

April 17, 2017

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-13
------------	---------------------------------------

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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Update to Policy and Requirements Handbook Appendix 501 Introduction Program Year 2016 – New Standardized Military Wage

1. Purpose. To transmit an updated version of the Policy and Requirements Handbook (PRH) Appendix 501 Introduction Program Year (PY) 2016 that reflects the new standardized military wage for calendar year 2017. That rate is \$16.61 per hour at initial placement, \$692.10 per week for military placement in the second quarter after exit, and \$736.75 per week for military placement in the fourth quarter after exit.

This update also revises the language in Section E.8 “Military Wage at Placement” to more accurately reflect the methodology for calculating a standardized military wage. In addition, this version describes the new process for annually updating the military wage at initial placement and Quarter 2 and Quarter 4 after exit.

2. Background. PRH Appendix 501 contains the policies governing Job Corps’ Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) providers, Career Technical Training (CTT) programs, and a new Performance Improvement Plan (PIP) system.

As noted in the previous issuances of the PY 2016 Appendix 501-Introduction, the military wages at placement and Quarter 2 and Quarter 4 after exit are to be updated in 2017 to reflect the changes made by the House Armed Services Committee to the military compensation package. The new 2017 standardized rates are effective for all initial military placements with a date reported of January 1, 2017, and for all military placements reported in the Workforce Innovation Opportunity Act (WIOA) Quarter 2 and Quarter 4 after exit surveys as of January 1, 2017.

3. Explanation of Changes. This PRH Change Notice provides the following updates to PRH Change Notice 16-08 released December 21, 2016:

Appendix 501 Introduction, Section E.8 “Military Wage at Placement:”

- a. Removed references to \$14.67 as the standardized hourly wage rate for initial placements in the military and \$8,479 as the quarterly earnings value for those who report being in the military in the fourth quarter after exit. Added the new standardized military placement wage rates for calendar year 2017 of \$16.61 per hour at initial placement, \$692.10 per week for placements in the second quarter after exit, and \$736.75 per week for placements in the fourth quarter after exit.
- b. Clarified the components used to calculate the standardized military wage at initial placement and at Quarter 2 and Quarter 4 after exit, as well as the process for updating the standardized military wages annually.
- c. Noted that the military hourly wage at initial placement and Quarter 2 and Quarter 4 weekly earnings values will be communicated annually to the Job Corps community via a PRH Change Notice or a Program Information Notice at the beginning of each calendar year.

4. Explanation of PAG Changes. There are no related PAG changes.

5. Effective Date. Retroactive to January 1, 2017.

6. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

7. Inquiries. Questions or comments concerning the changes to Appendix 501 Introduction should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to zhang.shao@dol.gov.

Attachment

Appendix 501 Introduction