



DEC 28 2018

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 18-08

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 brown ink, reading "Lenita Jacobs-Simmons".

SUBJECT: Electronic Policy and Requirements Handbook Revision to Chapter 6,
Exhibit 6-2

1. Purpose. This notice describes a revision to Job Corps' policy on the amount of the transition allowance (also referred to as "transition payment") paid to enrollees at the time of graduation.
2. Background. Job Corps uses the transition allowance to incentivize attainment of academic and career technical training (CTT) credentials by enrollees.¹ Applicants are informed upon enrollment that they may be eligible for a transition allowance when they graduate. However, to be eligible, enrollees must graduate with a combination of either a High School Equivalency (HSE) or a High School Diploma (HSD) and a CTT credential. Job Corps is permitted to make adjustments to the amount of the allowance as appropriate. Currently, Job Corps' transition allowance is \$1,000.
3. Explanation of Change(s). This notice announces an increase in the transition allowance from \$1,000 to \$1,200. This increase further incentivizes enrollees by providing additional funds for transition related expenses when they graduate with a HSE or HSD and a CTT credential. The requirement that the completion of these achievements must be through the Job Corps program remains unchanged.

The change affected the below section of the Policy and Requirements Handbook.

Exhibit 6-2: STUDENT ALLOWANCE AND ALLOTMENT SYSTEM (SAAS)

¹ Job Corps Policy and Requirements Handbook, Chapter 6, Student Allowances and Allotments, R2. Transition Allowances, <https://eprh.jobcorps.gov/Administrative%20Support/6.2%20Student%20Allowances%20and%20Allotments/Pages/default.aspx> (last accessed Nov. 19, 2018).

- The amount of the transition payment for a graduate with a combination of a HSE or HSD and CTT completion was changed from \$1,000 to \$1,200.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
 5. Effective Date. Immediately.
 6. Inquiries. Direct inquiries to Natalie Boan-Kapustin at BoanKapustin.Natalie@dol.gov.
 7. ePRH Web site Access. This Change Notice and revisions to the ePRH are available on the ePRH Web site at <https://eprh.jobcorps.gov>.