

September 28, 2005

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 05-05
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TO: ALL JOB CORPS NATIONAL OFFICE 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: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Guidance for Health Staff Regarding Expedited Enrollment and  
Transferring of Students Affected by Hurricane Katrina

1. Purpose. To provide centers guidance for expedited enrollment and transferring of students from centers or communities affected by Hurricane Katrina.
2. Background. Under the expedited enrollment initiative, many centers will be receiving students who are being transferred from centers that have been damaged or new students who have been living in shelters.
3. Action. The National Office of Job Corps is providing the following health and wellness guidance:

**Transferring Students:**

Centers are to complete an expanded cursory examination within 48 hours and will include the following:

- a. Careful examination of the skin to determine if there are any rashes, skin breakdown, lice, or scabies;
- b. Attention to signs and symptoms of acute hepatitis A (e.g., loss of appetite, nausea, vomiting, jaundice, and yellowing of the sclera);
- c. Attention to signs and symptoms of gastroenteritis (e.g., diarrhea, nausea, and vomiting); and

- d. Attention to signs and symptoms of acute or post traumatic stress (e.g., difficulty sleeping and concentrating, report of nightmares, irritability, hypervigilance (being on guard), and exaggerated startled response.

If medical or mental health issues are identified during the expanded cursory examination, the student must be referred as soon as possible to the center physician or the center mental health consultant. If it is determined on the expanded cursory examination the student has no medical issues, an entrance physical examination will not be required. Immunizations and tuberculin testing will not be repeated.

For transferring students, laboratory results will be sent to the receiving center. As soon as the center is aware of students transferring, the center should contact Barbara Grove at (202) 693-3116 or email [grove.barbara@dol.gov](mailto:grove.barbara@dol.gov).

### **New Enrollees from Shelters:**

Little to no medical information will be available for these students. The admissions counselors will try to get any available medical or mental health information from the shelters and forward it to the receiving center.

These students should also receive an expanded cursory examination, along with all the other health and wellness requirements for new students.

Additional resources and information is available on the Job Corps Health and Wellness Web site [www.jobcorpshealth.com](http://www.jobcorpshealth.com). Also, please refer to Job Corps Information Notice 05-09: Managing Traumatic Stress in the Wake of Hurricane Katrina, for information on how centers and health care providers can best respond to and manage the mental health issues of students and staff that may arise from the multiple effects of Hurricane Katrina.

Addressees are to ensure that a copy of this Instruction is distributed to appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or emailed to [grove.barbara@dol.gov](mailto:grove.barbara@dol.gov).