



MAY 24 2017

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 16-15

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 CENTER USERS

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

A handwritten signature in blue ink that reads "Lenita Jacobs-Simmons".

SUBJECT: Policy and Requirements Handbook Revisions to Sections and Exhibits
Related to Fact-Finding Boards

1. Purpose. To clarify the documentation requirements for Fact-Finding Boards.
2. Background. A recent audit by the Department of Labor's Office of the Inspector General (OIG) revealed that many Job Corps centers are not entering the date and disposition of Fact-Finding Boards into the Center Information System (CIS). While paper documentation was often retained, failure to enter the Fact-Finding Board date and disposition into the CIS gives the appearance that Fact-Finding Boards were not conducted in a timely manner. Neglecting to enter the date and disposition also raises a concern that students were separated without due process.
3. Explanation of Change(s).
 - a. Section 3.4 Student Standards of Conduct
 - Under R3. Investigation and Disposition of Incidents, language is added to make clear that documenting the date and outcome of a Fact-Finding Board in the CIS is required within 48 hours of its completion.
 - Under R6. Reporting/Documentation/Recordkeeping, new language is added to say that regardless of the Fact-Finding Board's outcome, documentation shall be retained on center for a minimum of 3 years and be made available for auditing purposes.
 - Also under R6, language is added to clarify that documentation should include recording the date and disposition of the Fact-Finding Board in the CIS.

Further, in the case of Level II Fact-Finding Boards, a rationale should be entered into CIS if the Fact-Finding Board's recommendation is not upheld.

b. Exhibit 3-2 Conduct of Fact-Finding Boards

- The table is edited to reflect that required documentation for Fact-Finding Boards for both Level I and Level II infractions includes entering the exact date of the Fact-Finding Board and its disposition into the CIS. Additionally, in the case of Level II Fact-Finding Boards, if the Board's recommendation is not upheld, rationale must be provided.

c. Section 6.3 Student Records Management

- Under R1. Records System, the records table is edited to explicitly include Fact-Finding Board documentation under Personal and Social Development Records.

4. Action Required. Please review corresponding changes in the Conduct Module of the CIS Application and Technical Guide.

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

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Erin McGee at (202) 693-3283 or mcgee.erin@dol.gov.

Attachments

- A – Policy and Requirements Handbook (PRH) Section 3.4 Student Standards of Conduct
- B – PRH Exhibit 3-2 Requirements for the Conduct of Fact-Finding Boards
- C – PRH Section 6.3 Student Records Management