

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	CLASSIFICATION
	UI
	CORRESPONDENCE SYMBOL OUI/DFAS
	DATE July 13, 2022

**ADVISORY:** UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 15-22

**TO:** STATE WORKFORCE AGENCIES

**FROM:** BRENT PARTON /s/  
Acting Assistant Secretary

**SUBJECT:** Office of Management and Budget (OMB) Approval of Employment and Training (ET) Handbook 410, 6<sup>th</sup> Edition, Resource Justification Model (RJM)

1. **Purpose.** To announce that OMB has approved (under the same OMB approval number provided below) of the extension, with no change, of RJM data information collection.
2. **Action Requested.** State Administrators are requested to provide copies of this information to the appropriate staff.
3. **Summary and Background.**
  - a. Summary – On March 29, 2022, OMB approved the data collection described in Employment and Training (ET) Handbook No. 410, 6<sup>th</sup> edition, in accordance with the Paperwork Reduction Act of 1995, through March 31, 2025 (OMB approval number 1205-0430). The public reporting burden for this collection of information has not changed.
  - b. Background – The RJM is a data collection instrument that states use to report their Unemployment Insurance (UI) administrative expenditures and staffing hours utilized for the most recently completed fiscal year and to extrapolate that information to project administrative expenses for the upcoming year. The RJM is comprised of two Excel workbooks that assist states in compiling information needed for the model. ET Handbook No. 410, 6<sup>th</sup> edition, provides instructions on how state staff should prepare the RJM workbooks.
4. **RJM Excel Files.** Excel workbooks needed to complete the RJM submissions are located at <https://oui.doleta.gov/rjm/>. These files are comprised of the Crosswalk and Main workbooks.
5. **Inquiries.** Questions are to be submitted to the appropriate regional office.

RESCISSIONS None	EXPIRATION DATE March 31, 2025
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**6. Reference(s).**

- Federal Register Notice: 86 FR 36162 (dated July 8, 2021); ET Handbook 410, 6th Edition, RJM.

**7. Attachments.**

- I. ET Handbook 410, 6<sup>th</sup> Edition, Resource Justification Model
- II. Appendix J - Crosswalk Workbook
- III. Appendix J - Main Workbook