



DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 19-14
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB COPRS REGIONAL OFFICE STAFF
All JOB COPRS 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

SUBJECT: Revisions to the Policy and Requirements Handbook (PRH) Section 5.1,
Section 6.4, and Appendix 601

1. Purpose. To clarify the requirements for releasing personal information to outside entities under PRH Sections 5.1, 6.4, and Appendix 601.
2. Background. Change Notice 19-13, published April 6, 2020, added language to the provision at Section 5.1, R31.c clarifying that Department of Labor authorization must be obtained prior to releasing personal student information to outside entities. Further, center operators must ensure that the releases comply with the Privacy Act and other federal and state information privacy laws. It includes obtaining any necessary waivers and releases from students. Section 6.4 and Appendix 601 are updated pursuant to the requirements contained at Section 5.1, R31.c.
3. Explanation of Change(s)
 - PRH, Section 5.1, R31.c
Language was added that states that the applicable Job Corps Regional Office will authorize the release of personal student information to outside entities on behalf of the Department of Labor.
 - PRH Section 6.4, R22
Language was added that states that release of information must be in accordance with Chapter 5, Section 5.1, R31.c in addition to other requirements contained therein.
 - PRH Appendix 601, 3.d and 5.a
Language was added that center staff must respond to requests for information in accordance with Chapter 5, Section 5.1, R31.c, in addition to other requirements contained therein.

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
5. Effective Date: Immediately
6. Inquiries. Inquiries should be directed to the Office of Job Corps at 202-693-3000.
7. PRH Website Access. This Change Notice and revisions to the PRH are available on the PRH Web site at [https:// prh.jobcorps.gov](https://prh.jobcorps.gov).