



May 22, 2017

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-14
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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
ALL USERS

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

A handwritten signature in blue ink, reading "Lenita Jacobs-Simmons".

SUBJECT: Revisions to Policy and Requirements Handbook Appendix 303 Career Technical Skills Training, Appendix 303a CTST Instructions for Completing the CTST Form, and Appendix 303b CTST Sample Project Descriptions

1. **Purpose.** To provide updates regarding the changes to Appendix 303 Career Technical Skills Training (CTST), Appendix 303a CTST Instructions for Completing the CTST Form, and Appendix 303b CTST Sample Project Descriptions in the Policy Requirements Handbook.
2. **Background.** The National Office of Job Corps has implemented a new form and process for centers to apply for CTST funding for the Program Year (PY) 2017 cycle. Consequently, Appendices 303, 303a, and 303b have been revised to provide guidance on the new process.
3. **Explanation of Change(s).** The National Office of Job Corps integrated CTST Forms 1, 2, and 3 into a new CTST form that will be used by the centers to describe individual CTST projects, to request CTST annual funding, and to reconcile CTST funding, at least, biannually. Appendices 303, 303a, and 303b provide guidance for completing the new form, and have been updated accordingly. The changes are as follows:
 - Appendix 303 – Defines CTST-related general requirements and programs eligible for CTST funding, describes CTST plan details, the submission and approval process, and the operation of CTST projects.
 - Appendix 303a – Provides instructions for the completion of the new CTST form, which is posted on the Job Corps Construction Rehabilitation and Acquisition (CRA) Funded-Not-Corrected (FNC) Web site.
 - Appendix 303b – Provides examples of CTST project descriptions.

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 Tracy Bradshaw-Morris at 202-693-8000 or Bradshaw-Morris.T@dol.gov.
7. ePRH Web site Access. This Change Notice and revisions to the ePRH can be accessed through the ePRH Web site (<https://eprh.jobcorps.gov>).