

March 19, 2003

DIRECTIVE:	PRH CHANGE NOTICE NO. 02-04
------------	-----------------------------

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: PRH Chapter 5: Appendices 502 and 503 (Financial Management Reporting Requirements)

1. Purpose. To revise PRH Chapter 5, Appendices 502 and 503, to formalize new reporting requirements for center and OA/CTS financial reports, budget submissions, and staff vacancy reports.
2. Background. In August 2002, the web-based Job Corps Financial Management System (FMS) was introduced to center contractors, staff, and OA/CTS providers with the expectation that contractors would begin immediate implementation at all centers. In December 2002, agency staff (CCCs) and National Training Contractors (NTCs) received training on the FMS and were also tasked with immediate implementation. As of the date of this Notice, more than 46% of centers, and 98% of CCCs, are not using the FMS, as required.

Effective with the March 2003 financial report submissions, due April 20, 2003, the national office will no longer accept paper statements. Centers and OA/CTS providers are expected to have reports from July 2002 forward, entered into the FMS. CCCs are expected to have entered the September and December quarterly reports into the FMS. Centers not meeting the April 20 deadline will be subject to adverse CPER ratings for financial management. Technical assistance is available for those centers experiencing difficulty with the FMS program. Please send an email to Helpdesk@jcdc.jobcorps.org. Reference "FMS Support" in the email subject line; in the email text provide the contractor name and center, OA or CTS contract name, state the action you are attempting to perform, and the resulting error or problem.

3. Explanation of Changes.

Appendix 502:

Sections D. 9.a and b, 10, and 11 – provides updated Job Corps Center Financial Report submittal requirements, instructions, and line item descriptions for form 2110.

Sections H. 4.a and b, and 6 – provides updated Job Corps Monthly Center Staff Vacancy and Separation Report submittal requirements and instructions.

Appendix 503:

Sections B.8.d – deleted.

Section E. 7 – provides updated detailed instructions for completing forms 2181-O/A and 2181-CTS.

4. Action Required. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

5. Filing Instructions.

REMOVE	REPLACE WITH
Chapter 5, Appendix 502, dated February 3, 2003	Chapter 5, Appendix 502, dated April 2003
Chapter 5, Appendix 503, dated June 2002	Chapter 5, Appendix 503, dated April 2003

6. Effective Date. April 20, 2003.

7. Inquiries. Direct inquiries to Tina Hess-Williams at (202) 693-3125, or email to THessWilliams@doleta.gov.

Attachments:

A – Appendix 502

B – Appendix 503