

**Guide to Significant Updates  
PRH Change Notice 22-02**

**Global Changes**

- The word ‘must’ replaced the words ‘shall,’ ‘should,’ and ‘will’ throughout, where applicable.
- The word ‘they’ replaced the words ‘he,’ ‘she’ throughout.
- Non-substantive editorial clarifications have been made throughout.
- Language has been updated throughout to reflect the specific language required by the nondiscrimination requirements in WIOA and the implementing regulations and the CRC Reconciliation agreement.
- Language and procedures were updated to reflect the move from paper copies to electronic documentation (E-Folder).

<b>PRH Reference</b>	<b>Summary of Updates</b>
Chapter 1, Disability and Health changes	<ul style="list-style-type: none"> <li>• The title for Section 1.5 was renamed from “Center Applicant File Review” to “Center Applicant File Review of Completed Application.”</li> <li>• Sections in 1.5 were reordered to reflect general flow of the center file review process and retitled accordingly.</li> <li>• Language in Section 1.5 was clarified and added in process requirements to compensate for the deletion of former Appendix 107.</li> <li>• An introductory paragraph in Section 1.5 was added that “outlines the center file review process from Admissions Services notification of an applicant file pending center review until there is a final disposition of the application to include appeals of applicant file dispositions.”</li> <li>• Language in Section 1.5.R2 was updated relating to SOP content requirements to reflect changes made in other areas of Section 1.5.</li> <li>• Language in Section 1.5.R3 was updated to ensure adequate documentation of the center’s applicant file review process in the Center File Review Tracking Log.</li> <li>• New requirement R4 “Application Outcomes” was added to Section 1.5 to incorporate policy requirements previously included in Appendix 107. The old requirement R4 was deleted.</li> <li>• New requirement R5 “Movement of Application Files” was added to Section 1.5 to outline the circumstances under which an applicant file in center review can be returned to Admissions services.</li> <li>• New language was added in Section 1.5.R6 for use of E-Folder for document storage and Regional Office notifications in completing file reviews.</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• Language in Sections 1.5. R7, 1.5.R8, and 1.5.R9 was updated to incorporate policy requirements previously included in Appendix 107.</li> <li>• New requirement R10 “Appeals Process within Applicant File Review” was added to Section 1.5 to ensure the review process when an applicant submits an appeal of denial of enrollment is consistent throughout the program.</li> <li>• New requirement R11 “Accessibility” was added Section 1.5 to require that if the center File Review Team or Disability Accommodation Committee identify potential accessibility concerns in completing the applicant file review process for a person with a disability, the team must contact the Regional Disability Coordinator for assistance.</li> <li>• New requirement R12 “Disability Accommodation Process when Enrolling” was added to Section 1.5 to clarify that if an applicant who has been approved for enrollment has either requested reasonable accommodation, reasonable modification in policies, practices, or procedures and auxiliary aids or services (RA/RM/AAS) or disclosed disability status via documentation of the disability, then the center must engage the applicant in an interactive disability accommodation process to determine RA/RM/AAS needs prior to assigning the applicant a start date.</li> </ul>
Chapter 1, Form 1-01	<ul style="list-style-type: none"> <li>• Language was updated to include updated procedures for direct threat from Form 2-04.</li> <li>• Language for bullet two was updated to state: “If I become a danger to others, center staff will take measures to maintain the safety of others. This may include a medical separation, if applicable, in accordance with direct threat policy PRH Form 2-04 based on an evaluation by the health and wellness staff.”</li> <li>• A new third bullet was added. Language for the newly added bullet three now states: “If I become a danger to myself, center staff will take measures to maintain my safety. This may include a medical separation if applicable, in accordance with PRH Form 2-05 based on an evaluation by the health and wellness staff.”</li> </ul>
Chapter 1, Form 1-02	<ul style="list-style-type: none"> <li>• Form was expanded to include a second page for Specified Health Records/Protected Health Information (PHI) to ensure HIPAA compliance and align with Program Instruction Notice 14-33.</li> <li>• The table was updated on page one and is now for obtaining Academic Transcript, Copy of High School Diploma, 504 Plan and Eligibility Evaluation Reports, High School Equivalency (HSE) Transcript, Copy of HSE Certificate, Individual Education Plan (IEP), Psycho-educational Evaluations, Eligibility and Triennial Evaluation Reports, and IEP Progress Notes. Health records and the criminal background check were removed from the table.</li> <li>• Language on page two was added that the PHI request must include the specific record, health provider information, date of request, and the purpose of request.</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>Language was added on page two to clarify compliance with Program Instruction Notice 14-33 that if no health records are requested, the applicant/guardian will leave page two blank and must not sign second signature section on page two.</li> </ul>
