




AUG 25 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-05

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
 ALL CENTER USERS

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

SUBJECT: Service Animals and Assistance Animals
 in the Job Corps Program Guide

1. Purpose. To inform the Job Corps community about the guide on Service Animals and Assistance Animals in the Job Corps Program. This guide provides information on ensuring access for service animals and considering requests for assistance animals through the reasonable accommodation process per federal disability and nondiscrimination laws, and Job Corps policy.
2. Background. The Animals as Accommodations in the Job Corps Program guide was released in June 2014. Since then, the nondiscrimination and equal opportunity regulations of the Workforce Innovation and Opportunity Act (WIOA) were released and contained specific requirements related to service animals in WIOA programs. This guide reflects those requirements and replaces the Animals as Accommodations in the Job Corps Program Guide. Center staff members who need additional assistance should contact their Regional Disability Coordinator. The guide will be posted on the Job Corps Disability Web site. A Webinar on this topic will be offered in the fall.
3. Action Required. 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 Until superseded.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 Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.

Attachment

Service Animals and Assistance Animals in the Job Corps Program guide