

May 7, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-17
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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) Exhibit 4-2, Initial Placement Verification and Documentation Requirements

1. Purpose. To add electronic documentation as an acceptable form of placement verification.
2. Background. Career Transition Services (CTS) providers have expressed concern regarding the delay in receiving placement verification forms from employers. Facsimiles of verification forms have sometimes resulted in the inability to read their content. In addition, CTS providers have received comments from employers regarding the burden of mailing verification forms, and are requesting a more expeditious process.
3. Explanation of Changes.

As outlined in PRH Exhibit 4-2, Initial Placement Verification and Documentation Requirements, the changes listed below align with the appropriate definition and number.

Job Placement

2. Placement verification documentation must be submitted via:
 - i. U.S. mail
 - ii. Fax, or
 - iii. Electronic scan and e-mail
3. Acceptable verification documentation includes;
 - ii. Added “electronic”
 - iii. Added “... fax band stating the employer’s name ...”
 - iv. Added “... electronic employer verification ...”

Education Placement

2. Placement verification documentation must be submitted via:
 - i. U.S. mail
 - ii. Fax, or
 - iii. Electronic scan and e-mail

3. Acceptable verification documentation includes:
 - i. A copy of an official school transcript indicating the date and number of hours enrolled;
 - ii. Direct written or electronic school confirmation of enrollment on letterhead indicating the date and number of hours enrolled;
 - iii. A school verification form indicating the date and number of hours enrolled, with a fax band stating the school's name or official stamp affixed; or
 - iv. An electronic third-party verification as approved by the Office of Job Corps (e.g., National Student Clearing House).

Miscellaneous

4. Verification forms may have an electronic signature.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Michele S. Stockham at (202) 693-2804, or stockham.michele@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Exhibit 4.2