

March 7, 2002

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 01-03
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR 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: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Revisions to PRH Chapters 1, 5 and 6: Disability and Health Policies;
Chapter 6: Student Allowances and Allotments (SAAS)

1. Purpose. To issue revised/updated disability and health policies and terminology, as well as, changes to Chapter 6 SAAS. This Change Notice revises PRH Chapters 1 (Outreach/Admissions), 5 (Management), and 6 (Administrative Support).

2. Background.

a. Disability and Health Policies

National office health and wellness staff has conducted a thorough examination of Job Corps' disability and health policies. The objective of this effort was to ensure that our disability and health policies are current and that they are compliant with appropriate government guidelines and regulations. As a result of this effort, various changes are being incorporated into the PRH, as reflected in this Change Notice.

b. Student Allowances and Allotment System

Any Job Corps student may establish an allotment deduction from their salary if he or she has a dependent and requires childcare. As an additional benefit to the student, the government will match the student's allotment amount at a ratio of 5 to 1. For example, if a student requests an allotment of \$5.00 to be deducted from his or her salary, the government will allocate an additional \$25.00, for a total allotment of \$30 to be paid to the childcare provider. In some cases, this means

that a student's childcare provider may receive up to \$1950.00 per year to care for a Job Corps student's dependent. The current PRH states that a yearly 1099 will be issued to all allottees who received allotments in which the government's contribution for a calendar year is \$600.00 or more.

The Internal Revenue Service (IRS) has advised the National Office of Job Corps that the current allotment reporting method does not meet federal tax requirements. The IRS has determined that an allotment is a benefit paid on behalf of the student, therefore, it must be reported on the student's W-2 form as taxable income.

3. Explanation of Changes. The current policy, changes to the current policy, and an explanation for each change is provided below. Changes are presented by PRH chapter.

CHAPTER 1 - OUTREACH/ADMISSIONS

Section 1.2 Eligibility Determination and Screening Factors, R5a4

Current Policy Statement: Collect current information relating to the applicant's health needs, pursuant to form ETA 6-53. This information must be collected on all applicants.

Change: *Encourage all applicants to provide information relating to their health needs, pursuant to ETA Form 6-53 (Job Corps Health Questionnaire). The provision of this information is voluntary.*

Explanation: This information can only be provided on a voluntary basis, per the new ETA Form 6-53.

Exhibit 1-2 Documentation Requirements for Assessment of Applicant Health Needs, A.

Current Policy Statement: ACs must collect the following information for use by center staff in assessing the applicant's health needs:

- ETA 6-53, Job Corps Health Questionnaire
- Job Corps Consent Record
- Physician/institution report describing injuries, illnesses, and conditions noted on the ETA 6-53, including comments about medication taken.
- Drug Free Certification Form

Change: *ACs must collect the following information.*

- *Job Corps Consent Record*
- *Drug Free Certification Form*

- *Admission counselors should encourage all applicants to provide the following information for use by center staff in assessing the applicant's health needs:*
 - *ETA Form 6-53, Job Corps Health Questionnaire*
 - *Physician/institution report describing injuries, illnesses, and conditions noted on the ETA Form 6-53 including comments about medications taken.*

Explanation: Changes are a result of the new ETA Form 6-53, which states that the disclosure of medical information is voluntary.

CHAPTER 5 - MANAGEMENT

Section 5.5 Management and Reporting of Significant Incidents, R2a.

Current Policy Statement: Report significant incidents within 24 hours of the center being made aware of the incident (6 hours in cases of student or reportable staff death).

Change: *Report significant incidents within 24 hours of the center being made aware of the incident (6 hours in the case of student or a reportable staff death). In cases of student death, notify the Office of Worker's Compensation Program (OWCP) immediately, and the Office of the Assistant Secretary for Administration and Management (OASAM) within 6 hours.*

Explanation: The above change is to clarify OWCP requirement about death reports.

