




JUL 14 2017

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-03

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

SUBJECT: Electronic Policy and Requirements Handbook Revisions to Center Mental Health Consultant Requirements in Exhibit 6-5 (Center Health Staffing Requirements)

1. Purpose. To revise current electronic Policy and Requirements Handbook (ePRH) staffing requirements for Center Mental Health Consultants (CMHCs) by increasing required staffing hours.
2. Background. Health and Wellness Center staffing hours are currently limited for the CMHC position resulting in the prioritization of urgent responsibilities, often times causing truncated service delivery. To address this issue, ePRH requirements have been updated to increase hours for the CMHC position. The CMHC staffing hours in Exhibit 6-5 will increase from 6 hours, for every 100 students per week, to 9 hours, for every 100 students per week, for mental health services, effective immediately. The additional CMHC hours will allow more students to receive needed services, including direct clinical care, applicant assessments, improved care coordination, and necessary center trainings to enhance the Center Mental Health and Wellness Program.
3. Explanation of ePRH Changes. This Change Notice transmits changes to the ePRH Chapter 6, Exhibit 6-5, Center Health Services Staffing Requirements. Hours for the CMHC position have increased to 9 hours per 100 students per week.
4. Action Required. Addressees are to ensure this ePRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or davis.johnetta@dol.gov.

7. ePRH Web site Access. This Change Notice and revisions to the ePRH can be accessed at the ePRH web site address, <https://eprh.jobcorps.gov>.