

February 25, 2005

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 04 -21

TO: ALL JOB CORPS NATIONAL OFFICE 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: Clarification of Policy Regarding Advanced Training Transfers

1. Purpose. To provide clarification regarding certain aspects of the current Advanced Training (AT) Transfer Policy and to realign the policy with changes made to the Program Year (PY) 2004 OMS.

2. Background. In the past, questions have arisen due to confusion regarding how OMS credit is assigned for students who transfer from a sending center to an AT center. The attached document is designed to clearly delineate the credits earned by the sending center at the time of transfer, as well as the credits earned by the sending center and the AT center **after** the student separates from the AT center.

The information in the attached document applies solely to those cases where a student physically transfers to a different Job Corps center to enroll in an AT program. In situations where a student enters the AT program at the same center, the student is not considered an AT transfer.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Chris Conboy at (202) 693-3093, or emailed to conboy.chris@dol.gov.

Attachment