



FEB 11 2020

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-09

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

FROM: DEBRA CARR  
Acting National Director  
Office of Job Corps

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

SUBJECT: Policy and Requirements Handbook (PRH) Revision to Section 5.1  
*Program Management*

1. Purpose. To restore an inadvertent PRH deletion of the annual comprehensive assessment requirement for centers operated by contractors and federal agencies, and Outreach and Admissions/Career Transition Services contractors.
2. Background. The annual comprehensive assessment requirement was unintentionally deleted from the PRH when Change Notice 18-03 on Regional Office Center Assessments was published in August 2018. This revision corrects the editorial error.

3. Explanation of Change.

Chapter 5 –Management

Section 5.1 – Program Management

- The word “annual” was restored to Requirement R2.c that states that centers operated by contractors and federal agencies, and OA/CTS contractors, must conduct *annual* comprehensive assessments.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
  5. Effective Date. Immediately.
  6. Inquiries. Direct inquiries to [JobCorps@dol.gov](mailto:JobCorps@dol.gov).

7. PRH Website Access. The Change notice and revisions to the PRH are available within 2 hours of this notice on the PRH Website at <https://epri.jobcorps.gov>.