



FEB 20 2020

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-10

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 a circular stamp or mark.

SUBJECT: Policy and Requirements Handbook (PRH) Revision to Section 6.2
Student Allowances and Allotments and Exhibit 6-2 *Student Allowance and Allotment System (SAAS)*

1. Purpose. To update the PRH to include additional methods by which a center contractor may pay student allowances, to include electronic funds transfer (EFT) to a bank account with a debit card or to a non-bank issued debit card, in addition to cash.
2. Background. On April 9, 2014, Job Corps issued Information Notice 13-48, permitting and encouraging center operators to investigate and implement EFT payments for student allowances. As a result of the success of that endeavor by select center operators, Job Corps is changing the PRH to provide for additional methods by which payments to students can be made to include EFT to a bank account with a debit card or to a non-bank issued debit card, in addition to cash. Job Corps is also encouraging center operators to explore the feasibility of securing an automated teller machine (ATM) on center.
3. Explanation of Change.

Chapter 6 – Administrative Support

Section 6.2 – Student Allowances and Allotments

The requirement at R1.c.1 was edited to add EFT to a bank account with a debit card, or to a non-bank issued debit card as permissible methods to pay student allowances, in addition to cash. Payment by EFT or debit card are subject to the following restrictions:

- a. Job Corps Data Center will not change its financial transfer process;
- b. Students must not be charged fees to access their funds, including ATM fees;
- c. Charging any transaction fees to students is prohibited; and
- d. Operators must effect any changes using current resources.

Exhibit 6-2 – Student Allowance and Allotment System (SAAS)

The column entitled ‘Payout’ at row 1 entitled ‘Basic Living Allowance’ was edited to include EFT to a bank account with a debit card or to a non-bank issued debit card, as permissible methods to pay students’ “Basic Living Allowance.”

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.
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://eprh.jobcorps.gov>.