

January 29, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-12
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Updated/Revised Policy and Requirements Handbook (PRH) Program Management, Due Date for the 2110

1. Purpose. To transmit the revised PRH Appendices 502 and 503, and Exhibit 5.2.
2. Explanation of Changes. Center Operators and OA/CTS contractors shall assure that required monthly 2110 reports are prepared and submitted through the Financial Management System (FMS) in accordance with the requirements contained in Appendices 502 and 503, no later than 10th of each month or the first business day after the 10th.
3. Effective Date. Effective immediately.
4. Action. Addressees are to ensure that this PRH Change Notice is distributed to all appropriate staff.
5. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Linda Estep at estep.linda@dol.gov.

Attachments

- A – PRH Appendix 502
- B – PRH Appendix 503
- C – PRH Exhibit 5-2