

March 15, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-13 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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 4; Exhibits 4-1 and 4.2; and PAG Chapter 4: Career Transition Period

1. Purpose. To inform the Job Corps community of revisions and clarifications in the Job Corps Policy and Requirements Handbook (PRH), Chapter 4 (Career Transition Period), Exhibit 4-1 (Placement Definitions), and Exhibit 4-2 (Placement Verification and Documentation Requirements).

2. Background. The National Office of Job Corps is revising PRH Chapter 4 and Exhibits 4-1 and 4-2 to reduce vague and ambiguous language, and to provide consistency regarding career transition policy language.

3. Explanation of PRH Changes.

a. Changes to PRH Chapter 4, Career Transition Period

- (1) Added “and former enrollees” to the second paragraph of Section 4.0, Objectives.
- (2) Added “and/or postsecondary educational plan, including” to Section 4.1, R1.c.2 (f).
- (3) Deleted “highlight” from Section 4.1, R1.c.2 (f) and, instead, added “build upon.”
- (4) Revised the language that was in Section 4.1, R1.c.2 (g) as follows:

Previous language:

“How career transition staff will inform students that failure to report non-receipt of checks or failure to cash received transition payment checks within 12 months of separation will result in forfeiture of transition payment and that students have the obligation to update their contact information with their CTS provider.”

Revised language:

“How career transition staff will inform students that transition payments will be forfeited if they do not cash received checks within 12 months of the date of separation, fail to report non-receipt of checks, or fail to update contact information to ensure proper delivery of transition payments.”

- (5) Revised the language that was in Section 4.1, R1.c.2 (h) as follows:

Previous language:

“How career transition staff will inform students that failure to report non-receipt of checks or failure to cash received transition payment checks within 12 months of separation will result in forfeiture of transition payment and that students have the obligation to update their contact information with their CTS provider.”

Revised language:

“How career transition staff will make reasonable efforts to locate students when checks are returned or outstanding.”

- (6) Added the words “resources, and tools” to the first line of Section 4.1, R1.3.
- (7) Added the words “and federal funding options, as appropriate” to Section 4.1, R1.c.3 (j).
- (8) Deleted “post-center services” from Section 4.2, purposes P1 and P2, and added “career transition services.”
- (9) Deleted the definitions for Graduate, Former Enrollee, and Uncommitted Student from Section 4.2, R1.a, b, and c and replaced them with definitions specified in PRH Appendix 501 Introduction, as indicated below:

Deleted Chapter 4 definitions:

- a. Graduate – one who has completed the requirements of career technical training or earned a high school diploma or its equivalent (GED) while enrolled in Job Corps, or who completes both, and has completed 60 or more days of enrollment. Students who have separated for “Level One” Zero Tolerance infractions do not qualify.

- b. Former Enrollee – one who has completed 60 or more days, has not attained graduate status, and whose separation is for reasons other than a Zero Tolerance “Level One” infraction.
- c. Uncommitted Student – one who has remained in Job Corps less than 60 days (regardless of achievement), or who has separated for a Zero Tolerance “Level One” infraction, per Chapter 3, Exhibit 3.1 (Infraction Levels and Appropriate Center Actions).

Revised Chapter 4 definitions (per Appendix 501 Introduction definitions)

- a. Graduate – one who has completed 60 or more calendar days of enrollment and has completed the requirements of Career Technical Training (CTT), or earned a High School Diploma (HSD) or its equivalent General Educational Development (GED), or who completes both, while enrolled in Job Corps. Students who have exited for any Level 1 Zero Tolerance (ZT) infraction, at any time, do not qualify.
- b. Former Enrollee – one who has completed 60 or more calendar days of enrollment, has not attained graduate status, and whose exit is for reasons *other than* any Level 1 ZT infraction.
- c. Uncommitted Student – one who has remained in Job Corps less than 60 calendar days (regardless of achievement), or who has exited for a Level 1 ZT infraction at any time.

- (10) Added the following note to Section 4.2, R1 regarding Level 1 infractions. “Note: Level 1 infractions can be found in PRH Chapter 3, Exhibit 3.1, Infraction Levels and Appropriate Center Actions, and in Appendix 501 Introduction.”
- (11) Deleted “Post-Center Service Period” in the Section 4.2, R2 title, Eligibility for and Duration of Post-Center Service Period, and added, instead, “Career Transition Services Period.”
- (12) Deleted “reissued for up to one additional year beyond the 12-month post-separation period” from the third sentence of Section 4.2, R2.d, and added “eligible for reissuance beyond 12 months from the date of separation.”
- (13) Added “initial placement” to Section 4.2, Quality Indicators Q1 and Q2.
- (14) Deleted “post-center placement” from Section 4.2, Quality Indicator Q2, and added “career transition.”

