

October 1, 2004

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 04-06
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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

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5: Appendix 502 Center Financial Management

1. Purpose. To provide an updated version of the Staff Compensation Supplement to the form entitled, "ETA 2181-Contract Center Operations Budget".
2. Background. The Staff Compensation Supplement Worksheet is required with the submittal of each contract year's ETA 2181 – Contract Center Operations Budget. The worksheet has been updated to incorporate the current inflation allowance of 1.85% for PY 2004.
3. Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff.

REMOVE	INSERT
Use of staf_comp_supp_v2.xls	Staff Compensation Supplement V3.xls

4. Effective Date. October 1, 2004.
5. Inquiries. Questions, comments, and suggestions concerning these new guidelines may be directed to Tina Hess-Williams at (202) 693-3125, or emailed to Hess-Williams.Tina@dol.gov.

Attachment