

April 8, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-75
------------	--

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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Technical Support for Accommodation Services Throughout Job Corps

1. Purpose. To provide information on the services that will be provided to regions and centers as part of the Job Corps Accommodation Services Support contract.
2. Background. Until June 2010, Regional Disability Coordinators (RDICs) provided technical support for the Regional Offices and the centers in their respective regions as a component of the health support contract. The increased need for Job Corps to ensure program-wide accessibility and compliance with applicable federal laws regarding workforce development, civil rights, and reasonable accommodations for people with disabilities required the development of a separate initiative aimed at providing expert support, technical assistance, and training to all Job Corps program components. Beginning April 4, 2011, this initiative will be supported at the center, regional, and national levels by Humanitas, Inc., the accommodation support contractor.

The following services will be provided to center and Regional Office staff under this contract:

a. **Conduct Administrative Review of Applicant Files Recommended to the Regional Office for Denial**

The RDICs will conduct an administrative review of Job Corps applicant files recommended to the Regional Office for denial to ensure that the center has (1) completed all of the required steps in the file review process (e.g., contact with the applicant, consideration for reasonable accommodation, and completion of

direct threat assessment); and (2) accurately interpreted and applied established admissions criteria.

When the administrative review is complete, the RDIC will forward the file and summary of the administrative review to the appropriate Health Specialist. In instances where required admissions procedures have not been completed by the center, the RDIC will return the folder to the center for completion of required procedures and provide technical assistance, as appropriate.

Regional Office staff should see the Contacts section of this directive for information on where to send files for your region. Center staff who are currently sending applicant files directly to a Health Specialist for review should await further guidance from their Regional Office.

b. Assist in the Review and Evaluation of Accommodation Funding Requests

Centers are responsible for any costs associated with providing reasonable accommodation to a student with a disability. If a center cannot fund an accommodation or locate a funding source in the community, a request for high-cost accommodations (those greater than \$5,000) can be made by using the Accommodation Funding Request Form available in Appendix 605. The RDICs will advise center/Regional Office staff on how to complete the funding request form, including what back-up documentation is required and how best to obtain that information. Before the form is sent to the National Office for review, the RDICs will ensure center and Regional Office staff complete the form as required and that all submitted documentation supports the request.

c. Conduct Assessments of Center Accommodation Services

Humanitas accommodation support staff will conduct on-site assessments of Job Corps center accommodation services as part of the Job Corps Regional Office center assessment (ROCA) process. These on-site assessments will assess the adequateness, appropriateness, and quality of services provided to students with disabilities, and document compliance with Job Corps policy and federal regulations. Information from the assessment will be included in the ROCA report.

d. Conduct Conference Calls and Regional Office Planning Meetings

The RDICs will conduct a monthly 90-minute teleconference for each region with center Disability Coordinators. These calls will be used for training, updates, and information exchange, including sharing of promising practices and resources.

The RDICS will participate in regional quarterly planning meetings, two of which are conducted by teleconference and two in person at the Regional Office. Topics addressed at these meetings might include, but are not limited to, issues on centers, questions from center conference calls, policy updates/changes, new disability initiatives, and review of the upcoming ROCA schedule.

e. **Provide Consultation and Technical Assistance**

Humanitas accommodation support staff are allotted time to consult with National Office, Regional Office, and center staff electronically, by phone, and in person. Center and Regional Office staff will contact the appropriate RDIC when technical assistance is needed. The type of assistance provided will vary, but may include:

- (1) Providing guidance on (1) policies and practices related to providing reasonable accommodation to students with disabilities; (2) policies and practices related to the applicant file review process; and (3) disability legislation, regulations, and guidelines.
- (2) Improving the delivery of accommodation services by centers to students by (1) updating accommodation policies and procedures at the center and regional levels; (2) applying accommodation knowledge and expertise to resolve regional, center, and student problems with accommodation services; and (3) orienting and training new center staff on Job Corps accommodation policy and procedures.
- (3) Providing center staff guidance for proper and prompt reporting of disability and accommodation data in the Job Corps Center Information System (CIS).
- (4) Following up with centers and regions on repeat findings identified in the ROCA reports.
- (5) Providing information on disability resources in the community such as Vocational Rehabilitation, Centers for Independent Living, Business Leadership Network, and other national, regional, and local programs that can provide accommodations or services to students or training to center staff/students.