Chapter 1, Form 1-05	<ul style="list-style-type: none"> <li>Previous Form 1-05: "Job Corps Applicant Eligibility Folder Inventory." Deleted as it is now an electronic form.</li> <li>New Form 1-05: "Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services" (formerly Form 1-06).</li> <li>The title was renamed "Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services" to improve the flow of the accommodation request process.</li> <li>Language was updated relating to undue hardship and fundamental alteration sections to ensure alignment with relevant legal requirements.</li> <li>Language was deleted relating to accommodation recommendations of denial procedures and replaced with reasonableness determination procedures.</li> <li>Forms were added for documenting both Admissions Services Staff reasonableness reviews and National Office determinations on those reviews.</li> </ul>
Chapter 1, Form 1-06	<ul style="list-style-type: none"> <li>Previous Form 1-06: "The Reasonable Accommodation Request Form – Admissions." Moved to Form 1-05.</li> <li>New Form 1-06: "Center File Review Forms."</li> <li>Form 1-06 includes four forms for use by centers when recommending denial of enrollment that were updated to reflect changes in other areas of the PRH.</li> </ul>
Chapter 1, Form 1-07	<ul style="list-style-type: none"> <li>Previous Form 1-07: "Applicant File Review Guidance – Center Process." This form was deleted with the exception of the center file review forms, which are now Form 1-06. The applicant file review content was deleted to avoid duplication of information in Section 1.5.</li> <li>New Form 1-07: "Equal Opportunity Notice" (formerly Form 1-09).</li> </ul>
Chapter 1, Form 1-08	<ul style="list-style-type: none"> <li>The form was deleted as Regional Office procedures are no longer included in the PRH.</li> <li>There is no more Form 1-08 as part of the PRH.</li> </ul>
Chapter 2, Section 2.4	<ul style="list-style-type: none"> <li>R1.b was deleted since many of the responsibilities of Disability Coordinators are covered in other required SOPs (i.e., applicant file review and reasonable accommodation).</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• R2 Disability Accommodations was deleted as the requirements were a duplication of requirements in R3 Reasonable Accommodation Requirements and R3's title subsequently was updated to Disability Accommodation Process.</li> <li>• Language was added to Section 2.4 R3 (formerly R4) indicating timeframes for entry of CIS Disability Data Collection and Accommodation Plans to match updates to Form 2-03.</li> <li>• R5 Referral Process was deleted and moved to Form 2-03.</li> </ul>
Chapter 2, Form 2-03	<ul style="list-style-type: none"> <li>• The title was renamed "Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services for Participation in the Job Corps Program."</li> <li>• Reasonable accommodation reference was expanded to meet legal requirements and is now reasonable accommodation, reasonable modification in policies, practices, or procedures, and auxiliary aids and services.</li> <li>• The interactive reasonable accommodation process was renamed to the interactive disability accommodation process to meet legal requirements; subsequently, the Reasonable Accommodation Committee (RAC) was changed to the Disability Accommodation Committee (DAC).</li> <li>• Reordered to improve readability, and to ensure the form aligns with relevant legal requirements.</li> <li>• Language was added on service and assistance animals that were previously released as Information Notice 17-05.</li> <li>• Language was deleted relating to accommodation recommendations of denial procedures and replaced with reasonableness determination procedures. Related forms were added for documenting both center reasonableness reviews and National Office determinations on those reviews.</li> <li>• Language was added on timeframes for entry of CIS Disability Data Collection and Accommodation Plans.</li> <li>• Language was updated on monitoring of accommodation plans; monitoring is still required but is no longer required as part of student performance panels and no longer requires staff feedback as part of the process.</li> <li>• Language was added on referral requirement previously in Section 2.4.</li> <li>• The Reasonable Accommodation Request Form and Reasonable Accommodation Review/Documentation of Disability Form were deleted and replaced with a single form, Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services Request and Disability Coordinator Contact Form.</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• Job Corps Reasonable Accommodation Funding Request Form and Job Corps Reasonable Accommodation Supplemental Funding Request Form were deleted; center staff will contact their Regional Disability Coordinators for assistance with this process.</li> </ul>
