

October 28, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-12 AND RELATED PAG CHANGES
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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: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: PRH Chapter 3, Section 3.14, R1.i: Federal Student Financial Aid for
Advanced Career Training (ACT) Programs
and
PAG Chapter 3, Section 3.14, R1.i: Federal Student Financial Aid for
Advanced Career Training (ACT) Programs

1. Purpose. To update Job Corps' Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) with regard to requirements for the use of federal student financial aid for college courses in Advanced Career Training (ACT) programs.
2. Background. On July 11, 2008, PRH Change Notice No. 08-02 was issued to establish requirements in PRH Section 3.14, R1.i restricting the use of federal student financial aid to only college-credit courses offered through ACT programs. Recently, however, Job Corps changed its policy in Section 3.14, R3.c.3 regarding student eligibility for ACT by eliminating the requirement that students must qualify on college placement tests without the need for remedial studies in the content areas and competencies outlined in Section 3.6, Center-Based Learning Standards. As a result of this revised policy, ACT students may now take remedial courses, as appropriate, to pursue their college programs. To support this requirement, Job Corps is changing its policy in Section 3.14, R1.i to allow the use of federal financial aid resources for remedial non-credit and reduced-credit college courses, according to the guidelines described in U.S. Department of Education's *FSA Handbook: Student Eligibility (Volume I)*, adhered to by postsecondary institutions.
3. Explanation of PRH Changes. Changes in PRH Chapter 3, Section 3.14, Concurrent Enrollment, are as follows:

- a. *Deleted RI.i, which read:* “Resources from federal student aid, such as Pell Grants and Stafford Loans, can only be applied to college credit courses leading to a certificate of completion or an associate’s degree at accredited higher education institutions, and which are required by Advanced Career Training (ACT) programs approved by the National Office.”
- b. *Inserted the following revised RI.i:* “Resources from federal student aid, such as Pell Grants and Stafford loans, can be applied to college credit, reduced credit, or non-credit remedial courses, in accordance with federal student financial aid guidelines. In addition, the courses must lead to a certificate of completion or an associate’s degree at accredited higher education institutions, and must be required by Advanced Career Training (ACT) programs approved by the National Office.”

4. Explanation of PAG Changes. Changes in PAG Chapter 3, Section 3.14, Concurrent Enrollment, are as follows:

- a. *Deleted RI.i, which read:* “Resources from federal student aid, such as Pell Grants and Stafford Loans, can only be applied to college credit courses leading to a certificate of completion or an associate’s degree at accredited higher education institutions, and which are required by Advanced Career Training (ACT) programs approved by the National Office.”
- b. *Inserted the following revised RI.i:* “Resources from federal student aid, such as Pell Grants and Stafford loans, can be applied to college credit, reduced credit, or non-credit remedial courses, in accordance with federal student financial aid guidelines. In addition, the courses must lead to a certificate of completion or an associate’s degree at accredited higher education institutions, and must be required by Advanced Career Training (ACT) programs approved by the National Office.”

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

6. Effective Date. October 24, 2009.

7. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov.

Attachments

A – PRH Chapter 3

B – PAG Chapter 3