

March 18, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 13-07</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:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** Policy and Requirements Handbook (PRH) Appendix 502,  
Section F – Liquidated Damages

1. Purpose. To update Appendix 502, Section F to be consistent with changes previously made to PRH Chapter 6.
2. Background. In late 2012, as a result of the cost-saving measures, Job Corps decreased student transition payment amounts from \$250 to \$200 for GED/HSD attainment, from \$750 to \$500 for Career Technical Training completion, and from \$1,200 to \$1,000 for both. However, PRH Appendix 502 section F was not updated accordingly. The associated liquidated damages were not updated to match the students' earnings.
3. Explanation of Change(s). Assessment amounts for liquidated damages were changed as follows:

## **F. LIQUIDATED DAMAGES**

### **1. Assessment Amounts.**

As a means to promote program integrity, and to ensure that Job Corps students receive the services for which DOL expends public funds, DOL shall assess contractors for liquidated damages for misreporting of student achievement data. The amount of the assessment for each instance of verified misreporting will be based on the following schedule:

- Invalid HSD/GED Credit: \$200 for each instance.
- Invalid Career Technical Training Completion Credit: \$500 for each instance.

- **Artificially Extending Enrollment and/or Invalid Leave Days:** For each day a student is improperly carried as enrolled, or carried in an invalid leave status, the assessment shall be 15 percent of the budgeted cost per day, per student. The cost per day, per student is calculated as follows: (approved center operations budget that is in place for the contract year in which the misreporting occurs)/ (duration of contract year in days)/ (contracted student slots for the contract year).
- **Invalid Placement Credit:** \$750 for each instance.

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 Until superseded.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 Linda Estep, [estep.linda@dol.gov](mailto:estep.linda@dol.gov).

Attachment

PRH Appendix 502