

July 18, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-02
------------	---------------------------------------

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: LENITA JACOBS-SIMMONS  
Acting National Director  
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH), Exhibit 5-4: Required Staff Training

1. Purpose. To provide training to ensure all Job Corps staff members are familiar with basic reasonable accommodation principles, and understand their roles in supporting students with disabilities.

2. Background. Job Corps must provide all applicants and students with disabilities the opportunity to request and receive reasonable accommodations in accordance with Section 188 of the Workforce Investment Act of 1998, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations, as amended by the American with Disabilities Amendment Act of 2008 (ADAAA). PRH Appendix 605 is the primary resource for information about the provision of reasonable accommodation.

To ensure all staff members are familiar with basic reasonable accommodation principles and their roles in supporting students with disabilities, all are required to complete reasonable accommodation training within 90 days of employment, and annually thereafter. To meet this requirement, staff must complete *the Supporting Students with Disabilities in the Job Corps Program* training available in the Staff Instructional Management Online Network (SIMON), located in CITRIX. Certificates of completion will be maintained by the centers' Human Resource departments. The reasonable accommodation training requirement replaces the Disability Program training that is currently required as part of New Staff Orientation in Exhibit 5-4. Training on the Disability Program or a disability-related topic is required annually for all staff (see Exhibit 5-4).

Additionally, reasonable accommodation-related Webinars are offered at least quarterly. All center Disability Coordinators (DCs) and staff members who participate in Reasonable Accommodation Committee (RAC) meetings should attend the Reasonable Accommodation

Process and RAC Guidance Webinars at least annually, and any other accommodation-related Webinars as time permits. All staff members are welcome to attend these Webinars. For information on when these Webinars will be held and registration details, visit the Event Registration Calendar located on the Job Corps Community Web site home page.

3. Explanation of PRH Changes. PRH Exhibit 5-4 has been updated.
4. Action Required. All current staff members should complete the required reasonable accommodation training in SIMON by **September 30, 2014**. Anyone hired on or after August 1, 2014, should take the reasonable accommodation training within 90 days of employment as part of New Staff Orientation.

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

5. Effective Date. 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).

Attachment

Exhibit 5-4: Required Staff Training