



November 19, 2020

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 20-02
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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 Digitally signed by DEBRA CARR
Date: 2020.11.19 16:48:33 -05'00'
Office of Job Corps

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

1. Purpose. To revise the reinstatement provision of Administrative Separation with Reinstatement (ASWR) to allow students immediate reinstatement if the circumstances that led to their original placement in ASWR status have changed.

2. Background. On June 16, 2020, Job Corps issued Policy and Requirements Handbook (PRH) Change Notice (CN) 19-15, which revised the definition of ASWR 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. The revised definition of ASWR permitted students to separate from the program with the option to request reinstatement within 45 days of resuming on-center operations. However, the start of the 45-day period for requesting reinstatement may only begin once a student becomes aware that their assigned center will be resuming on-center operations. Therefore, Job Corps is providing the following clarification for the reinstatement provisions of this guidance.

Once Job Corps notifies a center that it has been identified for resuming on-center operations, that center must contact its ASWR status students to notify them of the resumption and that they must submit a written request for reinstatement within 45 days from the date the students received notice from the center. Once the center receives a timely written request for reinstatement, the center must prioritize that student for inclusion in the next cohort of returning students. Centers must take students out of ASWR status and into “present for duty, on-center” status once they arrive at the center. Job Corps is revising the relevant ASWR provisions of the PRH accordingly.

Additionally, some students who were separated under the revised ASWR separation code have experienced a change in circumstances, such that they are now able to engage in distance learning. For example, students who were unable to participate in distance learning due to lack of access to technology may now have access to Chromebooks and/or wireless hotspots via Job Corps' IT Loaner Program. Additionally, students may have had a change in their residential environment and are now living in a setting that allows them to engage in distance learning effectively; alternatively, some students may now be facing homelessness and could return to a center that offers on campus services to similarly-situated students to begin distance learning from there.

Consequently, Job Corps is revising the PRH's reinstatement provisions for ASWR separation to permit immediate reinstatement for students who were separated under ASWR but whose original circumstances leading to that separation have changed, such that they are now able to participate effectively in distance learning. These students may now be able to request immediate reinstatement to Job Corps and into distance learning. Centers must verify the change in students' circumstances that support the reinstatement request, ensure that the student can now effectively engage in distance learning, and ensure appropriate documentation is included in the student's case notes in CIS. After verifying the information, centers must submit a written request for approval to the Regional Director to reinstate the student/s. Once approved, the center can initiate the reinstatement process accordingly and place the student in "present for duty, off-center" status in the Center Information System (CIS). If the student requires IT equipment to engage in distance learning, the center must immediately send the student an IT user agreement for signature and, upon receiving a signed agreement, ship the necessary IT equipment to the student. If the student is facing homelessness, the receiving center must arrange to bring the student on-center to be housed and engage in distance learning from there. The center must place the student in "present for duty, on-center" status in CIS.

JCDC will implement system changes in CIS to reflect these revisions to the PRH and will release a JCDC notice with instructions after the changes are deployed.

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

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. Submit a written request for reinstatement within 45 days after the center notifies the student that it has been selected to resume 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.
3. Submit a written request for immediate reinstatement to begin distance learning, if the circumstances preventing the student's effective participation in distance learning and subsequent separation under ASWR have changed such that the student is able to effectively participate in distance learning (with appropriate documentation for verification of the change in circumstances) and the center has not yet resumed on-center operation and instruction.

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. Students may be immediately reinstated into the program to begin distance learning if the separation reason was the student's inability to participate effectively in distance learning, but the student's circumstances subsequently change such that they are now able.

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 end, or requests reinstatement before the end of the 45-day period after receiving notice from the center that it has resumed on-center operations, or requests reinstatement immediately to begin distance learning (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 student did not request reinstatement within 45 days of receiving notice from the center that it has resumed on-center operations (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 within 45 days of receiving notice from the center that it has resumed on-center operations (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.

4. Effective Date. Immediately.

5. Inquiries. Direct inquiries to the respective Regional Directors.

6. PRH Website Access. This Change Notice and revisions to the PRH are available shortly after the release of this notice on the PRH Website at <https://prh.jobcorps.gov>.