

October 19, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-03
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Update/Revision to the Policy and Requirements Handbook (PRH)
Chapter 6, Exhibit 6-2, Student Allowance and Allotment System (SAAS)

1. Purpose. To transmit the revised PRH Chapter 6, Exhibit 6-2, Student Allowance and Allotment System (SAAS). The revision includes changes to the basic living allowance and transition payment amounts to students enrolled on or after November 1, 2012.
2. Background. In accordance with the Workforce Investment Act, Job Corps students are entitled to receive a personal allowance and a separation bonus, more commonly referred to as the biweekly stipend and Transition Pay. Job Corps students' biweekly stipend and transition payment levels have been effective since January 1, 2001.
3. Explanation of Changes. Effective November 1, 2012, the Office of Job Corps will implement revised payment levels for students' biweekly stipend and Transition Pay. This policy applies to new students enrolled on or after November 1, 2012. Current students' payment levels will not be modified.

Biweekly Stipend

Currently, Job Corps students receive a biweekly stipend of \$25 – \$50, increased in increments based on length of stay in the program. Under the new system, new students will continue to experience an increase in the biweekly stipend based on their length of stay in the program.

For students enrolled on or after November 1, 2012, the biweekly stipend will be paid at two levels:

- a. For students with minimum paid days 1 – 182, the amount will be \$25 per pay period.
- b. For students with 183 paid days or more, the amount will be \$35 per pay period.

Graduate Transition Pay

Currently, Job Corps graduates receive Transition Pay upon program separation. The Transition Pay is based on academic and Career Technical Training (CTT) achievement, and incentivizes students to achieve both an academic and CTT credential, the combination of which is most closely correlated to impacts on post-program success. Graduates receive \$250 for a High School Diploma or GED; \$750 for a CTT program completion; and, \$1,200 for the attainment of both credentials.

For students enrolled on or after November 1, 2012, the Transition Pay will be paid at following amount:

- a. Graduate with GED or high school diploma completion only (attained while at Job Corps): \$200
- b. Graduate with CTT completion only (no GED or high school diploma attained): \$500
- c. Graduate with combination GED or high school diploma and Job Corps CTT completer: \$1,000

These changes will be incorporated automatically by the Job Corps Data Center (JCDC) during the payroll generation process.

The new levels will be applicable to new enrollments only. Current students will not be impacted by this change and will, therefore, not face a reduction in their current stipend and Transition Pay levels. Similar to current students, new students will have the opportunity to earn a stipend increase in accordance with an increased length of stay, as an incentive. New students will also have the opportunity to receive incentivized Transition Pay increased by credential achievement.

4. Explanation of PAG Changes. There are no related PAG changes.
5. Effective Date. November 1, 2012.
6. Action. Addressees are to ensure that this PRH Change Notice is distributed to all appropriate staff.
7. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Linda Estep at estep.linda@dol.gov.

Attachments

A – PRH Exhibit 6-2