

February 7, 2014

DIRECTIVE:	JOB CORPS DATA CENTER NOTICE NO. 13-131
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TO: All Center Directors; All POC Admins; All Center Users; CDSS POCs; All Contractors; All Operators; NTC

FROM: Job Corps Data Center

SUBJECT: Updating SafetyNet Contacts in CIS

Dear Customers,

This notice is to remind centers of the importance of updating the SafetyNet Contacts List in CIS. Ensuring that SafetyNet Contacts are current is mandatory in order for the National Call Center to respond effectively in instances of student safety or emergencies. SafetyNet is updated through the **System Functions** module.

All centers are requested to review the SafetyNet Contacts listed in CIS and to promptly make changes as needed.

The attached document contains instructions for updating SafetyNet Contacts. If you have additional questions or need assistance, please contact the TAC at (800) 598-5008, Option 3.

Thanks,
JCDC

Attachment:
A — SafetyNet Contacts