Exhibit 5-1 Standard Operating Procedures

Change: Adding an "X" in the "Center" column for row (e) Standards of Student Conduct Procedures (including Zero Tolerance Policy), to denote that centers are required to maintain this procedure.

Explanation: The "X" was inadvertently omitted from the exhibit.

Exhibit 5-2 Plan and Report Submission Requirements

Change: Health Services Utilization Report: change Destination to "*Remains on center for review*"; delete x from Centers column.

Explanation: Correction to the July 1, 2001 PRH.

CHAPTER 6 – ADMINISTRATIVE SUPPORT

Section 6.10 Student Health Services,

R1b.

Current Policy Statement: A complete entrance physical examination (SF 88) and a review of the medical history within 14 days. The cursory evaluation may be omitted if the physical examination is conducted within 72 hours...

Change: A complete entrance physical examination (SF 88) and a review of the medical history within 14 days. The cursory evaluation, *with the exception of the required entrance laboratory testing*, may be omitted if the physical examination is conducted within 72 hours...

Explanation: The above change clarifies the time frame for the laboratory testing.

**Section 6.10 Student Health Services,
Footnote 4**

Current Policy Statement: Vision and hearing screening and color vision shall be a part of the initial physical examination.

Change: *Near and distant vision screening, color vision screening and hearing screening* shall be part of the initial physical examination.

Explanation: This change clarifies the need for near vision screening.

**Section 6.10 Student Health Services,
R1d.**

Current Policy Statement: Centers shall immunize students for the following in accordance with CDC guidelines and as directed by the national office of Job Corps. If indicated, the following immunizations (except for item 4 and 6 below) shall begin within 14 days after a student's arrival and shall be documented on the ETA 6-112. Students who arrive...

Change: Centers shall immunize students for the following as directed by the National Office of Job Corps. If indicated, the following immunizations (except for items 4 and 6 below) shall begin within 14 days after a student's arrival and shall be documented on the *Job Corps Immunization Record (see the Job Corps Forms Handbook on the Job Corps Community Website)*. Students who arrive...

Explanation: This change omits reference to the CDC guidelines that we do not strictly follow and updates the name of the form used to document immunizations.

**Section 6.10 Student Health Services,
R1e.**

Current Policy Statement: A tuberculosis skin test (Mantoux) is required of all new students who do not have documented proof of a previous negative Mantoux test taken within the last 12 months. Annual tuberculin testing should be done if indicated. In addition, students in health occupations shall receive a Mantoux prior to clinical work experience in accordance with state or local health department requirements.

Change: A tuberculosis skin test (Mantoux) is required of all new students who do not have documented proof of a previous negative Mantoux test taken within the last 12 months. *Annual tuberculin testing should be done for students in health occupations and for students at increased risk of infection.* In addition, students...

Explanation: Change reflects current CDC recommendations

**Section 6.10 Student Health Services,
R2**

Current Policy Statement: R2. Dental Program

Change: R2. *Oral Health and Wellness Program*

Explanation: Updates terminology to coincide with terminology in the Health Technical Assistance Guides (TAGs).

**Section 6.10 Student Health Services,
R2a.**

Current Policy Statement: Cursory dental examination within 48 hours...

Change: *Cursory oral examination* within 48 hours...

Explanation: Updates terminology to coincide with terminology in the Health Technical Assistance Guides (TAGs).

**Section 6.10 Student Health Services,
R3e.**

Current Policy Statement: Students stabilized on psychotropic medication shall be retained if judged appropriate by the mental health consultant and center physician (with advice of a consulting psychiatrist, if appropriate) and approved by the center director.

Change: Students stabilized on psychotropic medication shall be *accommodated* if judged *not to be a danger to themselves or others* by the *center* mental health consultant and...

Explanation: This change is needed to be compliant with the Americans with Disabilities Act (ADA).

□ **Section 6.11 Related Health Programs,
R1c1.**

Current Policy Statement: New and reinstated students shall be...

Change: New and *readmitted* students shall be...

