

November 9, 2005

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 05-17

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

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Availability of a Toll-Free Number for Job Corps Staff to Ask
Questions and Receive Expert Advice on How to Support
Students with Learning Disabilities

1. Purpose. To inform the Job Corps community of the establishment of a new toll-free number to provide staff with expert assistance on resources and information related to improving instruction and other services for students with learning disabilities.
2. Background. Over the past several years, Job Corps has made significant progress in improving services for students with disabilities. Job Corps' efforts have included:
 - a. Development and dissemination of reasonable accommodation guidelines for applicants and students;
 - b. Establishment of the Job Corps disability Web site (<http://jcdisability.jobcorps.gov>); and,
 - c. Development of web-based Technical Assistance Guides (TAGs) on learning disabilities and mental health disabilities. In addition, Job Corps has conducted numerous national, regional, and center training events; and, established a national monitoring system that allows the center disability coordinators to develop and monitor accommodation plans for students with disabilities.

3. Just-In-Time Technical Assistance. Effective November 14, 2005, assistance will be available for Job Corps staff to improve support for students with learning and other disabilities, via a toll-free telephone line, 1-877-316-0501. This line will be staffed from 9 am to 5pm EST daily by a learning disabilities specialist who will either provide an immediate response or refer the call to a subject matter expert. If individuals phone after the regular hours, they may leave a voice mail message and calls will be returned within 24 hours after the message is recorded. In addition, technical assistance tips will be provided on the Job Corps Career Development Resource Center web site (<http://jccdr.c.jobcorps.gov>).

Technical assistance will be available on a wide range of topics, including:

- a. General learning disabilities information/training (including: signs, symptoms, and types, and dispelling myths about learning disabilities);
- b. Learning difficulty vs. learning disability;
- c. Interpreting psycho-educational test results, Individual Education Plans (IEPs), 504 plans, etc.;
- d. Accommodations for specific learning disabilities;
- f. Learning strategies/teaching styles;
- g. Improving service delivery to all learners/incorporating universal design techniques in the classroom;
- h. Learning styles/preferences;
- i. Supporting students with possible learning disabilities;
- j. Limited English Proficient (LEP) students and learning disabilities; and
- k. Testing accommodations.

Staff members are encouraged to take advantage of this opportunity to improve and enhance service delivery for students with learning disabilities.

4. Action. Addressees should ensure that a copy of this Notice is distributed to the appropriate staff, including the center's disability coordinator and academic and vocational managers.

5. Expiration Date. Until superseded.
6. Inquiries. Direct any inquiries to Lynne Fry at (202) 693-3101 or email fry.lynne@dol.gov