



DIRECTIVES: JOB CORPS PROGRAM CHANGE NOTICE NO. 21-01

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL USDA FOREST SERVICE CENTER DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH AND ADMISSIONS CONTRACTORS
 ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Update to Policy and Requirements Handbook (PRH) Appendix 501
 Policy Related to Level 1 Zero Tolerance (ZT) Separations within
 the Outcome Measurement System (OMS) to Accommodate Virtual
 Enrollments

1. Purpose. To transmit a temporary adjustment to the PRH Appendices 501- Introduction, 501a, 501b and 501d. These appendices contain the policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, and Career Technical Training (CTT) programs respectively. The temporary adjustment removes virtually enrolled (VE) students that separate under Level 1 Zero Tolerance (ZT) policy code 5.2a (use of drugs as evidenced by the second positive drug test) within 45 days of *arrival* on center from relevant Outcome Measurement System (OMS) measures.
2. Background. Current OMS policy excludes from the pools of the on center measures¹ in the Center and Career Technical Training (CTT) Report Cards those students who violate certain Zero Tolerance (ZT) policies within the first 30 or 45 days of enrollment (OMS exclusion policy). This policy was developed to not hold centers accountable within the performance system for students who violate policies regarding violence, drugs and alcohol early during their enrollment, encouraging the separation of these Level 1 ZT violators and thereby creating a safer environment for all students. Specifically the pools for the on-center measures do not include students who remained in Job Corps:

¹The Center OMS Report Card on center measures are Credential Attainment and Measurable Skill Gains. The CTT Report Card on center measures are CTT Completion, Industry-Recognized Credential I, and Industry-Recognized Credential II.

- 30 days or less and exited under codes 5.1a (Possession of a weapon on center or under center supervision, Assault, Threat of Assault, Threat to Safety, Sexual Assault, Arrest for a felony or violent misdemeanor on or off center, Illegal Activity, Robbery or extortion, Arson, Cruelty to animals, Inciting a disturbance or creating disorder) or 5.2b Drugs (Possession or distribution of drugs on center or under center supervision);
- 30 days or less and exited for an infraction that is categorized as alcohol abuse or alcohol possession, consumption or distribution while on center or under center supervision under code 5.3c (Alcohol: Possession, consumption, or distribution while on center or under center supervision); or,
- 45 days or less and exited under code 5.2a (Drugs: Use of drugs as evidenced by the second positive drug test).

Additionally, the OA OMS Report Card includes a Non-Level 1 ZT Separation Rate² that measures the percentage of students who do not separate under Level 1 ZT categories within the 30/45 day timeframes that are excluded from OMS measures.

Job Corps Program Instruction Notice (PIN) 20-20, dated April 26, 2021, allows students to enroll in Job Corps and complete their first 60 days in the program virtually, prior to arriving on center by day 70. Once arrived on center, VE students will receive their entrance drug test per Job Corps' ZT policy and PIN 20-20. The Virtual Enrollment process was developed as a stop-gap measure to begin enrolling and serving more students within the current COVID environment, and it is anticipated that Job Corps will transition back to traditional enrollment as soon as practicable. While the Virtual Enrollment strategy is temporary, policy is still required on how to treat, within the OMS, those VE students who test positive on a second drug test after arrival on center. This policy adjustment will be in effect until a future decision is made with regard to the Virtual Enrollment policy.

3. Explanation of Change. The current OMS policy of excluding students from on-center measure pools who violate Level 1 ZT policy codes 5.1a (related to violent behavior), 5.2b (related to drug possession or distribution), or 5.3c (related to alcohol possession, consumption, or distribution) within 30 days of enrollment will also apply to VE students. The 30-day timeframe for these policies are appropriate for VE students since these behaviors can occur during virtual enrollment and are applicable to students both while on center and while off center but under center supervision.

Given that the drug tests, however, do not occur until the student arrives on center, consistent with the flexibilities enacted under the Consolidated Appropriations Act of 2021 for Job Corps³, the timeframe for separating VE students who test positive on both

² The OA OMS Report Card Non-Level 1 ZT Separation Rate calculates the percentage of students who do not separate within the first 30 days under Level 1 ZT codes 5.1a, 5.2b, or 5.3c (alcohol) or within the first 45 days under Level 1 ZT code 5.2a, out of those who had the opportunity to remain in the program for 45 days.

³ The Consolidated Appropriations Act, signed by the President on December 27, 2020, enacted certain flexibilities for Job Corps during a qualifying emergency as defined in Section 3502(a)(4) of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. 116-136. These flexibilities allow Job Corps to defer the Workforce

their first and second drug test exceeds the current OMS exclusion policy of 45 days from enrollment. **Job Corps is therefore extending the policy to exclude from relevant OMS measures VE students who separate under Level 1 ZT policy code 5.2a within 45 days of arrival on center (not the date of enrollment as described by PIN-20-20).**

Additionally, the Non-Level 1 ZT Separation Rate measure in the OA OMS Report Card will be adjusted so that VE students will be included in the pool after having the opportunity to be stay in the program for 45 days from arrival on center; the measure credit itself will also extend the timeframe for VE students to 45 days from arrival on center for level 5.2a violations. Specifically the measure is revised to include the language in red font:

Non-Level 1 Zero Tolerance (ZT) Separation Rate:

Pool: All students who had the opportunity to stay in the program for at least 45 calendar days after enrollment (45 calendar days from arrival to center for Virtually Enrolled students).

Measure: The percentage of students in the pool who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c (for an infraction that is categorized as alcohol abuse or alcohol possession, consumption or distribution while on center or under center supervision) within the first 30 calendar days of enrollment or under code 5.2a within the first 45 calendar days of enrollment (45 calendar days from arrival to center for Virtually Enrolled students). Level 1 ZT infractions are described in Exhibit 2-1, and in the Introduction to Appendix 501.

The specific sections of PRH, Appendix 501 that have been updated are:

- Appendix 501-Introduction: Section D(4)(b)
- Appendix 501-Introduction: Section H (PY 2019 OA Report Card table)
- Appendix 501a: Section I, C
- Appendix 501b: Section I, B (PY 2019 OA Report Card table)
- Appendix 501b: Section I, D(1)
- Appendix 501d: Section I, C

4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately after issuance of this PRH Change Notice.
6. Inquiries. Direct inquiries to the Office of Job Corps at (202) 693-3000.

Innovation and Opportunity Act's drug testing requirements until a student begins or resumes participation on-site at a center.

7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within one business day at the PRH website address: <https://prh.jobcorps.gov>.