

April 18, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 12-14 AND RELATED PAG CHANGES</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:** ROBERT W. PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Policy and Requirements Handbook (PRH) Chapter 6, Sections 6.10, 6.11, 6.12 and Exhibit 6-4; added Section 6.14

1. Purpose. To clarify PRH requirements regarding the Disability Program. To update select Health and Wellness Program requirements for clarification and consistency.
2. Background. Current requirements related to the Disability Program are in the “Related Health Programs” section of the PRH (Section 6.11, R7). Since all areas of the center must be involved for the center to effectively serve students with disabilities, the Disability Program requirements are in Section 6.14. These are clarified to provide center staff with additional detail on how to meet them.

Select Health and Wellness Program requirements previously modified in the recently released PRH Change Notice 12-10 have been updated to provide clarification and consistency.

3. Explanation of PRH and PAG Changes.
  - a. PRH and PAG Chapter 6: Administrative Support
    - (1) Revised Chapter 6 Table of Contents by making 6.11, R7 “Healthy Eating and Active Lifestyles Program,” removing 6.11, R8, and adding 6.14 “Disability Program.”
    - (2) Revised 6.10, R1 (a) to read, “A cursory health evaluation and a medical history within 48 hours of arrival on center. The medical history shall be documented on the Job Corps Health History Form. The cursory health

evaluation and medical history shall be conducted by a qualified health professional designated by the center physician.”

- (3) Revised 6.10, R1 (b) to read, “A complete entrance physical examination and a review of the medical history within 14 days. The cursory evaluation, with the exception of the required entrance laboratory testing, may be omitted if the physical examination is conducted within 72 hours of a student’s arrival on center. The physical examination must be provided by a qualified health professional and documented on the Job Corps Physical Examination Form.”
- (4) Revised 6.10, R1 (d) by changing “update” to “provide” in the sentence, “Centers should utilize the Vaccines for Children program to provide immunizations for eligible students according to the latest Centers for Disease Control and Prevention (CDC) guidelines.”
- (5) Revised 6.10, R1 (k) to read, “A 24-hour emergency-care system, to include on-center CPR and first aid and written referral plan or agreement for off-center medical, oral health, mental health, substance use, and inpatient care.”
- (6) Revised 6.10, R2 (b) to read, “A dental readiness inspection shall be completed within 14 days after arrival by the center dentist or designee as determined by the center dentist who authorizes the activity by a written personal authorization. The dental readiness inspection shall be documented in the appropriate section on the Job Corps Physical Examination Form.”
- (7) Revised 6.10, R2 (e) to read, “Written referral plan or agreement with community facilities for emergent or urgent conditions treatable beyond the expertise of a general dentist.”
- (8) Revised 6.11, R1 (a) by adding “relapse prevention” to sentence.
- (9) Revised 6.11, R1 (e, 4) by deleting “(b)” and re-lettering subsequent requirements.
- (10) Revised 6.11, R7 by deleting the Disability Program and moving 6.11, R8 Healthy Eating and Active Lifestyles Program to 6.11, R7.
- (11) Deleted 6.11, R8.
- (12) Added 6.14 Disability Program.

b. Exhibit 6-4: Job Corps Basic Health Care Responsibilities

Revised Section A, 1 by adding “HIV testing” to required entry laboratory studies.

4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

5. Effective. Immediately.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283, or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov), or Johnetta Davis at (202) 693-8010, or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachments

A – PRH Table of Contents

B – PRH Chapter 6, Administrative Support

C – PRH Exhibit 6-4, Job Corps Basic Health-Care Responsibilities

D – PAG Chapter 6, Administrative Support