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| DIRECTIVE: | JOB CORPS PROGRAM CHANGE NOTICE NO. 25-03 |
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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: ERIN MCGEE
Acting Administrator
Office of Job Corps

**Erin
McGee**

Digitally signed by
Erin McGee
Date: 2025.12.02
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SUBJECT: Changes to Policy and Requirements Handbook (PRH) Delivery of Career Transition Services to Former Enrollees

1. Purpose. This notice communicates updates to the Policy and Requirements Handbook (PRH) regarding the delivery of Career Transition Services (CTS) to Former Enrollees (FEs) as outlined in PIN-24-07. These changes align Job Corps' transition services with available workforce system resources, particularly the American Job Center (AJC) network.
2. Background. The term "Former Enrollee" refers to individuals who voluntarily applied for, and enrolled in, the Job Corps program but exited prior to graduation. Under the Workforce Innovation Opportunity Act (WIOA) and its implementing regulations, Job Corps is permitted to provide transition assistance services to FEs after they exit the program, including counseling and job placement services.¹ Additionally, each Job Corps center director is required to establish and develop mutually beneficial business and community relationships and networks.² These networks must include local and distant employers, applicable one-stop centers and Local Workforce Development Boards, entities carrying out registered apprenticeship opportunities and youth programs, labor-management organizations, local labor organizations, employers and contractors supporting national training programs, and community-based or non-profit organizations providing workforce development-related services. 20 CFR § 686.720 interprets these requirements and provides that the one-stop delivery system must be used to the maximum extent practicable in placing FEs in employment, and 20 CFR § 686.760(a) states that up to three months of employment services may be provided to FEs.

Currently, the Job Corps Policy and Requirements Handbook (PRH) 4.1 R2. d requires CTS staff to provide FEs with three months of placement services, including developing

¹ See WIOA section 149(d).

² See WIOA section 153(a).

placement strategies, identifying certification testing opportunities, and providing job and training leads.³ As a result of resource constraints and to leverage the one-stop delivery system to the maximum extent possible consistent with program authorities, Job Corps has determined that centers will transition from direct provision of placement services for FEs to referring them to the American Job Center (AJC) serving their home of record. Integrating with the workforce system is essential to creating a seamless network of services that ensures effective resource allocation and maximizes operational efficiencies. By fostering collaboration among federal, state, and local workforce entities, stakeholders can streamline processes and align program goals to address diverse labor market needs. Through collaborative efforts with AJCs, Job Corps can effectively support FEs, leveraging workforce system integration to maximize efficiencies and ensure the alignment of resources with labor market demands.

3. Explanation of Changes

- Former enrollees was removed from PRH Chapter 3.4, R27
- PRH Chapter 4.1., R2 was deleted
- PRH Chapter 4.3, Former Enrollee Services, was removed. The section previously outlined Career Transition Services (CTS) responsibilities for former enrollees, including contact frequency, job placement support, and certification assistance
 - Requirements related to contacting former enrollees every 30 days were removed. CTS providers are no longer mandated to reassess former enrollees' needs or maintain case notes in the Job Corps Career Transition System. All referral documentation must be captured in the Center Information System (CIS).
 - Placement services for former enrollees were eliminated. This includes the use of Labor Market Information (LMI), identifying certification testing opportunities, providing education and training assistance, job lead identification, and referrals other than referral to AJCs, upon separation from the program.
- The term "former enrollee" was removed from PRH Chapter 5.1, R10, where it previously appeared in reference to Career Transition Services (CTS) and Career Transition Period (CTP) Plans.
- Further guidance regarding changes to the Outcome Measurement System Report Card(s) is forthcoming. s.

4. Action Required. Distribute this notice to all relevant and appropriate center and CTS staff.

5. Effective Date. Immediately

6. Inquiries. Direct inquiries to the appropriate Regional Director

7. PRH Website Access. Within two business days.

³ The full list of services currently provided by CTS staff to FEs is located at PRH 4.3 R2.