

November 8, 2005

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 05-07</b>
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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 4.1, 4.2, and 4.5 and Chapter 6,  
Section 6.2

1. Purpose. To inform the Job Corps community of a change in the policy regarding uncashed, returned, and undelivered transition payment checks.
2. Background. The attached updated policy provides guidance to Career Transition Services (CTS) providers in notifying students about the need to maintain up-to-date contact information and the risk of forfeiture of transition payment checks that remain uncashed 12 months after their separation date. It also outlines a CTS provider's responsibilities in contacting students regarding returned or undelivered transition payment checks.
3. Explanation of Changes. Highlights of changes, by chapter, are as follows:

**Chapter 4, Sections 4.1, 4.2, and 4.5**

Section 4.1, R1.c.2. adds (g) and (h), which outline a CTS provider's obligation to inform students of their responsibility to cash a transition payment or report a payment that has not been delivered. 4.1, R1.c.3.i is added to explain the student's responsibilities regarding transition checks. The former item (i) is now item (j).

Section 4.2 has been amended in two areas: R2.a., changes the timing of post-placement services to reflect the Output Measurement System (OMS) changes released on July 1, 2005. R2 adds item (d), which defines the time period for which a student may report a missing transition payment.

Section 4.5, R1, adds items (d) and (e), which restate the policy for uncashed or undelivered transition payments.

### **Chapter 6, Section 6.2**

Section 6.2, R2.a. has been amended to include sub-items 1 and 2, which define a transition payment and transitional support. Items b. and c. have been added, which reiterate that responsibility to inform students of their transition payments and for students to notify providers of non-payment or missing payments. Previous items have been realigned to become items d through g.

#### 4. Filing Instructions.

<b>REMOVE FROM PRH</b>	<b>INSERT</b>
Chapter 4 (Table of Contents, Text)	Chapter 4, Table of Contents, Text dated November 8, 2005
Chapter 6 (Table of Contents, Text)	Chapter 6, Table of Contents, Text dated November 8, 2005

5. Action Required. All addressees must ensure that this Notice is distributed to the appropriate staff.

6. Effective Date. November 8, 2005

7. Inquiries. Questions or comments regarding this Notice should be directed to Dennis Johnson, at (202) 693-2876 or e-mailed to [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov).

Attachments:

- A – Chapter 4, Table of Contents, Text
- B – Chapter 6, Table of Contents, Text