



DIRECTIVES:	JOB CORPS PRH CHANGE NOTICE NO. 24-07
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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 CONTRACTORS
ALL CENTER USERS

FROM: JOHN E. HALL
Administrator
Office of Job Corps

SUBJECT: Removal of the Evening and Weekend Studies (EWS) Program Requirement from the Policy and Requirements Handbook (PRH).

1. Purpose. To update the PRH by removing the requirement for Job Corps Centers to implement and maintain a structured Evening and Weekend Studies (EWS) program.
2. Background. In July 2019, the Office of Job Corps (OJC) issued Change Notice (CN) 19-02, introducing the requirement for Job Corps centers to establish and maintain an Evening and Weekend Studies program. The EWS intended to offer students supplementary learning opportunities beyond regular training hours. The goal was to assist students needing additional academic or career technical support, providing them with a structured environment to enhance their skills outside of standard program hours. Despite its intentions, the EWS program has faced persistent implementation challenges. Job Corps centers have consistently reported significant difficulties in staffing, monitoring, and delivering EWS programs. Recruiting and retaining staff for evening and weekend shifts has also proven challenging. Recognizing these implementation challenges, the Office of Job Corps conducted a comprehensive review of the EWS program, which included consultation with center operators and analysis of program outcomes. Although the EWS program provided extra instructional opportunities, its operational demands on center operations outweighed the tangible benefits to student outcomes. On December 23, 2024, OJC issued Program Instruction Notice (PIN) 24-06, announcing the elimination of the EWS, effective January 13, 2025.
3. Explanation of Changes



Chapter 1: Enrollment Services

- Section 1.1 Outreach and Recruitment- removed Evening and Weekend Studies from Information on Center Life.

Chapter 2: Student Support Services

- Section 2.1 Counseling- removed Evening and Weekend Studies from Career Assessment and Counseling.

Chapter 3: Student Training Services

- Section 3.1 Training Management- removed participation in Evening and Weekend Studies from Scheduling.
- Section 3.1 R9 Evening and Weekend Studies Program- removed the entire section from Scheduling.
- Section 3.2 R2 Student Training Services removed Evening and Weekend Studies from Placement in Reading and Mathematics Instructions.
- Appendix 301 Test of Adult Basic Education (TABE) Requirements and Instructions- removed Evening and Weekend studies programs from the Note.

Chapter 5: Management Services

- Section 5.1 Program Management- removed 2(d) from the Career Development Period Plan.
- Exhibit 5-4 Required Staff Training- removed evening studies support staff and designated staff members from My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements.

4. Action Required. Addresses are to ensure this Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Direct inquiries related to this Change Notice to jobcorps-dpcp@dol.gov
7. PRH Website Access. The Change Notice and revisions to the PRH can be accessed within one business day on the PRH Website at <https://prh.jobcorps.gov>.