



DIRECTIVE: JOB CORPS CHANGE NOTICE NO. 21-03

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

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Policy and Requirements Handbook Fillable Forms

1. Purpose. To launch the new Policy and Requirements Handbook (PRH) Fillable Forms.
2. Background. This Change Notice (CN) content continues Job Corps’ modernization of the PRH by converting all forms to fillable forms. The conversion provides a more user friendly and efficient completion of documents for Job Corps staff, allowing them to complete and sign forms electronically.
3. Explanation of Changes. In addition to the creation of fillable forms, the changes include non-substantive clarifications and document formatting in the forms. For example, clarification was provided on Form 6-02 to identify who receives the written revocation of the authorization and cells were expanded on Form 6-06 to ensure the form can be completed properly.
4. Effective Date. Immediately.
5. Inquiries. Inquiries should be directed to the appropriate Job Corps Regional Director.
6. PRH Website Access. This Change Notice and revisions to the PRH are available on the PRH website at <https://prh.jobcorps.gov> within one business day.