

October 31, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 12-05</b>
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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 3, Section 3.18,  
Recreation and Leisure Time Activities

1. Purpose. To update Job Corps policies in the PRH regarding recreation and leisure time activities.
2. Background. Job Corps has traditionally supported recreational and leisure time activities as an enhancement to the Job Corps experience. Students are provided opportunities to participate in productive, enjoyable, and safe activities on and off center for enrichment purposes.

The Office of Job Corps recognizes the value of student enrichment activities, yet also recognizes that budgetary decisions may necessitate a reduction in off-center recreation and leisure time activities in order to ensure sufficient resources are directed to educational programs and critical student services. As a result, centers are directed to consider cost efficiency when planning off-center recreational activities. Beginning in Program Year (PY) 2012, cost-saving measures were implemented to reduce expenditures for off-center recreation and leisure time activities.

3. Explanation of Changes. Highlights of changes to PRH Chapter 3, Career Development Period, Section 3.18, Recreational and Leisure Time Activities are as follows:
  - 1) P2. was added requiring centers to holistically build students' employability skills through the integration of career technical training, academics and leisure time activities.
  - 2) R1. Planning, (d), was added requiring centers to coordinate with career technical, academic, counseling staff, and social development staff to ensure integration of student training with leisure time activities.

- 3) R1. Planning, (e), was added requiring centers to consider cost efficiency in planning off-center recreational activities.
- 4) R2. Recreational Activities, removed language requiring activities to allow for stress reduction and mind/body connection, and added new language requiring activities to reinforce and provide time to practice communication skills, to demonstrate positive attitudes and behaviors, and to work and participate in groups.
- 5) R2. (a), Recreational Activities, added the word “activities.”
- 6) R2. (a), Recreational Activities, added 5: “Group sessions with employers or career professionals.”
- 7) R2. (a) Recreational Activities, added 6: “Evening resume writing and interview techniques.”
- 8) R2. (a) Recreational Activities, added 7: “Volunteering, mentoring or tutoring.”
- 9) R2. (b) Recreational Activities, 2, removed “Physical education,” and added, “Dancing and theater.”
- 10) R2. (b) Recreational Activities, 3, removed, “Arts and crafts,” and added, “Radio and television mockups.”
- 11) R2. (b) Recreational Activities, 4, removed, “Community Activities,” and added, “Playwright, rap and poetry seminars.”
- 12) R2. (b) Recreational Activities, 5, removed, “Movies and Special Events,” and added, “Physical education and conditioning (yoga, spinning, etc.).”
- 13) R2. (b) Recreational Activities, 6, removed, “Reading and computer resource facilities,” and added, “Arts and crafts.”
- 14) R2. (b) Recreational Activities, 7, added, “Reading and computer resource facilities.”
- 15) R2. (b) Recreational Activities, 8, added, “Entrepreneurship classes.”
- 16) Quality Indicators (Q2), added requirement for recreation activities to provide opportunities for students to practice, and reinforce skills learned during career technical training and academics.

4. Explanation of PAG Changes. Chapter 3 of the PAG has been updated to reflect each of the changes outlined above.

5. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff, and all staffing and student scheduling reflects this change.

6. Effective Date. October 22, 2012.

7. Inquiries. Inquiries should be directed to Marcus Gray at (202) 693-3967 or [gray.marcus@dol.gov](mailto:gray.marcus@dol.gov).

Attachments

A – PRH Chapter 3

B – PAG Chapter 3