

April 18, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 06-30
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Designation of Official Job Corps Satellite Centers

1. Purpose. To provide clarification to the field regarding the identification and designation of official Job Corps satellite centers.

2. Background. Over the years, various Job Corps centers have provided services at secondary locations or “satellites” as the need arose. Although some of these satellites later became independent centers, many remained as a satellite to the parent center. In some instances, student data from the satellite and parent center are reported separately; in other instances, student data from the satellite are combined and reported with the parent center’s data. This reporting discrepancy has frequently led to confusion regarding the number and identification of satellite centers.

Since the Job Corps program now reports directly to the Secretary of Labor and to Congress, it is imperative that there be consistency in reporting the number of Job Corps satellite centers. To address both the current inconsistencies in reporting and the lack of consistency in identifying satellites across regions, a new process for the National Office to officially designate satellite centers will become effective at the beginning of Program Year 2007.

3. New Process for Designating Satellite Centers. Beginning July 1, 2007, the National Office of Job Corps will have sole authority to officially designate satellite centers. This process aims to keep the numbers consistent with program requirements, allow for comparison of center operation models, and adjust factors for consideration when designating future satellite centers.

- a. *Grandfather Status.* To begin this new process, the National Office will grant grandfather status to the following centers (for their history of separate data reporting and therefore the ability to specifically track performance of the satellite center):

<u>Satellite</u>	<u>Parent Center</u>
Brooklyn	South Bronx
Indypendence	Atterbury
Maui	Hawaii
PIVOT	Springdale

- b. *Alternate Training Locations.* After July 1, 2007, all other centers/locations operating as satellites (but not officially grandfathered or designated by the National Office) will be considered “alternate training locations” and should be referred to as such by parent center operators, particularly in disseminated material (both printed and electronic).

After July 1, 2007, Regional Offices will be responsible for ensuring that all centers under their jurisdiction are in compliance with this guidance.

- c. *Designation of Future Satellites.* If a center operator deems it to be most efficient and/or advantageous to operate an alternate training location as an official satellite center, the corporate operator will be required to apply to the National Office for official designation. Factors to be considered in the National Office’s official designation of a satellite will include, but not be limited to, the following:

- (1) number of students served at/by the proposed satellite;
- (2) availability of residential and/or non-residential services;
- (3) proximity to the parent center; and
- (4) demonstrated need for satellite operation as the most appropriate or efficient model to provide specialized services to a particular population, for a specific high-growth industry trade, or to meet a unique community need.

- d. *Operating Characteristics of Satellites.* In general, satellites will be expected to share the following common operating criteria and characteristics:

- (1) *Financial.* The satellite center is included in the parent center’s contract, but for tracking purposes it either has a specific line-item in the parent center’s operating budget or has dedicated funding within the contract specifically for the operation of the satellite location.

- (2) *Management.* Overall operations of the satellite center fall under the jurisdiction of the Center Director (CD) of the parent center. This does not negate the assignment of a manager or director at the satellite, but to be considered a satellite, this position should report to the parent center CD.
 - (3) *Data Reporting.* In order to determine the efficacy of satellite operations, locations officially designated as satellites should be assigned a separate identification number (ID) by the Job Corps Data Center (JCDC) to facilitate reporting student data separately from the parent center. Since the satellite has a separate capacity and students are “enrolled” in the satellite, students should be processed as transfers if/when they move to the parent center’s roll.
 - (4) *Performance.* For Outcome Measurement System (OMS) rating purposes, data for students of the satellite center will be combined with data for the parent center; center OMS ratings will include all students under the umbrella contract of the parent center.
- d. *Transition from a Satellite to an Independent Center.* In the event that the corporate operator of an officially designated satellite center concludes that the parent/satellite relationship is no longer beneficial and can demonstrate that operations would be more efficient if they operated as an independent center, the parent/satellite corporate operator may apply to the National Office for such consideration prior to the final year of their contract. This schedule gives adequate time to prepare—and issue—separate procurement packages.

4. Action.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Aquila Branch at (202) 693-3211 or branch.aquila@dol.gov.