

September 30, 2003

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 03-03</b>
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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:** PRH Chapter 6: Exhibit 6-2: Student Allowance and Allotment System

1. Purpose. To revise PRH Chapter 6, Exhibit 6-2 in order to clarify the arrival pay policy for new and re-enrolled students.

2. Background. Arrival pay for new and re-enrolled students is intended to provide spending money for those identified students not yet on the bi-weekly payroll system. As stated in PRH Chapter 6, Exhibit 6-2, re-enrolled students are included on the payroll system at their previous pay levels; likewise, transfer students do not experience a break in their pay and are immediately included on the receiving center's payroll. These students are not eligible for arrival pay.

PRH Chapter 6, Exhibit 6-2, Student Allowance and Allotment System (SAAS) has been updated to identify only new and re-enrolled students as being eligible for arrival pay.

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

4. Filing Instructions.

<b>REMOVE</b>	<b>REPLACE WITH</b>
Chapter 6, Exhibit 6-2, dated January 1, 2002	Chapter 6, Exhibit 6-2, dated October 1, 2003

5. Effective Date. October 1, 2003

6. Inquiries. Questions, comments, and suggestions concerning these new guidelines may be referred to Tina Hess-Williams at 202-693-3125, or email to [Hess-Williams.Tina@dol.gov](mailto:Hess-Williams.Tina@dol.gov).

Attachment