

**Guide to Significant Updates  
PRH Change Notice 22-06**

**Global Changes**

- The word ‘must’ replaced the words ‘shall,’ ‘should,’ and ‘will’ throughout, where applicable.
- The word ‘they’ replaced the words ‘he,’ ‘she’ throughout.
- The words ‘Admissions Services’ or ‘Admissions Services staff’ replaced ‘Outreach and Admissions’ and ‘Admissions Counselor’.
- Non-substantive editorial clarifications have been made throughout.
- Language and procedures were updated to reflect the move from paper copies to electronic documentation (E-Folder).
- References to English Language Learners (ELL) has been replaced with Limited English Proficient (LEP) to comply with WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38)

**PRH Reference**

**Summary of Updates**

Chapter 1

- Language in Section 1.1 Outreach and Recruitment was updated to include center and Admissions Services staff guidance, including Admissions Services staff training requirements and center responsibilities for sharing accurate career technical training information.
- Language throughout Section 1.1 was updated to include changes to the One-Stop Career Centers/American Job Centers use of Job Corps nationally approved marketing materials, as well as updated policies and procedures for use of marketing materials and strategies, social media, websites, including center-specific webpages, and media buys and advertising.
- The timeframe for initial contact was changed from “3 days” to “24 hours” as previously communicated in PRH Change Notice 19-13 in Section 1.2.R1.
- Language in Section 1.2.R1 was added to reflect the use of personal devices, personal e-mail addresses, or personal social media is prohibited when communicating with Job Corps prospects, applicants, or students.
- Language in Section 1.2 was updated to reflect documentation collection and review processes. Language outlining the eligibility requirements was removed to eliminate duplication and inconsistency with Exhibit 1-1.
- Language to the eligibility revisions in Section 1.2 was updated to include priority enrollment for eligible applicants who are homeless and/or victims of trafficking in persons.

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• Language in Section 1.2 was updated to remove the number of months of allowable previous paid Job Corps training but the total timeframe allowable remains the same. Adjustments to readmission criteria were updated to include considerations for reasonable accommodation for individuals with a disability or to complete advanced training.</li> <li>• Language was updated to reflect career development planning and career transition readiness in Section 1.3. References to the PCDP were removed.</li> <li>• Section 1.5 added a new requirement, R11. Reapplication Requirements.</li> <li>• Section 1.6 was updated to reflect guidance in Job Corps policy to reflect arrivals to centers in accordance with the National Enrollee Assignment Plan (NEAP) for Assignment and Scheduling Procedures, Accessibility and Accommodations, Arrival Scheduling, Pre-Departure Activity, Pre-Departure Center Contact, Changed Arrival Dates and No-Shows.</li> </ul>
Chapter 1, Exhibit 1-1	<ul style="list-style-type: none"> <li>• Instructions and Observations of Readiness (OR) questions (received OMB clearance in 2017) were added to provide guidance on conducting the eligibility determination process.</li> <li>• The number of eligibility criteria was streamlined from 13 to 10 content areas.</li> <li>• Language was updated in Criterion 1 for acceptable source documentation for Non-Citizens to include I-766, Employment Authorization card/documents.</li> <li>• Language was moved to Criterion 2 regarding parental/legal guardian consent to participate when the applicant is an unemancipated minor. Criterion 13 was removed. Criteria 9 and 10 were consolidated and moved forward in the interview process to Criterion 4, “Criminal History.” Language was added to reflect requirements for conducting the criminal history review and a revised Appendix 102. Criterion 5-10 were renumbered due to the reorganization of Criterion 4.</li> <li>• HSD and HSE documentation requirements from Criterion 5, “Barriers to Education and Employment” were moved to Criterion 7, “Educational and Training Needs.”</li> <li>• Language was removed from Criterion 7, “Educational and Training Needs” that starts, “The AC must determine whether the applicant is able to complete/answer basic Job Corps questions...”</li> <li>• Prescriptive questions were removed from the Eligibility Requirements Details for Criterion 8, “Group Participation” and Criterion 8(A), “Non-Interference with Other Students’ Participation.”</li> <li>• Language regarding gang activity was moved from Criterion 8(C) Eligibility Requirements Details to Criterion 8(B).</li> </ul>

PRH Reference	Summary of Updates
	<ul style="list-style-type: none"> <li>• Former Criterion 8, “Understanding and Agreeing to Comply with the Rules” was removed and now resides in Applicant Commitment Statement (ETA Form 652).</li> <li>• Language in Criterion 9, “Child Care” was removed. The use of ETA Form 682 was removed and replaced with the “applicant must attest that they have child care and their statement is documented in the applicant’s electronic file.”</li> </ul>
Chapter 1, Exhibit 1-2	<ul style="list-style-type: none"> <li>• Language was added to identify “Homeless” and “Victims of Severe Forms of Trafficking in Persons” as factors for priority enrollment; assessment verification and document requirements were also added.</li> </ul>
Chapter 1, Exhibit 1-3	<ul style="list-style-type: none"> <li>• Language that duplicated Exhibit 1-1 requirements was removed. The timeframe for collecting documentation and recording efforts to acquire documents was added.</li> </ul>
Chapter 1, Appendix 102	<ul style="list-style-type: none"> <li>• The new revised Appendix 102, Guide for Evaluating Group Participation and Maintenance of Sound Discipline, was field tested and received OMB approval and replaces the previous edition. Appendix 102 must be completed for all applicants and is intended to be used in conjunction with PRH Chapter 1, Exhibit 1-1, Criterion 8 (Group Participation) in assessing applicant past behavior.</li> </ul>
Chapter 1, Appendix 103	<ul style="list-style-type: none"> <li>• Language was revised to align with the reordering and reduction of criterion from 13 to 10.</li> </ul>
Chapter 1, Form 1-04	<ul style="list-style-type: none"> <li>• The form was renamed “Information for Career Development Planning.”</li> </ul>