Explanation: This change is a correction. Terminology was inadvertently changed in the July 1, 2001 PRH.

□ **Section 6.11 Related Health Programs,
R1c4(b).**

Current Policy Statement: TEAP specialist has a documented assessment of the student's drug problem by the TEAP specialist and/or center mental health consultant.

Change: TEAP specialist has a documented assessment of the student's drug problem by the TEAP specialist *and the* center mental health consultant.

Explanation: This change is due to the fact that TEAP specialists cannot make a diagnosis and center directors should not take recommendations from the TEAP specialists without confirmation by the Center Mental Health Consultant (CMHC).

□ **Section 6.11 Related Health Programs,
R1d1.**

Current Policy Statement: New students and reinstated students not previously...

Change: New students and *readmitted* students not previously...

Explanation: This change is a correction. Terminology was inadvertently changed in the July 1, 2001 PRH.

□ **Section 6.11 Related Health Programs,
R1d2.**

Current Policy Statement: Reinstated students previously separated for drug use (ZT separation code 05.2a) testing positive on entry shall be separated immediately without a 45 day probationary period. Such students shall not be allowed to reapply to Job Corps.

Change: *Readmitted students previously separated for drug use (ZT separation code 05.2a) testing positive on entry or any time during their second enrollment at Job Corps, must be separated immediately without a 45 day probationary or intervention period. Such students shall not be allowed to reapply to Job Corps.*

Explanation: Explanation: This change is a correction. Terminology was inadvertently changed in the July 1, 2001 PRH.

□ **Section 6.12 Health Administration,
R6.**

Current Policy Statement: Centers shall purchase, store, and administer all controlled substances in accordance with the regulation 21 CFR Part 1300. An inventory shall be checked and co-signed by two health staff members at least weekly.

Change:

Centers shall comply with all state and federal regulations regarding controlled medications and shall:

- a. Purchase, store, and administer all controlled substances in accordance with the regulation at 21 CFR Part 1300. Each center must maintain a controlled medication log and have a Drug Enforcement Administration (DEA) registration. The center can obtain its own registration or use the center physician's DEA registration number when ordering controlled substances.
- b. Limit the use of controlled medications and stock only a small supply of those medications that will be prescribed by the center physician, center dentist, or psychiatrist. Documentation must be maintained showing that controlled medications in stock were prescribed by one of these individuals.
- c. Not stock Class II medications on center except when prescribed for a specific student. In such a case, the center shall order enough medication for a month's treatment for the student.
- d. Store all Class II, Class III and Class IV medications under a double lock system in a secured area of the Health and Wellness Center. Only health and wellness staff that is authorized under their state license to dispense or administer controlled medications shall have access to the controlled medications.
- e. Ensure two staff (one must be staff authorized under their state license to dispense or administer controlled medications) receive and sign for medications received, noting the name(s) of the medications, dosage, amount and date on a controlled medication log.
- f. Maintain a log of all Class II, Class III, and Class IV medications. When dispensing these medications by order of the health care practitioner, the date, time, medication, and dosage shall be noted on the log and the nurse dispensing the medication must sign his/her full name. The log shall be maintained in the locked area designated for controlled medications.

- g. Inventory and reconcile controlled medications at least once a week. Two authorized staff members shall note the results on the controlled medications log. Any miscounts or missing medications identified during the inventory shall be immediately reported to the regional office by the center director.
- h. Properly dispose of controlled medications that need to be destroyed because of expiration dates, contamination, or wastage, and document such actions on the controlled medications log. The log must be signed by two staff members (one of which, must be a health and wellness staff member).

Explanation: Further clarifies policy for handling and accounting for controlled substances.

Section 6.12 Health Administration, R8b.

Current Policy Statement: ...The CA form portion of the SHIMS form and a copy of the ETA 6-61 shall be filed with the OWCP district office...

