

June 18, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-11
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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, Exhibit 4-1: Placement Definitions, International Placements

1. Purpose. To expand upon the definitions detailed in the Policy and Requirements Handbook (PRH), Chapter 4, Exhibit 4-1 by including location as a criterion of a valid placement.

2. Background. The placement definitions currently presented in PRH Chapter 4, Exhibit 4-1 do not specify location as a parameter of a valid placement. Common practice, however, has been to consider placements within the United States, Puerto Rico, Virgin Islands, or the Trust Territories as valid placements. In addition, placements for graduates and former enrollees who enter the U.S. Armed Forces and are deployed overseas are also valid. To provide consistency between this practice and Job Corps policy, this PRH Change Notice expands the definitions detailed in Exhibit 4-1 to include location as a provision of a valid placement.

Job Corps is a federally funded program designed to assist America's at-promise youth to obtain the skills necessary to become productive and successful members of the nation's workforce in a global economy. Therefore, it is important for centers, Career Transition Services (CTS) providers, and the Job Corps program to receive credit for overseas placements of graduates and former enrollees in the U.S. Armed Forces and U.S. federal government. Please note, however, that these placements are still required to meet the remaining validity criteria, and the placement must still be verified and documented within the 90-day time frame stipulated in Chapter 4, Section 4.5, R2 and R3, in order to be valid and receive credit in the Performance Management System (PMS).

3. Explanation of Changes. PRH Chapter 4, Exhibit 4-1 has been revised to include the following stipulations.

For a placement to be considered valid, the student must be placed in a job or education program located in the United States, Puerto Rico, Virgin Islands, the Trust Territories, or in overseas locations in the following circumstances:

- a. the student is a member of the U.S. Armed Forces and is deployed overseas: or
- b. the student is employed by the U.S. federal government and has an overseas assignment.

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 Rachel Floyd-Nelson at (202) 693-3120 or floyd-nelson.rachel@dol.gov.

Attachments

PRH Cover Page

PRH Chapter 4, Exhibit 4-1