

February 22, 2002

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 01-22 |
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Promising and Effective Practices Network (PEPNet)

1. Purpose. To alert the Job Corps community to the opportunity for recognizing programs that meet the criteria of effective practices in youth employment/development through the auspices of PEPNet.
2. Background. The PEPNet initiative is an effort to develop a nationally recognized network of effective youth programs that have met specified criteria of "promising" or "effective" practices. Programs with promise or demonstrative effectiveness will be examined as models for replication and vehicles for learning. In addition, PEPNet will assist in showcasing exemplary youth programs (or program components) to demonstrate what works and what is possible.

The National Youth Employment Coalition (NYEC) has been the catalyst in the development of PEPNet in response to a prevailing misconception that "nothing works" in preparing in-and out-of-school youth for jobs, careers, and self-sufficiency. PEPNet is a rich information source about effective practices and programs for practitioners, youth, policy makers, and employers, as well as the general public. PEPNet is funded by the Employment and Training Administration (ETA), Ford Foundation, Charles Stewart Mott Foundation, and the Pinkerton Foundation.

Since 1996, PEPNet has recognized 61 initiatives for their effective practices in youth employment/development. These organizations assessed themselves by rigorous standards, and by completing and submitting a PEPNet application. Their applications were reviewed by a panel and

selected for PEPNet recognition. These awardees are part of a growing group of initiatives that illustrate PEPNet's standards in five major areas of effective practices: Organization and Management, Youth Development, Workforce Development, Evidence of Success, and Purpose and Activities.

3. Applicant Eligibility. Any youth program or program component that serves youth 14-25 years old may be nominated. All programs, well established and recently initiated, will find the process beneficial.

4. Application Procedures. NYEC is inviting numerous programs in the youth employment/development field throughout the nation to undertake an organizational self-assessment process, and to apply to be a part of PEPNet. Programs or program components are to nominate themselves. Those wishing to do so may request the PEPNet Application and Criteria Workbook, which includes a self-assessment tool, tips for writing a successful application, and several appendices that provide background information. One of the following methods should be used to order the PEPNet Application and Criteria Workbook:

- Visit the NYEC Website at: www.nyec.org/pepnet (Click on the “Application for Recognition” button and follow the instructions.)
- Return the attached PEPNet flyer (order form) via fax to (202) 659-0399

If you want your program to be recognized as an effective initiative by PEPNet, complete the application and return it to NYEC by April 18, 2002. All centers that are interested are encouraged to submit an application.

5. Review/Selection/Recognition Process. After the application is submitted, it will undergo an initial screening to ensure that the information is complete and that the activity is eligible. A panel will then review each application to determine if it meets the PEPNet standards. Panel members are youth employment practitioners, researchers, and policy makers who know and understand youth programming. The review may result in a designation of “PEPNet Promising Program” for applicants meeting three categories of criteria, or “PEPNet Awardee” for applicants meeting all five categories of criteria. PEPNet Awardees are held up as exemplars of effectiveness and models of what works for youth.

Extensive reviewer comments will be shared with each applicant. Results will be announced by mid-July 2002, and a national event will be held by NYEC to recognize the new PEPNet awardees. Previous Job Corps PEPNet winners include the Hubert Humphrey JCC, Denison JCC, David L. Carrasco JCC, San Jose JCC, Pittsburgh JCC, Delaware Valley JCC, and the Cassadaga JCC.

6. Learning Process. Applicants to PEPNet must be willing to participate in the learning process with others. This may include hosting visitors, participating in workshops, and providing additional written materials. NYEC will assist these organizations with the time and expense involved in the learning process.

7. Action. Job Corps has an outstanding track record in serving disadvantaged youth. All Job Corps centers are encouraged to join PEPNet and to submit applications for consideration and recognition as an effective youth program. Job Corps Regional Directors are requested to encourage Job Corps operators and centers to apply for recognition in accordance with the nomination process described above. Job Corps center operators and other contractors are requested to assist centers in applying for recognition.

Applications must be submitted to the National Youth Employment Coalition, by **COB April 18, 2002**. Because it is a rigorous document, applicants should begin planning as soon as possible.

8. Expiration Date. July 31, 2002

9. Inquiries. Questions should be addressed to Marsha I. Fitzhugh at (202) 693-3099 or Paul Milam at (202) 693-3119, or email to mfitzhugh@doleta.gov or pmilam@doleta.gov, respectively.

Attachment

PEPNet Flyer/Criteria Workbook Request Form