



April 17, 2023

DIRECTIVE:                   JOB CORPS PRH CHANGE NOTICE NO. 22-06
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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) Chapter 1

1. Purpose. To update the Admissions Services sections of the PRH.
  
2. Background. Revisions to the Admissions Services sections of the PRH are necessary to update, streamline, and align policy requirements with ongoing Office of Job Corps initiatives and include materials that have received OMB Clearance after being field tested with the Job Corps community. Policy revisions include, but are not limited to:
  - Guidance for use of social media
  - Reduction of Eligibility Requirements from 13 to 10 criteria
  - New Eligibility Criterion 4 – Criminal History
  - A revised Appendix 102
  - Inclusion of Observations of Readiness questions
  - Updates related to career pathway planning
  - Priority enrollment for applicants who are homeless and/or victims of trafficking in persons.

The OASIS platform has been updated to align with these PRH Chapter 1 changes.

Mandatory training for Admissions staff will be available on the Job Corps Learning Management System (LMS/Meridian) on April 20, 2023.

3. Explanation of Changes. The attached *Guide to Significant Changes PRH Change Notice 22-06* describes, in table format, both the global updates and specific policy changes and clarifications made to documents included in this update. Center operators and staff must review the Guide carefully to understand the specific policy updates.
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

Effective Date. April 20, 2023, and until superseded.

5. Inquiries. Inquiries should be directed to the following individuals:
  - Admission services eligibility changes should be directed to Andrea Kyle at [Kyle.Andrea@dol.gov](mailto:Kyle.Andrea@dol.gov);
  - Background check program questions should be directed to Alyse King at [King.Alyse@dol.gov](mailto:King.Alyse@dol.gov).
6. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within two business days of release at the PRH website address: <https://prh.jobcorps.gov>.

Attachments:

Guide to Significant Changes PRH Change Notice 22-06