



April 17, 2023

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 22-07

To: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Revisions to Childcare Development Center Policy

1. Purpose. To clarify the center operator’s responsibility in the management of childcare development centers (CDCs), the process for requesting operation of a CDC, and the use of Job Corps funds for CDC operation. To announce that existing requirements related to Residential Parent and/or Guardian/Child Program Staffing will now appear in a new Appendix 510.
2. Background. To clarify the roles and responsibilities of DOL/Job Corps, center operators, and third-party childcare service providers in the operation of CDCs, Job Corps has revised the sections of the PRH that deal with the provision of childcare services under JCC contracts. As set forth in the revised PRH, DOL will require a three-step process that center operators must follow before a CDC may operate on-Center. First, center operators must submit a request to operate a CDC that contains a CDC Plan that meets all the requirements of Exhibit 5-6. Second, the Job Corps National Director or Designee may grant preliminary approval of the center operator’s request and CDC Plan, and if so, the center operator may then negotiate and enter into an Operating Agreement with a CDC Service Provider. Third, center operators must submit executed Operating Agreements to their respective CORs. Upon review of the documents, DOL may grant final approval of the plan. No CDC may operate under a plan until DOL has granted final approval. Upon approval, DOL will issue a license to the CDC Service Provider (as needed) granting the CDC Service Provider permission to operate on DOL property. Only DOL may grant or revoke permission for a

third party to operate on DOL property. Any modifications to the operator's contract that may be necessary will also be issued.

3. Explanation of Changes.

Chapter 5 – Management Services

Appendix 509

- a. Appendix 509 now outlines an approval process that is required prior to operation of a CDC. Requests for approval must comply with Exhibit 5-6 and include a detailed CDC Plan. Once preliminary approval is granted, center operators may enter into an Operating Agreement consistent with the approved CDC Plan. Center Operators will then submit Operating Agreements to the COR. Once DOL has granted final approval, DOL will issue a license to the CDC Service Provider granting the CDC Service Provider permission to operate on DOL property. A Center Operator must not operate a CDC, nor permit operation by any third party of a CDC, unless and until the National Director or designee has formally approved the CDC Plan, the necessary contract modifications have been issued by the Contracting Officer, and DOL has issued license(s) to all third-party CDC service providers or otherwise granted third parties permission to operate at JCC facilities. Pages 1-3.
- b. Clarification was added that Center Operators are responsible for managing and monitoring the work of CDC Service Providers to ensure that the CDC is operated in compliance with the PRH, the Operating Agreement between the Center Operator and the CDC Service Provider, and the DOL-granted License. Page 3.
- c. Appendix 509 now clarifies that Center Operators must maintain facilities and equipment within the CDC as specified in Exhibit 5-9 (Facility Requirements for Child Development Centers and Residential Parent and/or Guardian/Child Programs). Page 3.
- d. Center operators must ensure that their general insurance covers all CDC operations, including any and all activities of CDC Service Providers. Page 3.
- e. Center operators are responsible for negotiating with the CDC Service Provider and establishing a waitlist preference for Job Corps students and applicants with dependent children that is sufficient to meet center recruitment goals and on-board strength. Page 4.
- f. Center operators must promptly notify the COR if the center operator desires to change CDC Service Providers. In the case of a change that the Operator

proposed prior to award, then the Operator must notify DOL of its intent (and file Exhibit 5-6, no later than 15 fifteen days after award). Page 6.

- g. Appendix 509 establishes several new requirements that apply to the operation of CDCs.
 - 1. CDC Service Providers must maintain accreditation from the National Association for the Education of Young Children, unless the Job Corps National Office grants an exception. Page 8.
 - 2. As set forth in Service Contract Act Wage Determinations made applicable to the contract, the center operator must require that the CDC Service Provider comply with 41 U.S.C. chapter 67, Service Contract Labor Standards (also known as the McNamara-O’Hara Service Contract Act or SCA), and the regulations at 29 CFR part 4. Page 8.
 - 3. CDC Service Providers must comply with DOL masking procedures by location as well as any other infectious disease procedures issued by DOL and directed at CDC Service Providers. Page 10.

Exhibit 5-2 – Plan and Support Submission Requirements

A new section was added to the exhibit entitled, “Child Development Center (CDC) Operation and Compliance Review” which requires reports be submitted semi-annually on 4/20 and 10/20 to the Regional Office.

Exhibit 5-6

- a. The exhibit was renamed from “On-site Child Development Centers and Residential Parent and/or Guardian/Child Programs” to “Request to Operate Child Development Center or Residential Parent and/or Guardian/Child Programs.”
- b. The list of items required for inclusion in requests to operate or to continue operations of on-site CDCs and residential parent and/or guardian/child programs was revised to include resources and linkages identified for financial and nonfinancial support for on-center programs, and a detailed narrative of the Operator’s plan to meet the requirements set forth in Appendix 509.

Exhibit 5-7

- a. Revised to provide information on treatment of costs associated with CDC and Residential Parent and/or Guardian/Child Programs, including that Job Corps

appropriated funds must never be used for expenses related to the cost of medical care (except in the case of a medical emergency) and/or food.

- b. Provides examples of where Job Corps Contractors may seek leveraged resources to meet the requirements to operate a CDC and/or Residential Parent and/or Guardian/Child Program.
- c. Language was added at number four which states, “Center operators shall not require that students make payments (to include the withholding of transition allowances or requiring students to use student allotments) to the center Operator or CDC Service provider in connection with childcare or residency in a single parent and/or guardian dorm.”

Exhibit 5-9

Language was edited to clarify that center operators are responsible for following specific standards concerning child development center facilities, residential parent and/or guardian/child program facilities, and the maintenance and care of facilities.

Appendix 510 (New)

- a. Appendix 510 was created to address the requirements specific to the operation of Single Parent and/or Guardian Dorms in a stand-alone Appendix.
 - b. The Appendix rerefers to Exhibit 5-7 for information on costs associated with CDC and Residential Parent and/or Guardian/Child Programs.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff. Unless DOL has already granted a CDC permission to operate on-Center, all centers with a contractual obligation to operate a Child Development Center (CDC) must initiate the process of requesting permission to operate a CDC.
 5. Effective Date. Immediately.
 6. Inquiries. Direct inquiries to JobCorps@dol.gov.
 7. PRH Website Access. The Change notice and revisions to the PRH are available within 1 day of this notice on the PRH Website at <https://prh.jobcorps.gov>.