

April 19, 2006

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-15
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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: ESTHER R. JOHNSON
National Director
Office of Job Corps

SUBJECT: PRH Chapter 6: Sections 6.2, 6.3, 6.6 and Exhibit 6-3 –
Re-enrollment Policy Regarding Student Transportation,
Admissions Forms, and Meal Allowances Provided to Traveling
Students

1. Purpose. To inform the Job Corps community of a change in the Policy and Requirements Handbook (PRH) regarding procedures in charging readmitted students for the cost of initial transportation to a Job Corps center, and the use of Employment and Training Administration (ETA) Form 6-60, "Request for Readmission."

2. Background. Previously, there was no procedure in the PRH for charging readmitted students for their initial transportation to the center. This Change Notice puts in place a procedure in accordance with the Student Allowance and Allotment System (SAAS) Handbook. Transportation for readmitted students will be deducted from their bi-weekly pay, as prescribed by the SAAS Handbook. In cases where the student has not fully reimbursed the center for transportation costs at the time of separation, the remaining balance may be deducted from the student's transition payment.

Additionally, the PRH lists the ETA Form 6-60, "Request for Readmission," in the student folder inventory. This Change Notice removes that form from the list, as it has been incorporated into the Outreach and Admission Student Information System (OASIS) Form 6-52.

Regarding meal allowances, the PRH was unclear as to the amount of money allotted to students during travel. This Change Notice clarifies the meal allowance policy.

3. Explanation of Changes. Changes to Chapter 6 by section, are as follows:

Chapter 6, Section 6.2 Student Allowances and Allotments

- Requirement 2, item d has been changed to include the procedure for deducting transportation costs from students' bi-weekly pay and transition payments in accordance with the SAAS Handbook.

Chapter 6, Section 6.3 Student Records Management

- Requirement 2, item e (ETA Form 6-60) has been removed. Subsequent items have been reordered e through k.

Chapter 6, Section 6.6 Student Transportation

- Requirement 2, paragraph b stated that students received \$5 for each 6 hours of expected travel. It was unclear if the money was earned during the 6 hours of travel or after the first 6 hours was complete.

The updated policy states the following:

- b. Provide students with meal money in the amount of \$5 for each 6 hours of expected travel status, ***or fraction thereof.*** Reimbursement shall be requested in accordance with procedures issued by the Regional Office.

This updated language requires centers to follow the pay model below.

Travel Time		Meal Money Subtotal	Meal Money Total
0:01-6:00	hours	\$5	\$5
6:01-12:00	hours	\$5	\$10
12:01-18:00	hours	\$5	\$15

Chapter 6, Exhibit 6-3 Student Transportation

An additional row has been added to the table that outlines the limitations and characteristics of travel for readmitted students.

4. Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff.

5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 6, Section 6.2, Student Allowance and Allotments, dated November 8, 2005	Chapter 6, Section 6.2, Student Allowance and Allotments, dated April 20, 2006
Chapter 6, Section 6.3, Student Records Management, dated November 8, 2005	Chapter 6, Section 6.3, Student Records Management, dated April 20, 2006
Chapter 6, Section 6.6, Student Transportation, dated November 8, 2005	Chapter 6, Section 6.6, Student Transportation, dated April 20, 2006
Chapter 6, Exhibit 6-3, Student Transportation, dated July 1, 2001	Chapter 6, Exhibit 6-3, Student Transportation, dated April 20, 2006

6. Effective Date. April 20, 2006

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

Attachments

- A – Chapter 6, Section 6.2
- B – Chapter 6, Section 6.3
- C – Chapter 6, Section 6.6
- D – Exhibit 6-3