

October 1, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 13-06 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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Revised Policy and Requirements Handbook (PRH) Chapter 1 and
Chapter 6: Readmission Requirements

1. Purpose. To inform the Job Corps community of revisions to PRH Section 1.6 R2 d, and Section 6.4 R2 d.
2. Background. Currently, the PRH does not require a student's original center to provide documentation to a receiving center upon the student's transfer and readmission. That has changed. Job Corps now requires all student files to be transferred to the receiving center upon readmission. Centers should have the student's history from the original center of attendance, as it is crucial to ensuring success for the second enrollment.
3. Explanation of Change(s). Job Corps has updated language in the following chapters to reflect guidelines on new documentation requirements for readmitted students.
 - a. PRH Chapter 1, Section 1.6. R2, d. and PRH Chapter 6, Section 6.4 R2 d. Added: Original centers must provide student files to the receiving center in the case of readmitted students.
 - b. PAG Chapter 1, Section 1.6. R2, d. and PAG Chapter 6, Section 6.4 R2 d. Added: Original centers must provide student files to the receiving center in the case of readmitted students.
4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachments

A – PRH Cover

B – PRH Chapter 1

C – PAG Chapter 1

D – PRH Chapter 6

E – PAG Chapter 6