

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DFAS
	DATE April 19, 2017

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER No. 15-16,
CHANGE 1**

TO: STATE WORKFORCE AGENCIES

FROM: GAY GILBERT /s/ for BYRON ZUIDEMA
Deputy Assistant Secretary

SUBJECT: Employment and Training (ET) Handbook 410, 5th Edition, Resource Justification Model (RJM)

1. **Purpose.** To transmit revisions to ET Handbook 410, 5th Edition, RJM.

2. **References.**

- Federal Register Notice: 80 FR 11230, dated March 2, 2015;
- ET Handbook 410, 5th Edition, RJM; and
- Unemployment Insurance Program Letter (UIPL), No. 15-16, *Office of Management and Budget (OMB) Approval of Changes to Employment and Training (ET) Handbook 410, 5th Edition, RJM.*

3. **Background.** A workgroup composed of representatives of the U.S. Department of Labor's Employment and Training Administration (ETA) and the National Association of State Workforce Agencies was created to review RJM processes. The joint workgroup recommended that the RJM data collection instrument be modified to require the reporting of information technology (IT) expenditures. UIPL No. 15-16 announced the Office of Management and Budget's approval of these changes and disseminated a revised RJM Handbook reflecting the recommended modifications. However, as these modifications were being incorporated into the infrastructure of the RJM spreadsheets, several additional, non-substantive changes were made to the spreadsheet which were not previously included in the revised Handbook. This advisory serves to incorporate those additional changes into the revised Handbook.

4. **Handbook Changes.**

- **Crosswalk Workbook**
 - Non Personal Service (NPS) Worksheet. The revision requires states to report NPS expenditures in one of six categories: IT-Communications, Non-IT, Personal Service Contracts, Personal Service Contracts/IT, Non-RJM, and Non-RJM/IT
 - Personal Service/Personal Benefit (PS/PB) IT Worksheet. This worksheet has been deleted.

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- **Main Workbook**

- Tab 6-IT. This is a new worksheet which summarizes IT expenditures and hours for PS/PB and NPS from the Crosswalk worksheet. No user input is required for this worksheet. The information is populated and imported into Tab 6-IT in the Main Workbook.

Specific instructions to the revised worksheets are listed in ET Handbook 410, 5th Edition, Appendix A.

5. **RJM Excel Files.** Revised Excel© workbooks needed to complete the RJM submissions will be available at www.oui.doleta.gov/rjm.
6. **Effective Date.** The contents of the revised ET Handbook 410, 5th Edition are effective with the preparation of the Budget Year 2018 RJM submission, due January 27, 2017.
7. **Action Required.** State Administrators are requested to provide the above information to appropriate staff. The revised ET Handbook 410, 5th Edition replaces the original 5th Edition dated March 2016.
8. **Inquiries.** Direct all inquiries to the appropriate ETA Regional Office.
9. **Attachment.** Revised ET Handbook 410, 5th Edition, Resource Justification Model.