



December 19, 2022

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 22-04
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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 FOREST SERVICE JOB CORPS CENTERS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACATORS
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

Rachel Torres  Digitally signed by Rachel
Torres
Date: 2022.12.19
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SUBJECT: Policy and Requirements Handbook (PRH) Update on Distance Learning Status
 and Clarification of Authorized Off-Center Training Activities.

1. Purpose. The Office of Job Corps is making changes to the student leave policy with this PRH Change Notice. This includes adding a new leave status for students participating in distance learning, reinstating the Non-Resident Advanced Career Training/Other Training Provider (ACT/OTP) leave reason, and clarifying the time limits for home-based work-based learning and other authorized off-center training activities.
2. Background. Job Corps is updating sections of the PRH related to authorized off-center training. Job Corps has continued to emphasize programs and models that incorporate authorized career-related, off-center training activities to prepare students for workplace success. These changes aim to broaden policy language to incorporate the wide range of training opportunities available to students while also making distinctions between training categories with different accountability requirements. As a result, policy language needs to be broadened to capture this expanded focus. Distance learning is a unique type of training, and it is imperative to add a new leave status dedicated to student participation in distance learning to allow for the students to be clearly identified in the database for accountability. Many of the changes in this notice reverse changes made by PRH Change Notice (CN) 20-03 to ensure appropriate accountability of students participating in authorized off-center training activities.

3. Explanation of Changes. This change notice transmits the following changes to the Policy and Requirements Handbook (PRH) modifying the Student Leave policy in Exhibit 6-1.
 - The Non-Resident ACT/OTP leave reason was reinstated. This ensures that the documentation associated with this leave type prior to CN 20-03 (daily accountability at the training site submitted weekly to the center) is only required for non-residential students participating in ACT or OTP. Residential students participating in ACT/OTP programs must be accounted for daily using existing on-center accountability methods, including student schedules and attendance.
 - A separate leave reason for CTST/WBL/OTP overnight stays was reinstated to distinguish activities covered by this leave reason from other authorized off-center activities that have time limits and different approval requirements.
 - Clarification to the time limits for authorized off-center training activities was provided.
 - A new Present for Duty Off-Center (PDOF): Distance Learning leave status was added. This status requires that:
 - Centers must have documented accountability for student attendance and participation.
 - Centers must use the Distance Learning module within CIS3G to document students' attendance. The documentation must be based on actual hours of attendance and participation, not scheduled or anticipated work.
 - Unauthorized Absence (UA) status during distance learning must be determined based on current UA policy.
 - The Home-Based Work-Based Learning (HWBL) leave reason was removed. HWBL was incorporated into Authorized Off-Center Training Activity.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
5. Effective Date. The changes specified in this Change Notice are effective immediately.
6. Inquiries. Questions or concerns should be directed to Shao Zhang at Zhang.Shao@dol.gov.
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>.