

October 26, 2015

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-05
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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: Update to PRH Change Notices 15-01 and 15-03: Clarification for Revised Placement Timeline Policy

1. **Purpose.** To provide clarification on the recently revised placement timelines and implementation of the 90-day rule.
2. **Background.** In PRH Change Notice 15-01, Job Corps announced the implementation of a revised timeline for initial placements. That policy revision required that placements be verified and approved within 90-days of the entry of the student's Reported Date. This "90-day rule" became necessary because the previous rule had no defined time-limit, giving providers an unlimited timeframe to input Date Placed. This allowed many non-quality placements to simply mature over time and become qualified placements. This process deficiency has been identified by both Job Corps' own internal auditors as well as the DOL Office of Inspector General (OIG). The goal of the revised policy is to correct that deficiency.

The policy change is also intended to intensify providers' efforts to secure quality placements within the initial 90 day placement period. In support of that, Change Notice 15-03 stipulated that the Placement Approved Date will be used as the basis for implementing the new policy. This ensures consistency with the Job Corps Data Center's (JCDC) historical practice of using Placement Approved Date to determine the effective date for program year placements. PRH Change Notice 15-03 further stipulated that the 90-Day Rule change will apply only to those students whose placements were approved on or after July 1, 2015. Students whose placements were approved prior to July 1, 2015 would be handled under the previous policy.

To reduce any confusion related to this rule change, the National Office establishes the following guidelines to assist in its adoption:

- The implementation date for the revised rule has been extended to January 1, 2016, not July 1, 2015 as originally published. The extended implementation date is intended to allow the system more time to adjust to the change and align its practices with the new rule.
- All placements that occur between July 1, 2015 and December 31, 2015 will be swept and counted under the previous rule. No valid credits earned during that period will be lost.
- All placements and upgrades that occur on or after January 1, 2016 will be processed under the new 90-day rule.
- Both initial placements and subsequent upgrades must occur within the student's placement service window. As long as an upgrade is reported within the placement service window, the provider has 90 days from the Reported Date to verify and approve the upgrade.
- Placement service window remains nine months from separation for graduates and three months from separation for former enrollees.
- The Placement Approved Date will continue to be the basis for crediting placements by JCDC. This approach is consistent with past practices, and has not changed.

CTS providers are expected to align their practices with the new rule by the implementation date of January 1, 2016. This is to ensure that the possibility of valid credits being lost is minimized as we transition to the new rule.

3. Effective Date. January 1, 2016.
4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Shao Zhang at (202) 693-3917, or e-mailed to zhang.shao@dol.gov.