



DEC 31 2019

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-08

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: DEBRA A. CARR
Acting National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Debra A. Carr", written over the typed name and title.

SUBJECT: Policy and Requirements Handbook Revisions to Career Transition Services Policy

1. Purpose. This notice describes revisions to Job Corps' Career Transition Services Policy in Chapter 4 and Appendix 501/501B.
2. Background. The Office of Job Corps is revising its policies to align with the transition of Job Corps' Career Transition Services (CTS) from a geographic-based placement system to a center-based placement system. Under the new center-based placement approach, job placement and follow-up services provided by the center will cultivate higher quality job leads with local employer partners, relevant job placement prior to departure, and seamless communication for follow-up services with the student.
3. Explanation of Change(s).

Chapter 4 – Career Transition Period

Section 4.1 - Career Transition Period Plan

- Language was changed in R1.c.2(b) by removing, “geographic area(s) to be served” and revising the requirement to “where staff will be deployed to provide center-based placement services.”
- Language was deleted in R1.c.3(h) that addressed arranging continuing services for graduates and former enrollees who relocate. In a center-based placement system, the CTS service provider will not change when a graduate or former enrollee relocates.

Section 4.3 - Career Transition Period Plan

- Requirement R5. *Relocations* was deleted because graduates and former enrollees who relocate will continue to receive placement services from the same service provider and will not be transferred to another service provider.

Appendix 501 – Policies and Procedures for Job Corps Program Year (PY) 2019 Outcome Measurement System

Appendix 501 – Introduction

- Under section *F. Additional Policies*, the language was deleted for 3. *Policy for Crediting Career Transition Services (CTS) Contractors When CTS-Assigned Students Relocate to a Different Service Area*. The reference to F.3. in the Appendix 501 Table of Contents was removed and pages were renumbered.

Appendix 501 – Attachments

- Language was deleted for *Attachment 7: PY 2019 Crediting Chart for CTS Contractors when Students Relocate to a New Service Area (CTS and CTT)*. The reference to Attachment 7 in the Appendix 501 Attachments Table of Contents was removed, pages and attachments were renumbered.
- Attachments 8-12 were renumbered as a result deleting Attachment 7.

Appendix 501B – Policies and Procedures for Job Corps Program Year (PY) 2019 Outreach and Admissions Outcome Measurement System

Appendix 501B – Attachments

- Language was changed in section I. *C. Quality and Production Measures* by replacing, “Job Corps Regional Offices’ Geographic Assignment Plans (GAPs)” with “Job Corps National Enrollee Assignment Plan (NEAP).”

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.

5. Effective Date. Immediately

6. Inquiries. Inquiries should be directed to Ralph DiBattista at DiBattista.Ralph@dol.gov or Andrea Kyle Bobrik at Kyle.Andrea@dol.gov