

December 10, 2003

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-12
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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: Vocational Funds for Program Year 2003

1. Purpose. To inform the Job Corps community of available funds to facilitate vocational program changes and equipment upgrades and to initiate procedures for regional reporting of funds utilization.

2. Background. The provision of relevant vocational training remains a priority for Job Corps. Therefore, in Program Year 2003 (PY03), \$3 million has been allocated to the regions to support vocational changes, upgrades, and equipment needs. Centers are strongly encouraged to assess their vocational trade offerings and determine if these programs result in long-term labor market attachment at sustainable earnings for our graduates. If training programs are not producing positive outcomes for students, then center management should initiate steps to replace low-achieving vocational programs with trade offerings that offer stable employment and higher wages.

It is also Job Corps' responsibility to ensure that training programs are equipped with the essential training equipment and tools. Regions will dispense funds so that centers can purchase up-to-date training materials and replace missing or obsolete equipment.

3. Allocation of Funds. Vocational funds transfers, to regional offices, will be based upon vocational slot allocations, as listed below:

Vocational Funding for PY 03

Regions & Hubs	Vocational Slots	Share of National Total	Available Funds
Boston	2,318	0.055	\$165,414
New York	3,440	0.082	\$245,480
Philadelphia	7,871	0.187	\$561,679
Atlanta	6,102	0.145	\$435,442
Chicago	3,605	0.086	\$257,255
Dallas	6,047	0.144	\$431,518
Kansas City	2,090	0.050	\$149,144
Denver	2,798	0.067	\$199,667
San Francisco	4,806	0.114	\$342,959
Seattle	2,963	0.070	\$211,441
Totals	42,040	1.000	\$3,000,000

4. Guidelines for Vocational Change/Equipment Funding. While regional offices have discretion in distributing funds to centers, the following requirements must be met:

a. Initiating Vocational Changes

1. Within funding limits, regional offices should give first priority to centers **replacing low-performing vocations** with those that have demonstrated opportunities for sustained employment and career growth, based on the local labor market index and employer input. Industry Councils must also play a key role in the selection and replacement of vocational offerings, and provide well-informed input in these decisions.
2. If vocational changes involve NTCs, the national office will need to approve the changes before related equipment funds are authorized by the regional office and provided to the center.
3. Funding for vocational change requests will pertain strictly to equipment needs. Any requests that involve facility modifications or new construction must be approved first by the regional office, and then forwarded to the National Office's Architectural & Engineering Unit for review and submission of recommendations to the national director.

b. Enhancing/Replacing Vocational Equipment

Before funds are identified for vocational additions or upgrades, center staff should make every effort to ensure that:

1. vocational offerings have the potential for secure employment and increasing wages;

2. programs offer opportunities for both female and male students;
3. programs address the employment challenges that younger graduates, under the age of 18, often face; and,
4. the necessary resources to support initial employment and career success, such as driver's education, are available.

Funding must be spent on items such as vocational training equipment and furnishings, staff training related to the acquisition of new equipment, and other related training materials that will enhance vocational offerings.

5. Reporting Format and Requirements. Regional offices shall submit Regional Vocational Funds Summary Reports to the national office (Attention: Division of Program Planning and Development). The reports will provide updated information on the allocation and expenditure of the funds. The reports are due by May 28, 2004.

6. Action.

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| Dec. 5, 2003 | Regional offices will provide centers with guidance for requesting vocational funds via Regional Field Issuances. |
| Jan. 31, 2004 | Regional offices will provide a listing of centers that have been allocated funds for vocational changes and/or vocational equipment needs. |
| May 28, 2004 | Regional offices will provide the national office a final summary of center allocations and expenditures via the Regional Vocational Funds Summary Report (Attachment A). Attachment B provides an example of what information should be included in the report. |

Once regional offices notify the national office of the centers selected to receive vocational funds, the funding allocation will be placed in the center financial operating plan. Funds must be spent by the end of PY03.

This Instruction supersedes the following documents:

Program Instructions

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| 98-01 | 98-34 |
| 98-02 | 99-27 |
| 98-06 | 01-16 |
| 98-33 | |

7. Expiration Date. June 30, 2004.

8. Inquiries. Questions regarding this Program Instruction should be addressed to Yolanda Logan at (202) 693-3144, or email to logan.yolanda@dol.gov.

Attachments

A – PY 2003 Regional Vocational Funds Summary Report

B – Example of PY 2003 Regional Vocational Funds Summary Report