

May 22, 2008

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 07-05
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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: PRH Chapter 4, Section 4.5, R2.c, R2.d, and R3.c: Clarification and
 Alignment of Existing Policy Regarding Placement Reporting and
 Verification

1. Purpose. To clarify existing policy and ensure a consistent 90-day period for reporting placements through the Job Corps Data Center national, automated system.

2. Background. Job Corps' previous reporting requirement for entering placements into the Job Corps Data Center national, automated system was within 30 days after the placement verification was complete. Furthermore, the previous reporting requirement for verification of placements was within 60 days after the placement requirements had been met.

3. Explanation of Changes.

a. Changes were made to Chapter 4, Section 4.5, R2.c to clarify existing policy. The revised section is as follows:

R2.c (Reporting). Ensure that verification has been obtained and documented for all placements that are recorded into the Job Corps Data Center national, automated system (refer to Exhibit 4-2, Placement Verification and Documentation Requirements).

b. Changes were made to Chapter 4, Section 4.5, R2.d and R3.c to align the reporting timeline for placements with the policy in Appendix 501 Introduction,

Section F.2(c) (Timelines for Reporting Placement Data). The revised sections are as follows:

R2.d (Reporting). Ensure that verification is obtained and the placement is reported to the Job Corps Data Center through the national, automated system within 90 days after the placement requirements have been met (date placed).

R3.c (Verification). Placements must be verified and reported to the Job Corps Data Center through the national, automated system within 90 days after the placement requirements have been met.

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Peni Webster at (202) 693-3878 or webster.peni@dol.gov.

Attachment

PRH Chapter 4