Chapter 2, Form 2-04	<ul style="list-style-type: none"> <li>• The Direct Threat Assessment may only be done in cases if an individual poses a direct threat to others as a result of a disability.</li> <li>• CFR § 35.139 states “Direct threat means a significant risk to the health or safety of others that cannot be eliminated by modification of policies, practices or procedures, or by the provision of auxiliary aids and services as provided in § 35.139.” Language was updated to reflect this definition.</li> <li>• Form was previously for applicants but has now been expanded to include both applicants and enrolled students.</li> <li>• Language was added that for students who pose a direct threat and require a Medical Separation with Reinstatement Rights (MSWR), form must now be completed and follow the Regional Office review process similar to an applicant.</li> <li>• Language was added to the instructions that form must only be completed by a qualified health professional, which may include the student’s treating provider or expert specialist, with collaboration from the Disability Coordinator and initial review by the Health and Wellness Director. Language states “The staff of a particular center may not include a professional who has the current expertise necessary to conduct the assessment for a specific applicant or student. Therefore, a Center may need to consult with the applicant’s or student’s individual treating provider or may need to retain an outside provider with the necessary current expertise in the particular medical condition or disability and its effects, to conduct an assessment in a given case.”</li> <li>• Language was added that the Direct Threat Assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or the best available objective evidence. Language states “In making such a determination, the qualified health professional must identify the specific medical condition or disability that is considered to potentially pose a significant risk of substantial harm, and consider: a) The duration of the potential risk; b) The nature and severity of the potential harm; c) The likelihood that the potential harm will occur; and d) The imminence of the potential harm.”</li> <li>• Language was added that the disability accommodation consideration process as part of Form 2-04 must be spearheaded by the qualified health professional.</li> <li>• Language was updated that the disability accommodation consideration process occurs after the determination that a direct threat to others exists. This timeframe is a change as the disability accommodation consideration process was previously completed in tandem with the assessment process.</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• A new form, entitled “Center Applicant/Student File Review Form,” was added for the Health and Wellness Director to document their initial evaluation of the applicant/student for direct threat and subsequent referral to a qualified health professional for assessment.</li> <li>• There is a new signatory section on the Form for Individualized Assessment of Possible Direct Threat where the qualified health professional attests to the necessary licensure, training, and clinical experience to complete the assessment.</li> <li>• Generalized edits were done to reflect current federal equal opportunity law.</li> </ul>
Chapter 2, Form 2-05	<ul style="list-style-type: none"> <li>• Form was previously for applicants but has now been expanded to include both applicants and enrolled students.</li> <li>• Language was added that for students that meet the conditions for medical separation and require a Medical Separation with Reinstatement Rights (MSWR) but do not consent to separation, form must now be completed and follow the Regional Office review process similar to an applicant.</li> <li>• Language was added that form must only be completed by a qualified health professional with collaboration from the Disability Coordinator and initial review by the Health and Wellness Director. Language states “The staff of a particular Center may not include a professional who has the current expertise necessary to conduct the assessment for a specific applicant or student. Therefore, a Center may need to consult with the applicant’s or student’s individual treating provider or may need to retain an outside provider with the necessary current expertise in the particular medical condition or disability and its effects, to conduct an assessment in a given case.”</li> <li>• Language was added that the disability accommodation consideration process as part of Form 2-05 must be spearheaded by the qualified health professional.</li> <li>• Language was added that the disability accommodation consideration process occurs after the determination that an individual’s health care needs fall outside the Job Corps Basic Healthcare Responsibilities. This timeframe is a change as the disability accommodation consideration process was previously completed in tandem with the assessment process.</li> <li>• There is a new signatory section on the form for Individualized Health Care Needs Assessment where the qualified health professional attests to the necessary licensure, training, and clinical experience to complete the assessment.</li> </ul>
Chapter 2, Appendix 201	<ul style="list-style-type: none"> <li>• The title was renamed “Communicating with Individuals with Disabilities.”</li> <li>• Language in Appendix 201 was updated to reflect requirements/language in Section 188 of WIOA related to effective communication with individuals with a disability.</li> </ul>

PRH Reference	Summary of Updates
Chapter 2, Appendix 202	<ul style="list-style-type: none"> <li>Language was added that if hard copies are being transmitted the protected medical, health, and disability information must be double sealed.</li> </ul>
Chapter 5	<ul style="list-style-type: none"> <li>New requirement R12 Health-Related Staff Training was added to Section 5.2.</li> <li>Language in new R12 to outline health-related training for all center staff in Chapter 5, Exhibit 5-4 (Required Staff Training) as well as to specify additional training required for Health and Wellness Center staff or those listed in Chapter 5, Exhibit 5-6 (Center Health Services Staffing Requirements)</li> </ul>
