

September 15, 2015

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| DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 15-04 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 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
 National Director
 Office of Job Corps

SUBJECT: Updating Policy and Requirements Handbook (PRH) Section 6.1R3,
 “Unauthorized Absences”

1. Purpose. To revise and clarify the Job Corps’ policy regarding the minimum requirements for reporting, investigating, and documenting cases of missing students, and to change time requirements for notifying parents/guardians of missing minor students.

2. Background. Job Corps is a voluntary, predominantly residential program for students ages 16 through 24. Student safety and security are top priority for the program. This PRH Change Notice regarding missing persons is one part of a broader effort to improve safety and security for students and staff at all 126 Job Corps centers.

The PRH addresses requirements concerning missing minors (i.e., students younger than age 18) and all students’ unauthorized absences/exits from the centers. Applicants who are minors must have parental/legal guardian consent to enroll and participate in Job Corps. Once enrolled, minor students can leave the centers only to destinations authorized by parental/legal guardians. Parents/legal guardians of minor students must be notified of any unauthorized absence/exits from the center.

3. Explanation of Changes.

a. PRH Section 6.1R3 is revised to address the minimum requirements regarding missing persons and unauthorized student absences/exits from Job Corps centers. The revisions specifically address a student’s unauthorized absence/exit and parental/legal guardian notification of a minor student’s unauthorized absence from the center. This PRH change replaces the 18-hour parental notification requirement with a shorter – no more than 2-hour timeframe requirement. In addition, a requirement has been added to report missing minors to the local law-enforcement agencies.

Finally, a requirement to internally investigate the missing-person incident to the maximum extent possible has been added to this PRH section.

b. There are no PAG changes at this time.

4. Action. Please notify all appropriate center and corporate parties of this PRH Change Notice. Failing to promptly report missing students and investigate their whereabouts to the maximum extent possible will result in the government holding operators accountable for not carrying out their contractual obligations.

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

5. Effective Date. Immediately.

6. Inquiries. Questions regarding this PRH Change Notice can be addressed to your respective Job Corps Regional Director, or Lenita Jacobs-Simmons or Bob Pitulej at (202) 693-3000.

Attachment

PRH Chapter 6