- (15) Deleted “perfecting” from Section 4.3, R2.a, and replaced it with “improving”; also added, to the same sentence, “developing self-advocacy skills (for students with disabilities).”
- (16) Added the words “and federal funding, as appropriate” to Section 4.3, R3.c.
- (17) Added “disability-related organizations (e.g., Vocational Rehabilitation, etc.),” to Section 4.3, R3.f.
- (18) Deleted “Budgeting” from Section 4.3, R4.a.7, and added “Financial planning.”
- (19) Added “transitional” and “throughout the Career Transition Services period” to Section 4.3, R4.b.
- (20) Revised the first paragraph in Section 4.3, R5.a, as follows:
Deleted R5.a paragraph:
“This section outlines the procedure for transferring cases between CTS providers once a graduate has relocated. This policy applies to graduates who are assigned to their initial CTS provider and then relocate to an area covered by a different CTS provider. This may include one or more relocations within the graduate’s period of placement and follow-up services.”
Revised R5.a paragraph:
“This section outlines the procedure for transferring cases of graduates who are assigned to their initial CTS provider and then relocate to a new address covered by a different CTS provider. This may include one or more relocations within the graduate’s Career Transition Services period.”
- (21) Added the following note to the second paragraph of Section 4.3, R5.a:
“Note: Policy for crediting CTS agencies when CTS-assigned students relocate to a different service area is detailed in Appendix 501 Introduction and is also presented in table format in Appendix 501c, Attachment 3 (Crediting Chart for CTS Agencies When Students Relocate to a New Service Area).”
- (22) Added “there is receipt of” to Section 4.3, R5.b, second sentence.
- (23) Clarified the meaning of CTS case notes in Section 4.3, R5.b.2 (a), to mean “Career Transition System,” and added the explanation of Career Transition System to Section 4.5, R1, Recordkeeping.
- (24) Clarified instructions for executing relocations in CTS in Section 4.3, R5.b.2 (b) (in accordance with Section 4.3, R5.c.2 (b)) by adding the following: “**Note:** Upon receipt of a transfer, the receiving CTS provider

will have 14 calendar days to confirm receipt of the case or file a rejection with their Regional Office. With 7 calendar days remaining, the receiving CTS provider will receive a reminder notification to act on the transfer request. After the 14-day window closes, transfer requests will automatically be assigned to the receiving CTS provider. The date of the transfer remains the date that the transfer request was submitted electronically.”

- (24) Added the word “documented” to Section 4.3, R5.c.2 (a).
- (25) Deleted instructions for executing relocations in CTS from Section 4.3, R5.c.2 (b).
- (26) Created a new Quality Indicator, Q4, in Section 4.3, as follows: “Staff can describe the procedure for transferring cases between CTS providers once a graduate has relocated.”
- (27) Created a new purpose statement, P2, in Section 4.4, Purpose, as follows: “To assist former enrollees in identifying and obtaining support services within the communities in which they live and work.”
- (28) Deleted “during the 3-month service period or until placement is made” from Section 4.4, R1, and added “during the service period to reassess needs.”
- (29) Realigned Section 4.4, R2, Placement Services, with information in Section 4.2, Eligibility for Services, as indicated below:
 - a. Use labor market information and other resources to work with each former enrollee to develop placement strategies tailored to meet his or her individual needs and career goals.
 - b. Identify certification testing opportunities and collaborate with the former enrollee to support progress toward certification and/or licensure attainment.
 - c. Provide assistance to former enrollees in obtaining additional education and training opportunities and federal funding, as appropriate, that meet certification and/or licensure requirements.
 - d. Identify job leads and/or educational and training opportunities for which the former enrollee qualifies, and which meet the placement definition as specified in Exhibit 4-1 (Placement Definitions).
 - e. Develop job leads and provide referrals through the use of Internet sources and direct contact with employers, local Workforce Investment Boards, Youth Councils, One-Stop career centers, unions, and apprenticeship programs.

And, added the words “and federal funding, as appropriate” to item c above.