Humanitas accommodation support staff will provide on-site technical assistance to centers as approved by the National Office Health and Wellness staff. The technical assistance provider will spend approximately two days on center to help center staff in areas of concern. At the end of the visit, the technical assistance provider and center staff will develop a plan for improved services to students with disabilities.

Humanitas accommodation support staff will also be available, as approved by the National Office Health and Wellness staff, to present at regional conferences, participate in workgroup meetings, and conduct training sessions.

All requests for technical assistance visits should be sent to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov. All requests should originate from a

Regional Office. No requests for on-site technical assistance should be sent directly to the contractor. The request should include detailed information about the type of technical assistance needed.

f. **Create Newsletters**

Newsletters will provide timely information on disability and accommodation topics to the Job Corps community. They will also share relevant Job Corps news, provide information on innovative practices on Job Corps centers, increase awareness of outside resources, and advertise upcoming training events and new tools/products. Newsletters will be posted on the Job Corps Disability website in March, June, September, and December.

g. **Provide Conference Logistics and Support**

Humanitas accommodation support staff will attend the three-day annual National Health and Wellness Conference, and conduct presentations and facilitate workshops.

h. **Develop Webinars and Online Trainings**

Humanitas accommodation support staff will provide at least 24 training opportunities annually. These trainings will include webinars and point-and-click interactive training. RDICs will ensure center and regional staff are aware of training opportunities; sign-up for training will be managed through the Job Corps Data Center (JCDC).

i. **Maintain Websites**

Humanitas accommodation support staff will keep the Job Corps community informed about disability and accommodation policy and programming by maintaining the Job Corps Disability website and the Job Corps Learning Disabilities website. These sites can be accessed on the Job Corps Community website.

j. **Monitor Center Disability Data**

On a monthly basis, RDICs will monitor center disability and accommodation data for accuracy and completeness and contact centers to resolve issues. Centers that are not entering data will also be contacted to determine why no data is being entered and to offer appropriate technical assistance.

3. Contacts. Contact information for the Regional Disability Coordinators and the Administrative File Review Contacts is below:

Regional Disability Coordinators

Region	Regional Disability Coordinator	Contact Information
Region 1–Boston	Lisa Kosh	lisa.kosh@humanitas.com 301-608-3290 ext. 602
Region 2–Philadelphia	Kim Jones	kim.jones@humanitas.com 301-608-3290 ext. 607
Region 3–Atlanta	Nikki Jackson	nikki.jackson@humanitas.com 301-608-3290 ext. 603
Region 4–Dallas	Sylvia Domagalski	sylvia.domagalski@humanitas.com 480-907-7494
Region 5–Chicago	Kim Jones	kim.jones@humanitas.com 301-608-3290 ext. 607
Region 6–San Francisco	Kim Jones	kim.jones@humanitas.com 301-608-3290 ext. 607

Administrative File Review Contacts

Region	Administrative File Review Contact	Contact Information
Region 1–Boston Region 2–Philadelphia Region 3–Atlanta Region 5–Chicago Region 6–San Francisco	Debbie Jones	debbiemjones@comcast.net 804-598-2118 3531 Fairfield Road Powhatan, VA 23139
Region 4–Dallas	Sylvia Domagalski	sylvia.domagalski@humanitas.com 480-907-7494 1061 W. Glenmere Drive Chandler AZ 85224-7580

Regions and centers will be notified of any staffing changes, and current staffing information will be posted on the homepage of the Job Corps Disability website.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov, or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.