

September 30, 2005

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-03
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TO: ALL JOB CORPS NATIONAL OFFICE 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 4.3, Career Transition Services for
Graduates

1. Purpose. To inform the Job Corps community of a policy change in the Policy and Requirements Handbook (PRH) regarding the transfer of cases among Career Transition Services (CTS) providers upon the relocation of a graduate.
2. Background. CTS providers will be required to follow the updated procedures for transferring cases to a relocated graduate's new CTS provider. As stated in the policy, and for the purposes of this Notice, a graduate's current CTS provider will be referred to as the sending CTS provider, and a graduate's new CTS provider will be referred to as the receiving CTS provider.

Using the Outcome Measurement System (OMS) crediting policy as a guide, the attached PRH change describes the procedures for transferring cases, the official date of transfer, the responsibilities of both the sending and receiving CTS providers, and the conditions under which a transfer may be rejected.

A transfer cannot take place until the sending or receiving CTS provider confirms that the graduate has physically relocated. Upon confirmation, the sending or receiving CTS provider will electronically submit the transfer request form in the CTS system. **The date that this form is submitted is the official date of transfer.** Throughout the transfer process all pertinent information should be documented in CTS casenotes.

Perhaps the most significant change is the policy governing the acceptance and rejection of transfers by the receiving CTS provider. This portion of the policy may seem counter-intuitive, until one considers the new OMS crediting policy. The crediting policy can be found in Attachment 3 of Appendix 501c of the PRH.

TRANSFER OF CASES WITH LESS THAN 60 DAYS REMAINING IN THE PLACEMENT WINDOW

The receiving CTS provider may **not** reject cases with **less than 60** days remaining in the placement window. Cases with less than 60 days remaining in the placement window must be accepted. Under the new OMS crediting policy, the receiving CTS provider is not held accountable for the placement outcomes of cases with less than 60 days remaining in the placement window. **Because the receiving CTS provider cannot be held accountable for placement measures, there is no reason to reject the transfer.** Should the receiving CTS provider place the graduate within the placement window, they will be held accountable for 6- and 12-month follow-up measures.

TRANSFER OF CASES WITH 60 OR MORE DAYS REMAINING IN THE PLACEMENT WINDOW.

The receiving CTS provider may reject cases with 60 or more days remaining in the placement window if their Regional Office approves of the rejection. Upon receipt of a transfer request, the receiving CTS provider will have 14 calendar days to confirm the receipt (accept) or file a rejection with their Regional Office. Like the electronic transfer request, this process will be automated in the CTS system. The receiving CTS provider will receive an electronic notification when there are 7 days remaining in the 14-day window.

Rejections must meet one of the following conditions:

- The receiving CTS provider is unable to contact the relocated graduate despite reasonable attempts to do so, or;
- The graduate is found to have not relocated to the CTS provider's service area.

For transfers with 60 or more days remaining in the placement window, the receiving CTS provider will be held accountable for placement measures if the student has not already been placed by the sending CTS provider. The receiving CTS provider will also be responsible for 6- and 12-month follow-up measures.

3. Explanation of Changes. Changes to the PRH are as follows:

PRH Chapter 4, Career Transition Period

- Revise Sections 4.2R2a (initial placement service is 6 months instead of 12; 4.3, R5, Relocations, replace the existing R5 with the updated R5, which explains the transfer of cases among CTS providers upon the relocation of a graduate; and 4.5R2a...change to within "6 months"

instead of “12” months and again replace “12 months” with “6 months”. Tracking and updating placement staff will continue for 12 months.

4. Action. All addressees must ensure that this Notice is distributed to appropriate staff.

5. Filing Instructions.

REMOVE FROM PRH	INSERT
PRH Table of Contents, dated July 1, 2005	PRH Table of Contents, dated September 30, 2005
Chapter 4, Table of Contents, dated November 1, 2004	Chapter 4, Table of Contents, dated September 30, 2005
Chapter 4, dated July 1, 2001	Chapter 4, dated September 30, 2005

6. Effective Date. September 30, 2005

7. Inquiries. Questions or comments should be directed to Dennis Johnson at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov.

Attachments

- A – PRH Table of Contents
- B – Chapter 4, Table of Contents
- C – Chapter 4