

December 12, 2016

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO.16-17
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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: Policy Regarding Resignation Separations of Minors

1. Purpose. To remind the Job Corps community there is only one policy regarding the resignation of students, regardless of whether the student is an adult or a minor.
2. Background. The Policy and Requirement Handbook (PRH) Section 6.4 R4 C3 addresses resignation separations, in which a student freely decides to quit the Job Corps program:

Resignations must be accepted at any time a student requests unless he or she is pursuing it as a means of avoiding a disciplinary discharge. Students in AWOL status may not resign unless they return to center, or the student's duty status is changed from AWOL to another leave status in accordance with criteria enumerated in Exhibit 6-1.

If a minor student wishes to resign from the Job Corps program, the concurrence of the minor's guardian is not needed in order to separate the student. While the center should make every effort to demonstrate to the students what they are giving up if they resign, no student should ever be retained against his or her will.

If a minor student wishes to resign from the Job Corps program and the minor's guardian refuses to accept the student's return, the center should contact authorities and/or the local child protective services.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Edward Benton at (202) 693-3457 or via e-mail at benton.edward@dol.gov.