



DIRECTIVE:	JOB CORPS PROGRAM CHANGE NOTICE NO. 24-08
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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 NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: JOHN E. HALL
Administrator
Office of Job Corps

SUBJECT: Discontinuation of Oral Health Services

1. Purpose. To implement the discontinuation of oral health services.
2. Background. Program Instruction Notice No. 24-05 announced that oral health services are being discontinued effective January 13, 2025. This change means that center operators will no longer be required to maintain on-site dental facilities or employ dental staff.
3. Explanation of Changes. This PRH Change Notice revises the following sections:

PRH Chapter 2, Student Support Services

Section 2.3 – Health Services

- R1, Student Introduction to Health Services - Removed “and oral” from the second sentence.
- R2, Health and Wellness Program
 - Added new (b3) that states “An evaluation of the mouth must be completed as part of the complete entrance physical examination. Referrals must be made for urgent oral health conditions identified.” Subsequent sections are renumbered.
 - Removed (j) An off-center specialist referral system. Subsequent sections are renumbered.
- R3, Oral Health and Wellness Program – Removed this requirement. Subsequent requirements are renumbered.

- R15, Health Care Guidelines (previously R16) – Deleted “Center Dentist” from the list of individuals required to approve and sign health-care guidelines in requirement (a).
- R16, Communicable Disease and Infection Control (previously R17) – Removed item (c) regarding the centers responsibility to biologically monitor the function of autoclaves and maintain a log of spore test results. Subsequent sections are renumbered.
- R17, Inventory Records (previously R18) – Deleted “dental” from the inventory records requirement to maintain records on the dispensing, inventory, and disposal of supplies and pharmaceuticals.

Appendix 203 – Medication Management Guidelines

- Removed “center dentist” from the list of center staff who must be notified in cases of a medication error from number 5 of the Prescribed Non-controlled Substances section.
- Removed “center dentist” from the list of staff authorized to prescribe controlled medications from number 2 of the Prescribed Controlled Substances section.
- Removed “center dentist” from the list of center staff who must be notified in cases of a medication error from number 11 of the Prescribed Controlled Substances section.

Exhibit 2-4 – Job Corps Basic Health Care Responsibilities

- Removed section (B) Oral Health with requirements (1-3). Subsequent sections are renumbered.

Chapter 3, Student Training Services

Section 3.4 – Career Success/Workplace Skills

- Removed “dental” examination from the requirement.

Chapter 5, Management Services

Section 5.2 – Personnel

- Removed language in R3, Health Services Staffing
 - Deleted “dental” from (b) and (c) regarding employ or subcontract with who are subject to the prior approval of the Regional Office, in consultation with the Regional Health Specialists

Section 5.6 – Property

- Removed language in R2, Medical Equipment and Supplies

- Deleted “dental” from the health services listed in requirement (a).
- Removed requirement (b) regarding purchasing dental equipment.

Section 5.8 - Facility Operation and Maintenance

- Removed language in R1(b), Job Corps Standards
 - Deleted “dental facilities” in requirement (9) from the list of items health services facilities must include.
 - Deleted “dentists” in requirement (9) from the list of staff who must have private space in health services facilities.

Exhibit 5-3 – Minimum Staff Requirements

- Deleted positions “Dentist,” “Dental Hygienist,” and “Dental Assistant” and their primary duties and minimum qualifications from the Exhibit.

Exhibit 5-5 – Center Health Services Staffing Requirements

- Deleted “Dentist,” “Dental Hygienist,” and “Dental Assistant” in the introduction.
- Removed bullets 4-6 for dental staff positions, “Dentist,” “Dental Hygienist,” and “Dental Assistant.” Subsequent items are renumbered.
- Removed positions “Dentist,” “Dental Hygienist,” and “Dental Assistant” from the *Minimum Staffing Requirements by Center Size* table.
- Updated total hours and FTE in the *Minimum Staffing Requirements by Center Size* table, due to the removal of “Dentist,” “Dental Hygienist,” and “Dental Assistant” positions.

Chapter 6, Administrative Support Services

Section 6.2 - Enrollments, Transfers, and Separations

- R5, Medical Separations – Removed “Dentists” from (e2). References to dental shall remain throughout as a medical separation may still be necessary due to an oral health condition.

Exhibit 6-1

- Added “or dental” to *Not Present for Duty – Administrative Leave With Pay* category under the CIS Leave Reason, Securing Medical Treatment, which now states, “Securing Medical or Dental Treatment.”
4. Action. Ensure that this CN is distributed to all center personnel in Administration, Procurement, Property, and the Health and Wellness Departments.

5. Effective Date. Until superseded.
6. Inquiries. Inquiries should be directed to Johnetta Davis at davis.johnetta@dol.gov and Derrek Sanks at Sanks.Derrek.D@dol.gov.
7. PRH Website Access. The Change Notice and revisions to the PRH can be accessed within two business days on the PRH Website at <https://prh.jobcorps.gov>.