

April 14, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-12
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 4,
Sections 4.3, 4.4, and 4.5

1. Purpose. To revise current PRH standards, and provide guidance to Career Transition Services (CTS) providers in the use of case notes.
2. Background. Job Corps participants require a range of services to assist them in making successful post-center transitions. CTS providers are charged with providing the personalized services that lead to successful transitions into career pathways through employment, post-secondary education, apprenticeship, or the military. CTS supports cover a wide range of individualized services, and are essential to participants' long-term success.

CTS providers are required to maintain case-note documentation for all services provided directly to, or on behalf of CTS participants – students, graduates, and former Job Corps enrollees – in the CTS Web-based application. CTS case notes allow staff to track, document, and provide information on the range of services provided to participants during and following their Job Corps training period.

In March 2016, the National Office of Job Corps initiated mandatory training for CTS providers on how to develop effective case notes.

3. Explanation of Changes.
 - a. Revised PRH Chapter 4, Section 4.3, Career Transition Services for Graduates, by adding :

“d. Maintain case-note documentation in the Job Corps CTS Web-based application of all services provided directly to, or on behalf of the student” to REQUIREMENTS, R1.

b. Revised 4.4, Career Transition Services for Former Enrollees, REQUIREMENTS, R1. *Contact* to say:

“Career Transition Services providers shall contact all assigned graduates and former enrollees at least every 30 days during the service period to reassess their needs and maintain case-note documentation in the Job Corps CTS Web-based application of all services provided directly to, or on behalf of CTS participants.”

c. Revised 4.5, Documentation, Reporting and Verification Process, REQUIREMENTS, R2. *Reporting* to say:

“Centers and other designated CTS providers shall maintain case-note documentation in the Job Corps CTS Web-based application of all services provided directly to, or on behalf of the student.”

4. Action Required. 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 Andrea Kyle Bobrik at (202) 693-3008 or via e-mail at Kyle.Andrea@dol.gov.

Attachment

PRH Chapter 4: Career Transition Period