

March 7, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 15-30</b>
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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 NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Job Corps – Federal Student Aid Partnership

1. Purpose. To provide updated information on the Job Corps Federal Student Aid Partnership, identify upcoming activities, and highlight available resources.
2. Background. July 22, 2014, the Workforce Innovation Opportunity Act (WIOA) was signed into law. As one of Job Corps' training outcomes for its enrollees, the Act mandates that Job Corps support graduates' efforts to enroll in and complete postsecondary education or training programs, including other suitable career and technical education and training, and apprenticeship programs.

Information Notice 08-28, issued January 14, 2009, announced the partnership between Job Corps and the U.S. Department of Education's Office of Federal Student Aid (FSA). This partnership was recognized through a letter that specified both organizations' commitment to increase the number of Job Corps graduates entering postsecondary education, and outlined activities to support these efforts. Since the initiation of the partnership, joint activities have included:

- Links to FSA Web sites on the Job Corps Community Web site;
- On-center training for Job Corps staff and students about the availability of grants, work-study opportunities and low-interest loans; and
- Distribution of materials (brochures, pamphlets and DVDs) to centers and career transition services (CTS) providers.

Job Corps has renewed its commitment to increase the number of graduates entering postsecondary education, and is again partnering with FSA to provide activities and resources to Job Corps centers to support these efforts. Immediate activities include links to FSA Web sites on Job Corps Web sites, Webinars for Job Corps staff and CTS providers to educate students about the availability of grants, work-study opportunities, low-interest loans, and resources/materials (brochures, magnets, bookmarks, and other printed materials) for staff and students. Additional details on FSA and these activities are provided below.

3. Reference. The 1998 Reauthorization of the Higher Education Act (HEA), as amended, established a performance-based organization to administer the FSA programs at the U.S. Department of Education. These programs include Pell grants, Stafford loans, PLUS loans, and campus-based programs such as Federal Work-Study, Perkins loans, and Federal Supplemental Educational Opportunity grants.

The Office of Federal Student Aid seeks to ensure that all eligible individuals can benefit from federally funded or federally guaranteed financial assistance for education beyond high school. FSA also partners with postsecondary schools, financial institutions, and other participants in Title IV student financial assistance programs to deliver programs and services that help students finance their postsecondary education.

4. Resources. Through Job Corps' partnership with the Office of Federal Student Aid (FSA), many resources are available to centers and CTS agencies to help students prepare for postsecondary education. All centers and CTS agencies were previously registered through the Federal Student Aid Publications Web site [www.FSAPubs.gov](http://www.FSAPubs.gov), and can download or order materials at any time free of charge. When ordering materials or registering a center, Job Corps staff members should provide the name of their center or CTS agency and include the words "Job Corps" in front of their center's name or agency's name (Ex: Job Corps - Potomac Center). If you are unsure if your center is registered through the Federal Student Aid Publications Web site, contact them at 1-800-394-7084 or by e-mail at [orders@FSAPubs.gov](mailto:orders@FSAPubs.gov) to register and place orders.

In addition, center staff and CTS providers can access a [Financial Aid toolkit](#) to assist them in educating students about accessing financial aid for college. The toolkit consolidates FSA resources into a searchable online database intended for use by those who interact with, support, or counsel students and families on financial preparations for postsecondary education.

Students and parents can gain access to information regarding the Free Application for Federal Student Aid (FAFSA) and the application by visiting <https://www.studentaid.gov>. Students and their parents can also visit the [FSA's YouTube channel](#) where they can view videos on student financial aid, including understanding the financial-aid process, applying for aid, borrowing responsibly, repaying your Federal student loans, and more.

Other important FSA links include:

- [College Navigator](#) – The U.S. Department of Education's college-search Web site.

- Federal Student Aid Facebook page – Federal Student Aid will continue to post informational tips and announcements on planning and preparing for college on the Federal Student Aid Facebook page.
- @FAFSA on Twitter – Stay up to date with the latest information on the Free Application for Federal Student Aid (FAFSA) and the Federal Student Aid programs.

The links above will also be posted and accessible on the Job Corps Community Web site. Attached are samples of the types of printed material that can be ordered from FSA.

5. Training. Webinars offered by FSA are scheduled for March and May of 2016, for individuals who regularly communicate on center with students about college enrollment. These individuals include Career Preparation Period (CPP) instructors, career counselors, Work-based Learning (WBL) college coordinators, career readiness/transition staff, and other interested parties.

The purpose of these Webinars will be to provide an overview of the resources available through FSA, and other important information regarding the financial-aid process. Please see the attached flyer for upcoming dates, times, and registration instructions. If you are interested in one of the previous training sessions, FSA will post past training sessions on its Web site, [www.FinancialAidToolkit.ed.gov](http://www.FinancialAidToolkit.ed.gov), for on-demand viewing. You can access the past training sessions by clicking on the appropriate session link under the “Get Training” tab.

There will be a separate series of financial aid Webinars scheduled to begin the week of April 4, 2016, for Regional Office staff, Center Operators, Center Directors, and Outreach and Admissions staff. The purpose of these Webinars is to provide a brief overview of resources available through FSA, and to discuss expectations for sharing information with Job Corps staff and students. Dates and times for these upcoming Webinars are forthcoming.

6. Action. Center Directors or an assigned staff member will ensure that their centers are registered through FSA’s publication Web site at [www.FSAPubs.gov](http://www.FSAPubs.gov) by April 1, 2016.

Centers will also be responsible for assigning a designated person to update the center’s contact information with FSA annually. The designated staff member will ensure the center requests updated financial aid materials annually via the FSA publications Web site, by contacting FSA at 1-800-394-7084, or by e-mail at [orders@FSAPubs.gov](mailto:orders@FSAPubs.gov). The centers will develop a plan to ensure Job Corps enrollees have access to these materials, and that these materials and resources will be integrated into appropriate phases of training including, CPP, Career Development Period, and Career Transition Period. In addition, the plan will include actions to take in the event that the person assigned to these tasks is separated from the center’s employ. The centers must develop and implement these plans no later than **April 1, 2016**.

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

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Kristen Johnson at (202) 693-8014 or [johnson.kristen@dol.gov](mailto:johnson.kristen@dol.gov).

#### Attachments

A – FSA Counselor Handbook.pdf

B – College Prep Checklist.pdf\*

C – FAFSA 2016-17 Form

D – FSA, Bookmark.pdf

E – FSA, At a Glance.pdf\*

F – FSA, Webinar Training Flyer

\*These documents are also available in Spanish