

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> TEUFA
	<b>DATE</b> January 24, 2002

**ADVISORY:** ET HANDBOOK NO. 410

**TO:** ALL STATE WORKFORCE AGENCIES  
/s/

**FROM:** EMILY STOVER DeROCCO  
Assistant Secretary

**SUBJECT:** Resource Justification Model (RJM)

1. Content. To transmit the ET Handbook No. 410, Resource Justification Model.
2. OMB Approval. The Office of Management and Budget (OMB) has approved ET Handbook No. 410 for use through 11/20/2004, under the Paperwork Reduction Act of 1995, under OMB No. 1205-0430.
3. Handbook. This handbook is designed to be a permanent instruction for the annual budget formulation and allocation process. It will be supplemented, if necessary, by an Unemployment Insurance Program Letter that will contain any specific information needed for the budget process.
4. Deadline for Submittal of RJM Forms. The annual deadline for state agencies to submit their RJM forms to the Regional Offices will be the fourth Tuesday in January for Performance and Capital Investment requests and the third Friday in February for the RJM worksheets.
5. Estimated Burden. Public reporting burden for collecting this information is estimated to be 12,349 hours. That amounts to an average of 233 hours per state, 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 Office of Workforce Security, Employment and Training Administration, U.S. Department of Labor, Room S-4231, 200 Constitution Avenue, N.W., Washington, DC 20210, attention: Tim Felegie.
6. Action Required. State agencies should prepare their RJM forms according to the instructions contained in this Handbook.
7. Attachment. ETA Handbook No. 410

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