

October 7, 2016

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 16-11
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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 (FSA) Updates

1. Purpose. To provide updates on activities sponsored by the U.S. Department of Education’s Office of Federal Student Aid (FSA), and to highlight available financial aid resources and information for upcoming school years.

2. Background. Information Notice 15-30, issued March 7, 2016, announced Job Corps’ partnership with the U.S. Department of Education’s Office of Federal Student Aid (FSA), and its commitment to increase the number of graduates obtaining postsecondary education. In April 2016, Job Corps, and FSA held their first joint Webinar training session, “Financial Aid 101.” The purpose of the Webinar was to provide centers with a brief overview of the Free Application for Federal Student Aid (FAFSA) process, to guide centers on how to gain access to financial aid resources, and to discuss expectations for disseminating financial aid information to Job Corps staff and students.

Other joint activities since March 2016 include:

- Distribution of 11,198 pieces of printed materials (brochures, pamphlets, and posters) to centers and Career Transition Service (CTS) providers; and
- Registration of 123 Job Corps centers and 34 OA/CTS providers with the FSA publications Web site.

3. Resources. Please see the attached Job Corps-FSA Mailing List (ML) spreadsheet to obtain your center’s or provider’s ML number on file with FSAPubs. Using your ML number as identification, you can order publications and other printed materials at www.FSAPubs.gov or by e-mailing orders@fsapubs.gov free of charge. If your center does not have an ML number or needs to register with FSAPubs, call the FSAPubs Ordering System at (800) 394-7084.

Each registered center and CTS provider will receive a financial aid starter kit that publications, forms, posters, and guides on recent changes to the FAFSA process. Within 30 days of the request, the kits will be mailed to the addresses on file with FSAPubs. Attached is a power point presentation, “How to Fill out the FAFSA 101,” which describes how to create an FSA ID and complete the FAFSA online.

Centers and CTS providers are strongly encouraged to [sign up to receive FSA Partner E-mails](#). Signing up for Partner E-mails will enable centers and CTS providers to get up-to-date information regarding FSA products and services.

Other important FSA links will be posted on the Job Corps Community Web site.

5. Training. Individuals who regularly communicate with students about college enrollment may attend Webinars next month. Online registration is available at <http://fsaregistration.ed.gov/d/vfqcw2>. See details below for upcoming Webinars.

Webinar Topic	Date and Time of Webinar	Purpose
FAFSA Update	Tuesday, October 4, 2016 3 p.m.– 4 p.m. Eastern	Provide an update of changes to the FAFSA and application process.
FSA ID Demo	Thursday, October 13, 2016 5 p.m. – 6 p.m. Eastern	Demonstrate step-by-step how students can apply online for an FSA ID, and learn the importance of it.
Understanding Student Loan Repayment	Tuesday, October 18, 2016 4 p.m. – 5 p.m. Eastern	Share important information regarding student loan repayment options.

6. Action. Center Directors or an assigned staff member will verify information on the attached ML by **October 21, 2016**. Centers should register by **October 21, 2016**.

Centers will designate someone to participate in FSA’s upcoming Webinars. Transition Readiness, Academic Managers, and CTS providers are encouraged to attend.

Centers and CTS operators are asked to track which students have completed the FAFSA process. The National Office will request that information.

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

7. Effective Date. Immediately.

8. Expiration Date. Until superseded.

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

Attachments.

A – How to Fill out the FAFSA 101.ppt

B – What's New for the 2017-2018 FAFSA.ppt

C – Active -FSA-Job Corps Mailing List.pdf