



DIRECTIVE: JOB CORPS PROGRAM CHANGE NOTICE NO. 25-04

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

FROM: ERIN MCGEE
 Acting Administrator **Erin McGee**
 Office of Job Corps

Digitally signed by Erin McGee
Date: 2025.12.03 12:34:05 -05'00'

SUBJECT: Updates to Career Transition Services (CTS) Requirements and Addition of New Administrative Separation with Reinstatement (ASWR) Code.

1. Purpose. To inform the Job Corps community of updates to the Policy and Requirements Handbook (PRH) corresponding to Program Instruction Notice (PIN) No. 25-01, “Job Corps Eligibility Requirements for Non-Citizen Students Authorized to Work in the United States,” and announce the addition of a new Administrative Separation with Reinstatement (ASWR) code, 'Work Authorization Expired During Enrollment.’”
2. Background. On July 18, 2025, the Office of Job Corps (OJC) issued PIN No. 25-01. The notice provides updated instructions and procedural guidance regarding students whose immigration status or work authorization has been revoked or expired. This Change Notice (CN) incorporates those changes into the PRH.

Maintaining valid work authorization is required for participation in Job Corps; PIN No. 25-01 does not change the existing requirement for students and graduates to have valid work authorization but clarifies the procedural steps to ensure compliance. It updates the PRH to outline how centers and Career Transition Services (CTS) providers must verify work authorization and how to process student separations and potential reinstatements when work authorization is revoked or expires.

If a student’s or graduate’s immigration status or work authorization is revoked or expires and no alternative form of work authorization can be verified, the individual must be separated from the program. PIN No. 25-01 authorizes centers to use ASWR as the



separation code for affected students. This process allows students to be reinstated if they later provide valid work authorization and meet all other eligibility criteria, in accordance with PRH Section 6.2 R6(a).

CTS providers play a pivotal role in supporting students as they transition from training into employment. The PRH updates also reflect the requirement that CTS providers must verify valid work authorization before delivering career transition services. Additionally, the updates add a new ASWR separation code, "Work Authorization Expired During Enrollment," to document cases where students are separated from the program due to loss of work authorization. The updates also outline qualifications for reinstatement for individuals separated under this reason. Those who provide an alternative form of valid work authorization may be considered for reinstatement into the program.

3. Explanation of Changes. This PRH Change Notice revises the following sections:

PRH Section 4.1, R2 has been updated to clarify that eligibility for career transition services requires graduates to have valid work authorization.

PRH Section 4.2, R1 has been updated to require CTS providers to verify work authorization, if applicable, before providing career transition services.

PRH Section 4.2, R1 has been updated to require CTS providers to enter a case note documenting the discontinuation of career transition services if a graduate's work authorization expires during the post enrollment service period.

PRH Section 6.2, R4 and R6 have been revised to eliminate provisions allowing ASWR for students unable to participate effectively in distance learning during periods of virtual operation, as Job Corps no longer offers virtual enrollment nor maintains a virtual operating status.

PRH Section 6.2, R4 has been updated to include "Work Authorization Expired During Enrollment" as an acceptable reason for separation. In conjunction with this update, "Work Authorization Expired During Enrollment" has been added as an ASWR separation code in the Center Information System for use when separating students whose work authorization has expired during program enrollment.

PRH Section 6.2, R6, has been updated to include qualifications for reinstatement for individuals separated under "Work Authorization Expired During Enrollment". The update provides timeframes and submission requirements for reinstatement.

This PRH Change Notice revises the following Exhibit:

Exhibit 1-1: Removed the acceptable source documents list and added information on how to verify work authorization to include the required use of a unique identifier.



4. Action Required. Addresses are to ensure this CN is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries about this notice should be sent to JobCorps-DPCP@dol.gov.
7. PRH Website Access. This CN and revisions to the PRH can be accessed within 14 business days on the PRH Website at <https://prh.jobcorps.gov>.