

February 3, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-14
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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: Policy and Requirements Handbook (PRH) Exhibit 1-5 and Appendix 105

1. Purpose. To add information to the PRH Exhibit 1-5, Records Release Authorization form, and to remove a duplicated request from Appendix 105, Outreach and Admissions Applicant Folder Inventory.
2. Explanation of Changes.
 - a. Exhibit 1-5, Records Release Authorization: Added request for the title of the person releasing information, and added “Mother’s Maiden Name” under Student Information section.
 - b. Appendix 105 Job Corps Applicant Eligibility Folder Inventory: Removed “Records Release Authorization Form” from the Required Non-Eligibility Forms section.
3. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
4. Effective Date. Until superseded.
5. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.

Attachments

- A – Exhibit 1-5
- B – Appendix 105