

July 13, 2007

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 07-01
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
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, Ed.D.
National Director
Office of Job Corps

SUBJECT: Update/Revision to the Policy and Requirements Handbook Chapter 5,
Appendix 501: PY 2007 Performance Management System

1. Purpose. To transmit the PY 2007 Policy and Requirements Handbook (PRH) Chapter 5, Appendices 501 Introduction, 501a, 501b, 501c, and 501d. These Appendices contain the policies governing Job Corps' performance management system for centers, Outreach and Admissions (OA) agencies, Career Transition Services (CTS) agencies, and career technical training (CTT) programs. All PY 2007 performance goals, both national and model-based, are included in these policies.

2. Background. Job Corps utilizes a comprehensive performance management system to assign accountability for program goals and objectives, and to assess program effectiveness in achieving results. The performance management system is composed of a Center Quality Assessment and the four outcome measurement systems listed below, that in total reflect accountability for all phases of students' experiences in Job Corps:

- ✓ Outreach and Admissions Report Card
- ✓ Center Report Card
- ✓ Career Transition Services Report Card
- ✓ Career Technical Training Report Card

The PY 2007 performance management system is based on input and analyses by the PY 2007 Outcome Measurement System Workgroup, senior National and Regional Office staff, and members of the Job Corps community.

3. Explanation of Changes. PRH Chapter 5, Appendices 501a–d, reflect requirements resulting from implementation of the Workforce Investment Act (WIA) of 1998 and Job Corps’ program priorities, such as the Career Development Services System (CDSS). The individual measurement systems for Job Corps centers and contractors are closely aligned with each other to encourage collaboration in delivering quality services to students and to reflect shared responsibility for ensuring positive outcomes.
4. Effective Date. July 1, 2007.
5. Action Required. Addressees must ensure that this Change Notice is distributed to all appropriate staff.
6. Inquiries. Questions or comments concerning Appendix 501 Introduction and/or Appendices 501a–c should be addressed to Aquila Branch at (202) 693-3211, or e-mailed to branch.aquila@dol.gov. Questions or comments concerning Appendix 501d should be addressed to Yolanda Logan at (202) 693-3144, or e-mailed to logan.yolanda@dol.gov.

Attachments

- A – Chapter 5, Table of Contents
- B – Appendix 501 Introduction
- C – Appendix 501a
- D – Appendix 501b
- E – Appendix 501c
- F – Appendix 501d