

June 16, 2006

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-18
-------------------	--

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 and 6.6., Transportation Costs for Re-enrolled Students and Transportation Meal Costs for Students

1. Purpose. To inform the Job Corps community of two updates to recent changes in the Policy and Requirements Handbook (PRH), in the areas of transportation costs for re-enrolled students and meal costs for students that are being transported to, from, or by the center.
2. Background. Recently, PRH Change Notice 05-15 made changes to Sections 6.2, regarding transportation costs for re-enrolled students, and Section 6.6, regarding meal costs for students that are being transported to, from, or by the center. Upon receiving feedback from the field, the following updates are being issued.

The previous PRH change had required that the cost of a re-enrolled student's transportation to the center be deducted from his or her bi-weekly and transition pay. This Notice includes language that allows the Regional Director to waive this requirement.

The previous Notice also outlined the amount of meal money provided to each student who was being transported by the center. This Notice removes the hourly calculation of meal money, and instead requires centers to provide a fixed amount of money for each meal period that the student misses.

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

Chapter 6, Section 6.2 Student Allowances and Allotment System

- R2.d has been changed to include the following statement, “The Regional Director or his or her designee may waive the student’s liability, or a percentage of the student’s liability, when appropriate.”

Chapter 6, Section 6.6 Student Transportation

- R2.b has been changed to clarify the amount of meal money provided to students when their transportation to, from, or by the center interferes with a regularly scheduled meal. The item now states that centers will, “Provide the student with \$5.00 for each meal period that is missed due to travel.”

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

5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 6, Section 6.2, dated April 20, 2006	Chapter 6, Section 6.2, dated June 19, 2006
Chapter 6, Section 6.6, dated April 20, 2006	Chapter 6, Section 6.6, dated June 19, 2006

6. Effective Date. June 19, 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 6.6