

October 23, 2001

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 01-13

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Dissemination of Job Corps Community Connections Tool Kit Update #2

1. Purpose. To provide the Job Corps system with the latest in a series of support materials and resources offering guidance on implementing the Community Connections provisions of the Workforce Investment Act (WIA) of 1998.

2. Background. In 1998, WIA established specific requirements for Job Corps in the area of Community Connections. The key Job Corps Community Connections areas of focus are as follows:

- \$ Coordination with One-Stop partners
- \$ Participation on Workforce Investment Boards and Youth Councils
- \$ Establishment and management of Center Industry Councils
- \$ Establishment and integration of the Business and Community Liaison function on centers

These Community Connections requirements are intended to advance Job Corps efforts to reach out to the businesses and communities we serve, thereby enhancing the services and support we provide to our students as they move through the Career Development Services System.

To assist the Job Corps community in understanding and implementing the WIA Community Connections requirements, the national office has developed a series of support materials and resources over the last 2 years. These Job Corps Community Connections resources are as follows:

- \$ **Creative Approaches to Community Connections: A Workforce Investment Act Update to the Job Corps Community Relations Technical Assistance Guide (TAG)**, issued December 1999 - The TAG addresses the four Job Corps Community Connections requirements by providing background on each, stating expectations, and outlining options for establishing, sustaining, and assessing each type of connection.

- \$ **The Job Corps Community Connections Tool Kit**, issued December 1999 (in conjunction with the TAG) - An accompaniment to the TAG, the Tool Kit provides a series of startup resources and materials to support implementation of each of the four types of Community Connections.

- \$ **The Job Corps Community Connections Tool Kit Update**, issued August 2000 -
The Tool Kit Update provides advanced Community Connections resources to support the second year of WIA implementation. Resources presented in the Tool Kit Update supplement, but do not replace B, the information presented in the initial Tool Kit.

In the coming days, under separate cover, from The Leonard Resource Group, you will receive the latest in this series of resources - **Job Corps Community Connections Tool Kit Update #2**. This second Tool Kit Update reflects the Job Corps system's increased familiarity and level of experience with the Community Connections provisions of the WIA, consisting primarily of feedback and best practices from colleagues in the Job Corps system, as well as, resources from our partners in the workforce development community. Resources presented in Tool Kit Update #2 supplement, but do not replace B, the information presented in the initial Tool Kit and the first Tool Kit Update.

Taken together, these materials are intended to provide you with the background, guidance, and tools needed to fulfill the Job Corps Community Connections mandate in your area.

3. Action. All members of the Job Corps community are strongly encouraged to review the forthcoming Job Corps Community Connections Tool Kit Update #2, and as appropriate, put the information to use immediately. As the materials will be particularly useful to center staff performing the Business and Community Liaison function, center directors are asked to share Tool Kit Update #2 with these individuals and/or order additional copies online, as needed. (See the introductory page of Tool Kit Update #2 for ordering information.)

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Jan Gullledge at (202) 693-3087, or emailed to Jgullledge@doleta.gov.