



1/27/21

DIRECTIVE: JOB CORPS INSTRUCTION NOTICE NO. 20-04

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: DEBRA A. CARR
 Acting National Director **Debra Carr**
 Office of Job Corps

Digitally signed by Debra Carr
Date: 2021.01.27 09:29:32 -05'00'

SUBJECT: Career Technical Skills Training (CTST) Program Year (PY) 2021
 Submittals and CTST PY 2020 Plan Completion and Reconciliation.

1. Purpose. To provide notice to the Job Corps community that centers are to complete and submit the CTST PY 2021 Form and PY 2020 Reconciliation to the Funded Not Corrected (FNC)/CTST website.

2. Background. CTST is a Job Corps component focused on the practice and practical application of skills students attained during the knowledge-based portion of their career technical training. More specifically, these projects provide opportunities for students to learn and practice career technical skills and workplace competencies through projects that improve center facilities and local communities. Projects accomplished through the CTST program provide students with quality training in a wide range of skills required for employment in their chosen career fields.

Given that CTST requires 100 percent hands-on skill development, many centers were unable to fully execute their approved plans as a result of system-wide COVID-19 restrictions. Nonetheless, centers must continue working to complete their PY 2020 projects and must report current spending activity as required in Section 4 of Program Instruction Notice 19-08 (issued January 17, 2020) that establishes CTST reconciliation dates of January 31, 2021 and July 31, 2021. Centers are instructed to begin PY 2021 CTST planning, incorporating projects from PY 2020, as appropriate.

3. Action. Centers must complete PY 2021 CTST Plans using the attached **CTST Project Plan V21** and submit these plans using the FNC/CTST site by **March 5, 2021**. Plans that are submitted on the previous year's form will be rejected. When drafting CTST PY 2021 Plans, centers should consider the status of their PY 2020 projects and, if necessary, make plan

adjustments in the PY 2021 project submittals. Items not completed in PY 2020, but are still deemed necessary by the center, should be incorporated into PY 2021 center plans.

CTST PY 2020 projects should continue based on the resumption status of centers through June 30. Job Corps will conduct a separate verification process for centers to document actual PY 2020 plan progress.

Centers are expected to report their spending status on the PY 2020 CTST Bi-Annual Reconciliation tab and submit to the FNC/CTST site no later than **January 31 2021**. Please be aware that your plans must include all reportable expenditures by the reporting date.

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 Tracy B. Morris at (202) 693-8000 or Bradshaw-Morris.T@dol.gov

Attachments

A – CTST PY 2021 Project Plan V21 Template