

November 4, 2005

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 05-06

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 1: Section 1.2 and Appendix 104

1. Purpose. To inform the Job Corps community of a change in the Policy and Requirements Handbook (PRH) that provides additional direction to Admissions Counselors (ACs) in determining the eligibility of applicants into the Job Corps program.
2. Background. The attached updated policy provides additional guidance to ACs in assessing the eligibility of an applicant.
3. Explanation of Changes. Highlights of changes are as follows:

PRH Chapter 1, Section 1.2

Changes in Requirements R2, R3, R4, and R5 provide ACs with the responsibility of making admissions decisions, including the denial of applicants without center review. Previously, denials have been forwarded to the center for review for final determination. The updated policy allows admissions counselors to deny applicants and forward their files directly to the appropriate Regional Office for appeal.

Additionally, Requirements R7 has been rolled into Requirements R5, causing former Requirements R8, R9, and R10 to be renumbered to Requirements R7, R8, and R9. Lastly, Requirements R11, an outdated reporting requirement, has been removed.

PRH Chapter 1, Appendix 104

Appendix 104: Admissions Counselor Guide for Evaluating Applicant Behavior and Court History is a reference tool that is being added to the PRH. The Appendix references the use of PRH Exhibit 1-1, Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements, and Appendix 102, the Admissions Counselor Assessment Tool (ACAT), which provides a list of observable behaviors, and offers direction in evaluating an applicant's court history. Appendix 104 also clarifies situations involving court fines, parole, probation, and incarceration. Finally, Appendix 104 offers guidance in considering applicants that have been involved with drugs or alcohol.

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

5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 1 Table of Contents, dated November 15, 2004	Chapter 1 Table of Contents dated November 7, 2005
Section 1.2, dated June 2, 2003	Section 1.2, dated November 7, 2005
	Appendix 104 November 7, 2005

6. Effective Date. November 7, 2005

7. Inquiries. Questions or comments regarding Section 1.2 and Appendix 104 should be directed to Dennis Johnson at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov.

Attachments:

A - Chapter 1 Table of Contents

B - Section 1.2

C - Appendix 104