

<b>U. S. Department of Labor</b> <b>Employment and Training Administration Advisory System</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OWS/Division Symbol
	<b>DATE</b> July 30, 2007

ADVISORY: ET HANDBOOK NO. 336, 18<sup>TH</sup> EDITION, CHANGE 1

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON /s/  
Administrator  
Office of Workforce Security

SUBJECT: Revised Standard Form (SF) 424

1. **Purpose.** To transmit SF 424 with current OMB expiration date.
2. **References.** ET Handbook No. 336, 18<sup>th</sup> Edition, Unemployment Insurance State Quality Service Plan Planning and Reporting Guidelines.
3. **Background.** ET Handbook No 336 provides guidelines for the completion and submittal of the State Quality Service Plan for the Unemployment Insurance program and the reports and data elements to be used for financial reporting of state UI program activities. The SF 424 is used for base level planning and supplemental grant requests.
4. **Handbook Maintenance.** Insert the attached SF 424 and Instructions to Appendix I.
5. **Inquiries.** Questions should be directed to the appropriate Regional Office.
6. **Attachments.** Revised SF 424 and Instructions.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> <b>July 30, 2008</b>
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