

May 20, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-55
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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 OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

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

SUBJECT: Survey on Student Travel and Payment for Luggage Fees

1. Purpose. To gather information on managing payment for student travel and luggage fees.
2. Background. The Office of Job Corps (OJC) seeks information from centers, Outreach and Admission contractors, and regions on paying student luggage fees that must be paid at the airport, not in advance.

Due to concerns raised about the usage of prepaid debit cards, Job Corps Information Notice 12-45, dated February 22, 2013, placed controls over these cards. The Department of Labor's Office of the Inspector General (OIG) issued a report entitled, "Job Corps Needs to Improve Controls Over Student Travel Funds" April 29, 2014. OJC and the Employment and Training Administration will engage in multiple efforts to address the report's recommendations. This Information Notice addresses one of the most significant findings: controls over prepaid debit cards.

3. Reference. The OIG report may be found at www.oig.dol.gov/auditreports.htm.
4. Action. The appropriate representative from each Job Corps center, from each Job Corps Regional Office, and from each Outreach and Admissions contractor involved in student travel must complete a short survey by **May 30, 2014**. The appropriate representative is the individual with the best knowledge of current student travel management practices, prepaid luggage cards, and alternative forms of payment.

The survey may be found at:

<https://www.surveymonkey.com/s/BRMQ8C5>

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

5. Expiration Date. May 30, 2014.

6. Inquiries. Inquiries should be directed to Marsha Fitzhugh (202) 693-3099 or fitzhugh.marsha@dol.gov.