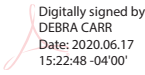




June 17, 2020

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-16

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 CARR 
Acting National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Update on Career Technical Training (CTT) to Onboard Strength (OBS) Ratio

1. Purpose. To clarify the requirement that centers operate within the established CTT to OBS ratio range.
2. Background. It is important for Job Corps to demonstrate a return on investment by optimizing the use of its available training. As a result, it is essential to maintain a balance between the number of students enrolled at a center and the number of training positions or slots that are available to them. By establishing a CTT to OBS ratio range, Job Corps seeks to ensure that its various trade programs are serving the maximum number of students and are operating in a cost effective manner. For more than a year, Job Corps has reviewed and assessed trade change requests using the CTT to OBS ratio maximum range of between 92 to 95 percent. This Change Notice updates the Policy and Requirements Handbook (PRH) to incorporate a CTT to OBS ratio range of no lower than 85 percent to no more than 95 percent.
3. Explanation of Changes. This Change Notice revises the PRH as described below.

Chapter 3, Section 3.3 R1 Approved Programs

Job Corps is revising this section by adding the following:

“The optimization of student enrollment in a career technical training (CTT) program is important in maintaining the return on investment. Therefore, the alignment of trade offerings with the contracted Onboard Strength (OBS) must be maintained between 85 percent and 95 percent of a center’s contracted OBS. Contracted OBS is used because it

best reflects the expected level of student capacity per center. This alignment is maintained using the methodology below.

- $\text{CTT slots divided by contracted OBS} = \text{CTT to OBS Ratio}$ (expressed as a percent) or $\text{CTT Slots/Contracted OBS} = \text{CTT to OBS Ratio}$

Example: What is the CTT to OBS ratio for a center with 100 trade slots and a contracted OBS of 110?

- Answer: $100/110 = 90.9\%$ CTT to OBS Ratio

Factors to consider when adjusting trades to reach the ratio range include trade utilization, trade performance (e.g., graduation and placement numbers, and long-term student outcomes), labor market data, and similar regional trade offerings.”

Chapter 3, Section 3.1 R15 Career Technical Program Changes

Job Corps is revising R15 by adding a part c. as follows:

“c. All requests to add, delete, expand or reduce training offerings must comply with the 85 percent to 95 percent ratio of CTT to OBS described in Chapter 3, Section 3.3. R1, Approved Programs.”

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff. Contractors shall work with the COR and CO to modify their contracts to reflect this change.
5. Effective Date. The CTT to OBS ratio becomes effective on July 27, 2020.
6. Inquiries. Direct inquiries to Office of Job Corps at (202) 693-3000.
7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed at the PRH website address: <https://prh.jobcorps.gov>.