

January 9, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-22
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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: Advanced Information on Co-enrollment of Job Corps Students in External, Supplemental Training and Educational Programs

1. Purpose. To provide advanced information on the policy decisions that have been made regarding co-enrollment of Job Corps students in training and educational programs provided by external providers. These decisions will become effective July 1, 2004.

2. Background. The Workforce Investment Act (WIA) calls for coordination among a wide variety of publicly funded workforce development programs in order to weave together a cost-efficient system of delivering services to youth and adults. Several provisions of WIA specifically call for coordination between Job Corps and other One-Stop partners to enhance the recruitment, training, placement, and post-placement services provided to Job Corps students. Clearly, the legislation and the resulting regulations, policies, and requirements support and encourage “concurrent enrollment” of Job Corps students. This expansion of training opportunities can provide a real benefit to Job Corps. However, Job Corps must ensure, through national policy requirements, that co-enrollment arrangements are appropriate and consistent with WIA, and supplement, **not duplicate**, those educational and training programs provided by Job Corps.

In January 2003, attendees at the Policy Dialogue in Washington, DC, discussed the issues surrounding co-enrollment and developed a series of policy recommendations that were subsequently reviewed by a workgroup (consisting of national, regional, operator, and center staff) in April 2003. The workgroup’s recommendations for PRH revisions concerning co-enrollment were presented to the Federal Management Team in May 2003 and distributed in draft form for comment shortly thereafter. The comment period generated a number of additional concerns and a second workgroup (consisting of national office staff, regional

directors, operators, and center directors) was convened in November 2003 to address these concerns. The following changes in co-enrollment policy are the end result of this extensive deliberative process and will become effective on July 1, 2004.

3. Explanation of Major Changes.

- The term “co-enrollment” will be replaced with the term “concurrent enrollment” to match the language in the WIA.
- The eligibility requirements for admission to the Job Corps program will be changed to state that students must have been out of school for at least **90 days** at the time of enrollment at a Job Corps center.
- Students who have been enrolled in Job Corps under previous co-enrollment agreements prior to the effective date of these changes will be “grand-fathered” and allowed to complete the Job Corps program.
- Section 3.14 of the PRH will be revised to identify the various types of concurrent enrollment arrangements that are appropriate under these new policies (i.e., HSD, OCT, ACT) and to clearly define the requirements of all concurrent enrollment programs.

4. Action. Addressees are to ensure that a copy of this Information Notice is distributed to appropriate staff.

5. Effective Date of Policy Change. July 1, 2004

6. Expiration Date. June 30, 2004

7. Inquiries. Direct any inquiries to Marcus Gray at 202-693-3967, or email to Gray.Marcus@dol.gov.