

April 2, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-13
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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 CAREER TRANSITION
CONTRACTORS

FROM: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: PRH Exhibit 4-2 Initial Placement Verification and Documentation
Requirements

1. Purpose. To inform centers that electronic documentation is an acceptable form of placement verification.
2. Background. Career Transition Services (CTS) providers have expressed concern regarding the delay in receiving placement verification forms from employers. Facsimiles of verification forms have sometimes resulted in the inability to read its content. In addition, CTS providers have received comments from employers regarding the burden of mailing verification forms and are requesting a more expeditious process.
3. Explanation of Changes.
PRH Exhibit 4-2.2 ii and iv Acceptable Verification Documentation includes
 - ii. Added “or electronic verification.”
 - iv. Added “or electronic employer verification form.”
4. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
5. Effective Date. Until superseded.
6. Inquiries. Inquiries should be directed to Michele S. Stockham at (202) 693-2804, or stockham.michele@dol.gov.

Attachment

PRH Exhibit 4.2