

July 1, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 08-01</b>
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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 2008 Performance Management System

1. Purpose. To transmit the program year (PY) 2008 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 2008 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, which in total reflect accountability for all phases of students' experiences in Job Corps:

- a. Outreach and Admissions Report Card
- b. Center Report Card
- c. Career Transition Services Report Card
- d. Career Technical Training Report Card

The PY 2008 performance management system is based on input and analyses by the PY 2008 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, 2008.
5. Action Required. Addressees are to 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 [branch.aquila@dol.gov](mailto:branch.aquila@dol.gov). Questions or comments concerning Appendix 501d should be addressed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.tracy](mailto:bradshaw-morris.tracy).

#### Attachments

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