Change: Adding ...The CA form portion of the SHIMS form and a copy of the ETA Form 6-61 (*Notice of Student Separation*) shall be filed with the Office of Worker’s Compensation Program (OWCP) district office...

Explanation: Further clarifies information.

Section 6.12 Health Administration, R14.

Change: Adding the following: *d. Purchase from government supply service centers (GSA, HHS, VA) whenever possible.*

Explanation: This addition emphasizes the need to purchase from government vendors.

Appendix 601 – Student Rights to Privacy and Disclosure of Information, 5a2.

Change: Adding the following: *Medical information may be provided to local authorities in the case of a student death to assist with their investigation.*

Explanation: To allow release in cases where the coroner needs the record for autopsy.

Other Terminology Changes:

All references to the “Medical Program” have been changed to the “Health and Wellness Program.”

All references to the “Dental Program” have been changed to the “Oral Health and Wellness Program.”

Explanation: These changes reflect new terminology.

□ **Section 6.2R4 Allotments**

Allotments has been revised to reflect the new IRS determination and guidance. Further, the Job Corps Data Center (JCDC) has modified the programs used for paying students and allotments. Each week when an allotment is sent out, the government portion will now appear on the student’s leave and earnings statement as both an earning and a deduction. As a result, the taxes withheld will increase for the student, without increasing the student’s paycheck, which is similar to how taxable transportation and clothing allowances are accounted for and processed.

2001 Reporting

All students who received a paycheck from Job Corps during 2001 will receive a W-2 statement. Those students who participated in the allotment program will receive a W-2 with the government’s portion included in their gross income. This will differ from what was shown on the student’s final leave and earnings statement for the year, in that the leave and earnings statement will not include the government’s matching allotment contribution.

2002 Reporting

Beginning January 1, 2002, all allotments will appear on the student’s leave and earnings statement immediately following the period that the allotment was made. This will alleviate any confusion and will increase the amount of taxes taken out of the student’s paycheck.

□ **Exhibit 6-2, SAAS**

Exhibit 6-2, SAAS, is being revised to provide a reference to the PRH policy for the “minimum paid days” requirement for transition payments.

4. Filing Instructions.

Remove from Chapter 1

Replace with Attached

Section 1.2, dated July 1, 2001

Section 1.2, dated February 1, 2002

Exhibit 1-2, dated July 1, 2001

Exhibit 1-2, dated February 1, 2002

Remove from Chapter 5

Replace with Attached

Section 5.5, dated July 1, 2001

Section 5.5, dated February 1, 2002

Exhibit 5-1, dated July 1, 2001

Exhibit 5-1, dated February 1, 2002

Exhibit 5-2, dated July 1, 2001

Exhibit 5-2, dated February 1, 2002

Remove from Chapter 6

Replace with Attached

Chapter 6 (excluding exhibits and appendices)

Chapter 6, dated February 1, 2002

Exhibit 6-2, dated November 21, 2001

Exhibit 6-2, dated January 1, 2002

Appendix 601, dated July 1, 2001

Appendix 601, dated February 1, 2002

5. Effective Date. February 1, 2002

6. Action Required. All addressees must ensure that this Change Notice and the attachments are distributed to the appropriate staff.

7. Inquiries. Direct inquiries regarding disability and health policies to Barbara Grove at (202) 693-3116 or email to BGrove@doleta.gov. Direct inquires regarding the SAAS to Linda Estep at (512) 393-7212; email to EstepL@jcdc.jobcorps.org or to Rhonda Cole-Baker @ (202) 693-3132; email to RBaker@doleta.gov.

Attachments

A - Section 1.2, dated February 1, 2002

B - Exhibit 1-2, dated February 1, 2002

C - Section 5.5, dated February 1, 2002

D - Exhibit 5-1, dated February 1, 2002

E - Exhibit 5-2, dated February 1, 2002

F - Chapter 6, dated February 1, 2002 (includes revised Table of Contents)

G - Exhibit 6-2, dated January 1, 2002

H - Appendix 601, dated February 1, 2002