

REISSUANCE

January 25, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-22
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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

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Culinary Arts Program: Curriculum Materials/Services and Funding
 Availability

1. Purpose. To provide Job Corps centers with information on the basic set of curriculum materials required for the Job Corps Culinary Arts training program and to notify centers of the availability of funding for these purchases.
2. Background. One of the primary components of Job Corps' New Vision is to increase students' entry into high-growth industry sectors through industry-focused career technical training. Culinary Arts is one of the most prevalent training programs offered by Job Corps, with over 3,500 students graduating annually.

The hospitality sector, which includes Culinary Arts, has been identified as a high-growth/high-demand sector for entry-level employment. Therefore, Job Corps worked with leading industry sponsors to develop a program that aligns with industry-based standards and credentials. The new Culinary Arts program aligns with the National Restaurant Association's (NRA's) ServSafe Food Safety certification, the American Culinary Federation Foundation (ACFF) Educational Assurance Program, and apprenticeship skill standards set by ACF.

3. Materials and Funding. The National Office of Job Corps is providing funds to assist centers in meeting the increased rigor of the new Culinary Arts program and establishing a baseline level for quality training nationwide. Attached is a list specifying the basic set of curriculum materials that every Culinary Arts program must have. The required basic set of curriculum materials includes all items on the attached list. Job Corps is providing funds for the

purchase of the materials/services listed in the attachment, including shipping and handling costs. Job Corps centers may purchase the materials from vendors other than those suggested. However, Job Corps center expenditures on the specified basic set must be equal to or less than the costs indicated in the attachment.

Note: Job Corps is seeking program recognition from ACF for all basic Culinary Arts programs. In order to attain program recognition, Job Corps basic Culinary Arts programs will be randomly selected and assessed by ACF in early May 2008. Additional information regarding the program endorsement process will be provided in a forthcoming Program Instruction.

4. Action.

- a. Funding transfers are in process to support the purchase of recommended instructional materials/services.
- b. Job Corps centers must purchase the curriculum materials specified in the attachment to this notice by March 31, 2008. The deadline has been extended to allow centers an opportunity to purchase 5th Edition ServSafe materials which will be released in March 2008.
- c. Centers that have already purchased the required materials should consider funds allocated for this purpose as reimbursement.
- d. All expenditures related to the purchase of the recommended materials/services should be included in the year-end Career Technical Training Modernization Funds Report due in September 2008.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. June 30, 2008.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.tracy@dol.gov or June Blanks at blanks.june@dol.gov.

Attachment

Culinary Curriculum Items (Per 15-Student Classroom)