.ows.doleta.gov/rjm was replaced on January 11, 2002, because of an error on the Data Export worksheet. States that downloaded the

RESCISSIONS None	EXPIRATION DATE September 30, 2002
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prior version should download the revised version and copy any data entered on the prior version to the revised version.

6. Data Submission. Performance and Capital Investment requests for FY 2004 are due to the appropriate ETA Regional Office via e-mail by January 22, 2002. The RJM workbooks are due via e-mail to the appropriate ETA Regional Office and to UIRJM@doleta.gov by February 15, 2002. The RJM notebooks are also due to the appropriate ETA Regional Office by February 15, 2002.

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.

9. Attachment.

- a. FY 2003 Base Workload Table
- b. FY 2004 Base Workload Table
- c. Cost Model MPU Table