

July 1, 2009

<b>DIRECTIVE:</b> JOB CORPS PRH CHANGE NOTICE NO. 09-01
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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 Policy and Requirements Handbook Chapter 5,  
                          Appendix 501: PY 2009 Performance Management System

1.     Purpose. To transmit the program year (PY) 2009 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 Job Corps centers, Outreach and Admissions (OA) agencies, Career Transition Services (CTS) agencies, and career technical training (CTT) programs. All PY 2009 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 (OMS) listed below, which 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

For PY 2009, in an effort to provide more stability and consistency to the OMS, the National Director determined that no changes would be made to the Report Card *measures*, *goals*, and *weights* from the previous program year. This allows centers, OA agencies, and CTS providers to continue focusing on program changes to meet existing measures, and to determine the efficacy of such changes. For this reason, an OMS Workgroup was not convened to provide input for the PY 2009 measurement systems.

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. Action Required. Addressees must ensure that this Change Notice is distributed to all appropriate staff.

5. Effective Date. July 1, 2009.

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@dol.gov](mailto:Bradshaw-Morris.Tracy@dol.gov).

#### Attachments

- A – PRH Cover Page
- B – PRH Table of Contents
- C – Chapter 5 Table of Contents
- D – Appendix 501 Introduction
- E – Appendix 501a
- F – Appendix 501b
- G – Appendix 501c
- H – Appendix 501d