

June 28, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-20 AND RELATED PAG CHANGES
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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

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) and Program Assessment Guide (PAG) Revisions for Limited English Proficiency (LEP) Students

1. Purpose. To update policies in the PRH, and related requirements in the PAG regarding language assessment and instruction for LEP students.
2. Background. As required by Title VI of the Civil Rights Act and Executive Order 13166, the Office of Job Corps provides language assistance to Limited English Proficiency (LEP) students to ensure meaningful access to and participation in the Job Corps program. After ongoing discussions with center staff and operators regarding improvement of Job Corps' services to LEP students, requirements have been changed to allow students with little or no English language skills time to participate in ESL instruction and receive other support services prior to taking their initial Tests of Adult Basic Education (TABE) and selecting a Career Technical Training (CTT) program. These changes will help those students with limited English language skills to make an informed trade selection and potentially perform better in the Job Corps program.
3. Explanation of Changes.
 - a. PRH Chapter 1: Outreach and Admissions. PRH Section 1.2, Outreach and Admissions Provider Responsibilities in the Admissions Process, R1 (e) has been modified to require Admissions Counselors to document if the student is learning English using specific criteria:
 1. English is not the applicant's primary language and he or she cannot communicate clearly in English;

2. The initial interview requires an interpreter;
3. The applicant will need language support in order to fully participate in the program; or
4. The applicant self-identifies as needing language assistance or instruction.

b. PRH Chapter 2: Career Preparation Period

1. PRH Section 2.3, Student Assessment, R1 (f) has been modified to require centers to administer an initial formal language assessment (CASAS, TABE CLAS-E, or BEST) to students within the first 14 days of enrollment. Students who test at the “Beginning ESL Literacy Level” as specified in the “National Reporting System for Adult Education: Test Benchmarks for Educational Functioning Levels” (see Appendix 201) may take their first TABE test within the first 90 days of enrollment. Those LEP students who score above the “Beginning ESL Literacy Level” must take their first TABE within 21 days of enrollment.

After the initial language assessment, all LEP students should take follow-up language assessments at least every 90 days. If a student reaches the “Advanced ESL Literacy Level,” the center is no longer required to administer a language assessment for that student. The results of each language assessment must be documented in CIS and used with other assessments to place the student in appropriate ESL classes, determine language skill progress and determine readiness to end ESL instruction. In addition, LEP students may take the paper-based TABE test if they are unable to take the online version. Centers must follow the procedures for paper-based testing in accordance with Chapter 3, Appendix 301 (TABE Requirements and Instructions).

2. PRH Section 2.5, Student Career Planning, R3 was modified to allow students with little or no English language skills, who test at the “Beginning ESL Literacy Level” as specified in the “National Reporting System for Adult Education (U.S. Department of Education): Test Benchmarks for Educational Functioning Levels,” 90 days to select a Career Technical Training (CTT) program from enrollment on center.
3. Appendix 201, “National Reporting System for Adult Education (U.S. Department of Education): Test Benchmarks for Educational Functioning Levels” is a new addition to the PRH.

c. PRH Chapter 3. Career Development Period

1. PRH Section 3.9, Reading, has been modified to require students with little or no English language skills, who test at the “Beginning ESL Literacy Level” as specified in the “National Reporting System for Adult Education: Test Benchmarks for Educational Functioning Levels” (see Appendix 201), to take the TABE within the first 90 days of enrollment.

Those LEP students who score above the “Beginning ESL Literacy Level” must take the TABE within 21 days of enrollment. In addition, LEP students may take the paper-based TABE test if they are unable to take the online version.

2. PRH Section 3.10, Math, has also been modified to allow LEP students at the “Beginning ESL Literacy Level” to take the TABE within 90 days of enrollment.
 3. PRH Section 3.12, English as a Second Language (ESL) has been modified to replace English Language Learner (ELL) with Limited English Proficient (LEP).
 4. Appendix 301, Tests of Adult Basic Education (TABE[®]), has been modified to require students with little or no English language skills, who test at the “Beginning ESL Literacy Level” as specified in the “National Reporting System for Adult Education: Test Benchmarks for Educational Functioning Levels” (see Appendix 201), to take the TABE within the first 90 days of enrollment. Those LEP students who score above the “Beginning ESL Literacy Level” must take the TABE within 21 days of enrollment. In addition, LEP students may take the paper-based TABE test if they are unable to take the online version.
4. Explanation of PAG Changes. PAG Chapter 1, Chapter 2, and Chapter 3 have been updated to reflect each of the changes in the PRH chapters outlined above.
 5. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
 6. Effective Date. Immediately.
 7. Inquiries. Inquiries should be directed to Kristen Johnson at (202) 693-8014 or johnson.kristen@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Chapter 1
- C – PRH Chapter 2
- D – PRH Chapter 3
- E – Appendix 201
- F – Appendix 301
- G – PAG Cover
- H – PAG Chapter 1
- I – PAG Chapter 2
- J – PAG Chapter 3