

December 6, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-12
------------	--

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: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Performance Based Service Contracting – Reconciliation of  
Incentive Fees

1. Purpose. To provide an update to the previously distributed Fee Computation Worksheet.
2. Background. Job Corps Program Instruction No. 03-16, Performance Based Service Contracting – Reconciliation of Incentive Fees provided an Excel worksheet for use in calculating incentive fee adjustments.

The worksheet has been updated to incorporate the PY 2004 performance ranges. A Career Transition Services (CTS) fee reconciliation tab has been added as well as a tab that provides an enhanced worksheet for contracts with reconciliations due for PY02\PY03.

3. Action. Effectively immediately, discontinue the use of the Fee Computation Worksheet provided in Program Instruction No. 03-16 and replace with the attached Worksheet V4. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Questions should be directed to Rhonda Epps, at (202) 693-3132, or emailed to [epps.rhonda@dol.gov](mailto:epps.rhonda@dol.gov); or to Maggie Carson at (202) 693-2741, or emailed to [carson.margaret@dol.gov](mailto:carson.margaret@dol.gov).

Attachments