

December 12, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 12-09</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** ROBERT PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Update/Revision to the Policy and Requirements Handbook (PRH)  
Section 6-5, Student Clothing

1. Purpose. To transmit the revised PRH Section 6-5, Student Clothing. The revision includes changes to the structure and payment amounts for clothing allowances to students.
2. Explanation of Changes. A revised Section 6.5 states that effective January 1, 2013, the Office of Job Corps will implement new clothing-allowance levels for students.

Clothing Allowance

Currently, the amount Job Corps students receive for clothing allowance varies based on length of stay in the program. Under the new system, the five-tiered system previously used has been collapsed to three tiers. See the chart below:

<b>Current Policy</b>	<b>Revised Policy</b>
30-90 days - \$100	30-90 days - \$100
90-270 days - \$100 additional	Graduates only (within 90 days of graduation) - \$125
270-365 days - \$117 additional	Students enrolling in AT/ACT - \$100
14-18 months - \$103 additional	
26-30 months - \$103 additional	

Thus, all students coming into the program are eligible for the first \$100. After that, students approaching graduation from the program can receive an additional \$125. Students who enroll in AT/ACT are eligible for an additional \$100.

There will be no other clothing allowances for students.

These changes will be incorporated automatically by the Job Corps Data Center (JCDC) during the payroll generation process.

The new clothing allowances will be applicable to all students effective January 1, 2013.

3. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
4. Effective Date. January 1, 2013.
5. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).

Attachment

PRH Chapter 6