

July 16, 2004

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 04-02
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 4: Section 4.1 Career Transition Services Plan

1. Purpose. To emphasize to the Career Transition Service (CTS) providers the importance of coordinating the delivery and distribution of student payments.
2. Background. From 1995 through March 2003, approximately \$11 million in student readjustment/transition allowances or final payments were never cashed by the students. Of the \$11 million identified, checks equaling \$8.6 million were returned to the Job Corps Data Center (JCDC) as undeliverable for various reasons (i.e., student moved, forwarding address unavailable). The remaining \$2.3 million represents checks that were neither cashed nor returned to the JCDC.
3. Explanation of Change.

PRH 4.1 Career Transition Services Plan

R1.c.3.h - revised to also require CTS providers to locate students when checks are returned and/or unclaimed, to ensure students receive payments.

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 4, Section 4.1, dated October 1, 2002	Chapter 4, Section 4.1, dated July 19, 2004

5. Effective Date. July 19, 2004

6. Action. All addressees must ensure that this Change Notice is distributed to the appropriate staff.

7. Inquiries. Direct inquiries regarding unclaimed pay to Linda Estep at (888) 886-1303 x7212, or email to EstepL@jcdc.jobcorps.org.

Attachment