



June 2, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-97
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Contractor Billing of American Recovery and Reinvestment Act (ARRA)
Expenses

1. Purpose. To provide Job Corps contractors with the revised ARRA Public Voucher required for use by center operating contracts receiving ARRA funds.
2. Background. Job Corps received \$250,000,000.00 of ARRA funding to be used for projects in Construction, Rehabilitation, and Acquisition (CRA), Educational Services, Technology, Outreach, and Fleet Management. A portion of the ARRA funding has been assigned to center managed projects and initiatives.
3. Policy. The ARRA Public Voucher is designed to capture and bill ARRA expenses, in addition to routine CRA and operating expenses, without co-mingling the ARRA and routine expenses. Only center contracts receiving ARRA funds will use the ARRA Public Voucher. The ARRA Public Voucher must remain in use for the life of the contract. Directions for completion of the voucher are included in the ARRA Voucher template ([ARRA Voucher-v2.xls](#)) included with this notice.

It is imperative that contractors report (bill) their ARRA expenses in a timely manner. Therefore, the ARRA voucher is revised to permit mid-month billing for ARRA expenditures.

4. Action. Effective immediately, centers receiving ARRA funds will begin using the ARRA Public Voucher v2 and will continue to use the ARRA Public Voucher exclusively throughout the life of the contract.

5. Expiration Date. Until superseded

6. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or hess-williams.tina@dol.gov.

Attachment

A – ARRA Voucher-v2.xls