Chapter 5, Exhibit 5-2	<ul style="list-style-type: none"> <li>Under Health Reports, the “Health Services Program Description” has been renamed the “Health Services Annual Program Description.”</li> <li>Under Health Reports, the “Health Services Time Distribution” has been renamed the “Health Services Staffing Distribution,” and the timeframe has been updated to monthly. This report is to be completed monthly with the 10th as the updated due date.</li> <li>Under Health Reports, the “Health Services Utilization Report” destination has been updated to the National Office and the timeframe has been updated to monthly. This report is to be completed monthly with the 10th as the updated due date.</li> <li>The “Accessibility Plan” was relocated from Financial Management, Subcontracting, Procurement and Facility Reports and added as a new row under Annual Plans. The plan is due annually with a due date of 6/30. The destination of the report is provided during the Disability Program Compliance Assessment and is noted in the Destination column of the exhibit.</li> </ul>
Chapter 5, Exhibit 5-4	<ul style="list-style-type: none"> <li>A new table row was added expanding staff training requirements to include an overview of direct threat, medical separations, MSWRs, and related accommodations for all staff. A new frequency column was added as all new hires must complete this training during the first 45 days, and then subsequently all staff must complete the trainings annually.</li> <li>A new table row was added to include an in-depth training on direct threat, medical separations, MSWRs and related topics for center licensed health professionals. Specific new hires must complete this training, and then subsequently, specific staff must complete the trainings annually.</li> <li>“Alcohol and Other Drugs of Abuse” row was updated and renamed “Alcohol, Breathalyzers, Other Drugs of Abuse, Suspicious Behavior, and Narcan Administration.” All new hires must complete this training, and then subsequently, all staff must complete the trainings annually.</li> <li>Language was added to the health staff column to clarify that subcontracted health staff must attend required staff trainings in Exhibit 5-4.</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• A new table column was added for training every two years; first aid/CPR requirement for all center staff has been moved to this column to be in line with accredited certification requirements that require recertification every two years.</li> <li>• Previously listed Reasonable Accommodation Training was retitled to Disability Accommodation Training in alignment with changes to Form 2-03.</li> </ul>
Chapter 6, Sections 6.2, 6.4	<ul style="list-style-type: none"> <li>• Language in Section 6.2.R2 was added for an additional condition of a transfer that the individual's health care needs do not exceed the Job Corps Basic Health Care Responsibilities in Exhibit 2-4, but they do require community support services that are not available near center. A different center closer to home, where health support and insurance coverage are available, should be considered.</li> <li>• Language in Section 6.2.R4 was added to clarify the direct threat assessment process to align with the CRC agreement.</li> <li>• Section 6.2.R5 was reordered to reflect specific guidelines for center staff to initiate and document appropriate medical separations that comply with disability and nondiscrimination laws and renumbered accordingly (sections a-e) as additional requirements have been added.</li> <li>• Language was added in Section 6.2.R5 that medical separations must only be used as a last resort, only after the use of other types of leave and other methods of addressing the relevant medical concerns have been considered and determined to be insufficient.</li> <li>• New Section 6.2.R5.b clarifies that medical separations must not be used in lieu of providing reasonable accommodation, reasonable modification in policies, practices, or procedures and auxiliary aids and services nor based on stereotypes.</li> <li>• Language was updated in Section 6.2.R5 to clarify that the health staff who may consider a medical separation includes the Center Physician, Center Mental Health Consultant, or other appropriate qualified health professional including the student's individual treating provider.</li> <li>• Language in Section 6.2.R5.e1.a was added that a regular medical separation is given only if reinstatement following the MSWR does not occur. The other administration requirements in Section 6.2.R5.e remain the same.</li> <li>• New Section 6.2.R5.e2 was added to update the documentation requirements of medical separations.</li> <li>• Language was added in Section 6.2.R5 that in cases of health care needs where the student does not consent to medical separation, centers must complete Form 2-05.</li> <li>• Language was added in Section 6.2.R5 that in cases of direct threat for medical separation, centers should follow Chapter 6, Section 6.2.R5.e and complete Form 2-04.</li> </ul>



PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• Language was added in Section 6.2.R5 that in cases of substance use conditions for medical separation, centers should follow Chapter 2, Section 2.3 R5.e5.</li> <li>• Language for medical separation follow up and extensions in Sections 6.2 R5 was updated to include additional clarification on the disability accommodation process.</li> <li>• Language was added in Section 6.4.R19 Student Death to add an additional step of uploading the student health record into Wellness E-Folder in CIS as part of the submission process. The additional Wellness E-Folder upload requirement for the student health record occurs prior to physically mailing the entire student personnel record (including sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days.</li> </ul>