

September 30, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-04
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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) Section 6.4, R2, "Transfers"

1. Purpose. To clarify Job Corps' transfer policy, requiring Regional approval for all transfers; and to establish that transfers are permanent, and cannot be informal or conditional.
2. Background. Job Corps is a voluntary, predominantly residential program for students ages 16 through 24. The program's mission is to attract eligible young people, teach them skills they need to become employable and independent, and to place them in meaningful jobs or further education. In select instances, it may be appropriate to transfer a student to another Job Corps center from the original center to which he/ she enrolled upon entry into the program. This PRH Change Notice addresses requirements regarding authorized transfers between centers. The student's record transfers to, and will remain with the receiving center.
3. Explanation of PRH Changes. PRH changes are as follows:
 - a) Changed Chapter 6, Section 6.4, R2, Transfers:
 - a. Revising (a) to read:

By mutual agreement with another center and with written approval of the Regional Office, arrange for the transfer of a student, including travel arrangements, if the student meets one or more of the following conditions:

 1. Is interested in and qualified for a training program not available at the current center.

2. A permanent change in environment or associations for the student will enhance the chances for graduation.
3. Appeal of a disciplinary discharge is upheld and the Regional Director requests a transfer.
4. Has medical needs that cannot be met at the current center and facilities and services are available at another center.

b. Adding (e):

The receiving center is accountable for the student from the day he or she arrives at the receiving center. Transfers are permanent. Only the National Director, as warranted, may approve a student's return to the originating center.

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Expiration Date. Until superseded.
7. Inquiries. Contact your respective Regional Directors, Lenita Jacobs-Simmons or Bob Pitulej at (202) 693-3000 with questions regarding this PRH Change Notice.

Attachment

PRH Chapter 6: Administrative Support