- (30) Deleted “Former enrollees are satisfied with the placement assistance they receive” from Section 4.4, Quality Indicator Q1, and added “Former enrollees have access to initial placement assistance and career transition services.”
- (31) Created the following new Quality Indicator, Q2, in Section 4.4: “Former enrollees are able to retain employment and function independently.”
- (32) Deleted “career transition services” from Section 4.5, P1, and added “placements.”
- (33) Merged Section 4.5, R1.a and b. Created a new section “a,” and added information about the Career Transition System (CTS). The revised language in R1.a reads: “Track and document placement status, including updating student contact information, referrals, employment data, career progress, and attainment of certification(s) and/or licensure(s), using the Career Transition System (CTS), the approved Web-based application designed to record and track student placement information, manage student transition checks, and transfer students.”
- (34) Added “in CTS” to Section 4.5, R2.a and c.
- (35) Deleted the following from Section 4.5, R2.d: “Ensure that verification has been obtained and documented for all placements that are recorded into the Job Corps Data Center.”
- (36) Added the following instructions for reporting placements to Section 4.5, R2.d:

Report placement data according to the following timelines (as specified in Appendix 501 Introduction):

1. **Date Reported** – the date the student first enters a placement during their initial placement window, regardless of whether they meet Job Corps’ placement definition, and regardless of when the CTS provider first learns of the student’s placement.

Exceptions to the “date reported” policy are currently allowed in the following circumstances:
 - (a) If the student enters a placement prior to their separation date, the “date reported” must be recorded as the date following the separation date.
 - (b) If the student transfers from one CTS provider to another, the “date reported” cannot be earlier than the transfer date; therefore, if the student is placed prior to the transfer date, the “date reported” must be recorded as the date of transfer.
2. **Date Placed** – the date the student meets the Job Corps definition for placement, and must be at least 7 calendar days after the date reported in order to ensure that the placement criteria have been met.

3. **Date Verified** – the date that documentation is received verifying the placement (including the hours, duration, and/or wage as appropriate). **Note:** In order to be considered a valid placement, the placement verification must be received and reported to the Job Corps Data Center via the CTS system within 90 days of date placed.

Note: If the placement is not considered valid because the verification is not received and the information entered into CTS within the above-specified time frame, the CTS provider will not receive the initial placement credit for this student. However, if the student is a graduate, and responds to the follow-up surveys, the CTS agency may receive 6-month and 12-month placement credits.

- (37) Deleted all of Section 4.5, R2.e, which read: “Ensure that verification is obtained and placement reported to the Job Corps Data Center within 90 days after placement requirements have been met.” Relettered old “f,” which is now “e.”
- (38) Deleted “subsequent placements will be verified through the third-party 6- and 12- month follow-up process” from Section 4.5, R3.a, and added “these placements will also be verified by a third-party source at 13 weeks.”

b. Changes to PRH Exhibit 4-1, Placement Definitions

- (1) Added the following language (in accordance with Exhibit 4-2, Placement Verification and Documentation Requirements) to the definition of Full-Time and Part-Time Job Placement:

To be considered a valid job placement, employment must be:

- (i) paid;
- (ii) unsubsidized; and
- (iii) within compliance of wage requirements of Fair Labor Standards Act, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories.

- (2) Added “General Educational Development” to the definition of an Education Placement.
- (3) Added “at a program where it is expected that a certificate or certification will be achieved” to the definition for postsecondary career technical training or technical education program.
- (4) Added the word “trimester” as a duration period for university/college education placements.
- (5) Added “no less than 6 credit hours per summer session” as a valid university/college (includes online) educational placement.

- (6) Added “or a minimum of 3 credit hours per summer session” as a valid university/college (includes online) combination job/college educational placement.
- (7) Placed the abbreviation “U.S.” before Virgin Islands and before Trust Territories in the section on International Placements.

c. Changes to PRH Exhibit 4-2, Placement Verification and Documentation Requirements

- (1) Added “unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories” to Verification Requirements for Job Placement, section iii.
- (2) Added the following note to Documentation Requirements for Job Placements, section 2, i: “(note: for part-time placements where a biweekly paystub indicates that the student worked *between 40 and 63 hours* during the 2 weeks, and the paystub does not specify the actual number of hours worked for each 7-day period, it is acceptable to record half the hours reported on the paystubs as the hours worked per week).”
- (3) Added “an electronic third-party verification as approved by the National Office (e.g., The WorkNumber)” to Documentation Requirements for Job Placements, section 2, iv.
- (4) Added the term “1099 MISC Form” as an additional source for verification of self-employment to Documentation Requirements for Job Placements, section 4, vii.
- (5) Revised the second paragraph in Education Placement Verification Requirements; the new sentence is as follows: “Participation in a university/college (including online university/college) or other education training program is considered a placement only after actual continued enrollment of 1 week.”

4. Explanation of PAG Changes. The changes to PRH Chapter 4 outlined above have also been made in PAG Chapter 4. There are no other changes to PAG Chapter 4.

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

6. Effective Date. March 15, 2011.

7. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Chapter 4: Career Transition Period
- C – Exhibit 4-1: Placement Definitions
- D – Exhibit 4-2: Placement Verification and Documentation Requirements
- E – PAG Cover
- F – PAG Chapter 4: Career Transition Period