



September 21, 2023

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 23-01
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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
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: PRH Policy Publication Tracker

1. Purpose. To inform the Job Corps Community of a new Policy and Requirements Handbook (PRH) Change Notice (CN) Tracker and to clarify the Office of Job Corps' various types of communication.
2. Background. On April 3, 2017, the Office of Job Corps (OJC) launched the PRH website, to support the presentation of policies in a web-based, electronic format. The PRH website allows users to quickly access the current PRH document which includes Exhibits, Appendices, and Forms and can be located at and downloaded from [Entire PRH PDF](#). In addition, the website contains copies of all past PRH Change Notices (CN), Program Instruction Notices (PIN), and Information Notices (IN). The function of these communications is as follows:
 - *PRH Change Notice (CN)* – Changes the program requirements, as reflected in the PRH, for which Job Corps Center operators as well as Outreach and Admissions and Career Transition Services providers are held accountable.
 - *Program Instruction Notice (PIN)* – Instructs all, or some, of the Job Corps Community (e.g., all centers, center personnel with specific roles) to take an action a finite number of times or within a defined period. Depending on the program's need, Job Corps Acquisition Services (JCAS) may issue a Change Order to make the task(s) a part of center operations contracts because these changes have not been made permanently in the PRH.
 - *Information Notice (IN)* – Informs the Job Corps Community of program

events and initiatives.

Recently, OJC developed a tracker to clearly display the publication dates of PRH Change Notices (i.e., permanent program requirements or policy), starting with

Program Year 2023. On September 30, 2023, the PY 23 tracker will be made available to the Job Corps Community on the PRH website in the Resources section found here: <https://prh.jobcorps.gov/Resources/Forms/AllItems.aspx>

The PY 2018-2022, trackers will be made available to the Job Corps Community by October 30, 2023.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Inquiries should be directed to Ronetia Bacon at bacon.ronetia.i@dol.gov.

Attachment: PY23 PRH Change Notice (CN) Tracker