

May 13, 2013

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| DIRECTIVE: | JOB CORPS INFORMATION NOTICE NO. 12-53 |
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Webinar on Forthcoming Policy and Requirements Handbook (PRH)
Changes for Limited English Proficiency (LEP) Students

1. Purpose. To inform the Job Corps community of a webinar on forthcoming changes in the PRH regarding LEP students and an information webinar to be held in June 19, 2013 at 2:00 p.m. Eastern.

2. Background. As required by Title VI of the Civil Rights Act and Executive Order 13166, the Office of Job Corps provides language assistance to LEP students to ensure meaningful access to and participation in the Job Corps program. The Office of Job Corps will issue PRH changes at the end of June to be implemented at the start of the new program year (July 1, 2013), as a result of ongoing discussions with center staff and operators regarding services to LEP students.

Modifications to the Center Information System (CIS) will support the new policy requirements. An informational webinar (the third installment in the LEP Webinar Series) will explain the PRH changes, and the accompanying modifications to CIS.

3. Informational Webinar. To attend the webinar, go to the Event Registration area of the Job Corps Community website. On the event list, find the LEP webinar and click on the title. Then click the button, "Register for this Event." You will receive a confirmation e-mail with the connection information.

4. Summary of PRH Changes. The following policy changes will be issued via a PRH Change Notice anticipated for distribution in late June 2013. These changes will also be discussed during the webinar. They are:

- All students designated as LEP shall take a formal language assessment (BEST, CLAS-E or CASAS) within the first 14 days of enrollment. Language assessment scores shall be recorded in CIS and used to place the student in appropriate English as a Second

Language (ESL) classes or other academic classes. Subsequently, LEP students shall take a language assessment every 90 days, and their English proficiency levels shall be recorded in CIS;

- Centers shall use the National Reporting System for Adult Education: Test Benchmarks for Educational Functioning Levels to determine the students' level of language ability based on their assessment scores;
- Students who score at the Beginning ESL Level according to the Test Benchmarks will be allowed 90 days from enrollment to take their initial Tests of Adult Basic Education (TABE). They will also be allowed 90 days to select a Career Technical Training (CTT) program; and
- LEP students may take the paper-based TABE test if they are unable to take the electronic version.

5. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

6. Expiration Date. June 19, 2013.

7. Inquiries. Inquiries should be directed to Kristen Johnson at (202) 693-8014 or johnson.kristen@dol.gov.