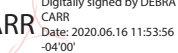




June 16, 2020

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 19-15
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS FOREST SERVICE CENTER DIRECTORS
ALL JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

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

Digitally signed by DEBRA CARR
Date: 2020.06.16 11:53:56 -0400

SUBJECT: Revision to the Definition of Administrative Separation with Reinstatement (ASWR)

1. Purpose. To revise the definition of Administrative Separation with Reinstatement (ASWR) to include students who are unable to participate effectively in distance learning during Job Corps virtual operating status.
2. Background. Job Corps transitioned to virtual operating status starting May 11, 2020, in response to the COVID-19 threat as outlined in Program Instruction Notice (PIN) 19-17, and currently students are engaged in distance learning for academic instruction and knowledge-based career technical skills training. The majority of enrolled Job Corps students have participated in distance learning since May 11. However, there are some students who wish to continue the program to completion, and would otherwise be willing and able to do so in-person at a center, but are unable to participate effectively in distance learning for reasons outside their control. For example, students currently at home may not have a residential environment that is conducive to successful distance learning, or they may have taken on work obligations to address financial needs that prevent them from participating effectively in distance learning. Currently, the Policy and Requirements Handbook (PRH) does not provide Job Corps with the option to administratively separate these students for the duration of distance learning with an expedited means of reinstatement once on-center operations resume, if they choose to do so.

Consequently, Job Corps is revising the ASWR separation code to include a third criterion to provide an option for students who desire to participate in the program to completion, but are unable to participate effectively in distance learning due to circumstances beyond their control, as determined by the Regional Director. These students will be able to separate from the program with the option to request reinstatement within 45 days of their assigned center resuming on-center operations. In considering whether a student is eligible for ASWR during

distance learning, centers must assess and document the student's specific challenges, consider the supports that are available to help the student participate successfully in a distance learning environment, and make a determination that the student's educational needs are not being met through distance learning. This is a case-by-case determination based on each student's individual circumstances, and the Regional Director must approve any student separation under the revised ASWR separation code.

In assessing a student's specific challenges with distance learning in consideration of ASWR, centers must note that this change in policy in no way affects a center's responsibility to provide reasonable accommodations for students with disabilities. Center operators must ensure that all students with disabilities have the opportunity to request and receive reasonable accommodations to participate in distance learning. Centers must engage in an interactive process with each student making a request to determine his or her individual accommodation needs. During an assessment of a student's eligibility for ASWR, center staff may become aware of a potential disability, in which case staff should coordinate with the center's Disability Coordinator as required by PRH Chapter 2.4 R5 and ensure that the center's Reasonable Accommodation Process, as required by Chapter 2.4 R3, is followed.

Students who both refuse to participate in the distance learning program and fail to respond to center staff's meaningful efforts to communicate with them to assess their status and discuss available supports are not eligible to be separated as ASWR. In determining ASWR eligibility, students who have made no meaningful attempt at engaging with distance learning, as evidenced by failing to check-in with center staff regularly, no attempt to log-on to the distance learning platform or access any of the available materials, turn in any assigned work, or an overall lack of responsiveness to a center's efforts to communicate and provide necessary educational supports, may be found ineligible for ASWR. Center staff must make meaningful efforts to communicate with and assess a student's status and consider available supports before excluding a student from ASWR eligibility.

3. Explanation of Change. This notice revises the following section of the PRH:

Chapter 6.2 R4, Separations, Part c.

“10. Administrative Separation with Reinstatement (ASWR) – For: (i) temporary or anticipated long-term center closure when designated by the Regional or National Office of Job Corps; (ii) students who are called to active military duty and must temporarily suspend their participation in Job Corps; or (iii) students who are unable to participate effectively in distance learning, as determined by the Regional Director, while Job Corps is in virtual operating status, but desire to continue participating in the program to completion once on-center operations resume.”

Chapter 6.2 R6, Re-enrollments

“Centers must effect reinstatements or re-establishments of students according to the following:

- a. Reinstatement shall be used to expedite the return to active participation of a student who was separated for medical reasons with reinstatement rights or administrative separation with reinstatement rights (ASWR). Reinstatement is a resumption of the previous enrollment, not a new enrollment. Reinstatement is effective the date the student physically reports back to the center. To qualify for reinstatement under MSWR, the student must:

1. Return within 180 days from separation date.
2. Provide documentation showing resolution of the medical condition (including medical, mental health, oral health, alcohol, or drug abuse conditions) and ability to participate in the program.

To qualify for reinstatement under ASWR, the student must:

1. Return within 12 months from separation date, if the separation reason was temporary or anticipated long-term closure of the center or a call to active military duty (with appropriate military documentation).
2. Request reinstatement and return within 45 days after the center resumes on-center operation and instruction, if the separation reason was that the student was unable to participate effectively in distance learning during Job Corps virtual operating status.

Appendix 501 Introduction Section D.4(d)

“Students Who Are Administrative Separations with Reinstatement Rights (ASWR): Per the PRH, Chapter 6, Section 6.2, R6.a, administrative separations with reinstatement rights are allowed an expedited return within 12 months if the separation reason was center closure or a call to active military duty, or 45 days if the separation reason was inability to participate effectively in distance learning during virtual operating status.

JCDC will report the student outcomes only at the time of *final* separation. Thus, OMS outcomes for an ASWR student will be recorded either at 12 months or 45 days after ASWR, depending on the reason, if the student does not return to the program, or at final separation if the student resumes participation in the program.

The following summarizes how specific circumstances are recorded in the OMS:

- (1) **Student is reinstated back to the Job Corps center before the 12 months or 45 days end (depending on reason for ASWR):** Student outcomes will be reported at the time of final separation.
- (2) **Student did not return to the Job Corps center within the 12 months or 45 days (depending on reason for ASWR):** In this case, at the end of the appropriate period, the system will automatically separate the student under the “ASWR Final Close-Out” (ASFC) status using the final day (365th or 45th day) as the date of ASFC separation. At that time, the system will determine the student’s separation status and placement services eligibility status. If the student is eligible for placement services, he or she will be active for CTS contractors to enter placement data in CTS. The placement service period will start at the 366th or 46th day (depending on reason for ASWR), and the Quarter 2 and Quarter 4 survey time frames will be based on the student’s ASFC date.
- (3) **Student notifies the center before the end of the 12 months or 45 days (depending on reason for ASWR) that he or she does not intend to return to the Job Corps center:** In this case, the center will separate the student under the ASFC status in CIS. The “close-out” date will be the date the student officially notified the center. At that time, the system will determine the student’s separation status and placement services eligibility status. If the student is eligible for placement services, he or she will be active in the CTS system for CTS contractors to enter placement data. The Quarter 2 and Quarter 4 survey time frames will be based on the student’s ASFC date.”

5. Inquiries. Direct inquiries to the respective Regional Directors.
6. PRH Website Access. This Change Notice and revisions to the PRH are available within 2 hours of this notice on the PRH Website at <https://prh.jobcorps.gov>.