



November 29, 2022

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 22-02

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 NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACATORS
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Revisions to the Policy and Requirements Handbook (PRH) Applicant File Review, Reasonable Accommodation, Confidentiality and Transmission and Storage of Protected Health and Disability Information, Medical Separation, Direct Threat, and Health Care Needs Processes

1. Purpose. To update the Health Services and Disabilities sections of the PRH.
2. Background. This PRH Change Notice covers several streams of changes in the health and disability areas. Legislative updates to direct threat language in 2017 require modification of existing PRH policies to ensure compliance with Section 188 of the Workforce Innovation and Opportunity Act, Section 504 of the Rehabilitation Act of 1973, and related implementing regulations. A Conciliation Agreement with DOL’s Civil Rights Center (CRC) in 2020 also requires Job Corps to make changes to the direct threat assessment and medical separation processes. This PRH Change Notice also contains policy updates governing the use of electronic file storage and management protocols. In addition, there are health and disability-related policy updates required to streamline policy language, remove duplications, and provide needed clarifications.
3. Explanation of Changes. The attached *Guide to Significant Changes PRH Change Notice 22-02* describes, in table format, both the global updates and specific policy changes and clarifications made to documents included in the update. Center operators and staff must review the Guide carefully to understand the specific policy updates.

The National Office will offer multiple training webinars through separate JCDC Notices on the various areas covered in this Change Notice, including:

- General Overview of Direct Threat Assessment and Medical Separation with Reinstatement Processes
 - Direct Threat Assessment and Medical Separation with Reinstatement Processes for Health/Disability staff
 - Health Services and Disabilities PRH Updates
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
 5. Effective Date. Effective immediately until superseded.
 6. Inquiries. Inquiries should be directed to the Lesley Nesmith at Nesmith.Lesley@dol.gov.
 7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within two business days at the PRH website address: <https://prh.jobcorps.gov>.

Attachments:

Guide to Significant Changes PRH Change Notice 22-02