

October 25, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-04 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:

Policy and Requirements Handbook (PRH) Chapter 1, Exhibit 1-1 and Appendix 105, and related Program Assessment Guide (PAG) changes.

1. Purpose. To add guidance on the Center and Regional File Review Processes, and to clarify the meaning of public assistance. Other minor changes to Chapter 1 are outlined below.
2. Explanation of Changes.

Chapter 1:

- Section 1.4, R3 adds guidance on conducting a health-care needs assessment of an applicant in alignment with Appendix 610, “Individualized Health-Care Needs Assessment;” and adds guidance on making recommendations of denial related to those findings.
- Section 1.5 R2 distinguishes between types of recommendations of denial reviewed solely by the Regional Office (e.g., recommendations of denial due to new information) and those additionally reviewed by the Regional Administrative File Review Coordinator and the Regional Health Specialists (e.g., recommendations of denial due to direct threat, health-care needs or disability status).

Exhibit 1-1

- Employment Eligibility Verification I-9 was removed, and language saying unexpired foreign passports with Form I-94 must contain a refugee admissions stamp was added.
- Language in Criterion D clarifies that public assistance must be a cash payment under a federal, state, or local income-based program.
- “Mother’s Maiden Name” under the Student Information section was added to request for the title of person releasing information.

Appendix 105 Job Corps Applicant Eligibility Folder Inventory

- Under-Age/Legal Residency Documentation clarifies that an unexpired foreign passport with Form I-94 must contain a refugee admission stamp.
- Health and Disability History envelope must include Memo to Health and Wellness Staff.

PAG Chapter 1 was updated to reflect changes in the PRH as outlined above.

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 Until superseded.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 – PRH Chapter 1
- B – Exhibit 1-1
- C – Appendix 105
- D – PAG Chapter 1