

February 4, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 07-24</b>
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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:** English Language Learner Plans

1. Purpose. To inform the Job Corps community that the National Office of Job Corps will conduct an evaluation of the Job Corps English Language Learner (ELL) initiative to ascertain its overall effectiveness and identify best practices. The evaluation will involve a review of all centers' ELL Plans (i.e., Readiness and Outreach/Public Education).

2. Background. Under Title VI of the Civil Rights Act and Executive Order 13166, the Job Corps program is required to provide language assistance to ELL students to ensure meaningful access to and participation in the Job Corps program. In the past, ELL students were assigned to designated English as a Second Language (ESL) Job Corps centers where services are in place to meet the needs of these students. In order to broaden the career technical training choices available to ELL students, and thus provide equal training opportunities for these students, all Job Corps centers are now required to have a plan to serve ELL students assigned to their centers.

PRH Change Notice No. 06-02 required the following:

- a. All Job Corps centers are to serve ELL students assigned to their centers.
- b. All centers are to assign an ELL Coordinator who will be tasked with the oversight and monitoring of ELL programs and services, which should be described in the Center Career Preparation and Center Career Development Plans.
- c. All Outreach and Admissions /Career Transition Services (OA/CTS) providers and centers are required to develop and implement Outreach/Public Education Plans that include methods, activities, events, and linkages to reach potential ELL applicants; and these Outreach/Public Education Plans are to be submitted as part of an overall Career Development Services System (CDSS) Plan.

- d. All centers must have an ELL Readiness Plan that outlines the steps that will be taken to meet the needs of ELL applicants.

In an effort to assist outreach and center staff in recruiting, retaining, and serving ELL students, the ELL Strategic Plan and Web site (<http://jccdrp.jobcorps.gov/ELL>) were implemented. The Strategic Plans provided guidance tools to ensure that ELL students have the opportunity to develop the English language and acculturation skills needed to successfully graduate from Job Corps and start a viable career. The Web site provided a list of resources for improving access to services on all centers. In August 2006, a series of webinars were held for Regional Office staff, Center Directors, and OA staff to become familiar with the new program requirements and resources.

In accordance with the above-cited PRH Change Notice, each Regional Office should have received, reviewed, and approved all centers' ELL Readiness and Outreach/Public Education Plans. These plans should have been included in each of the centers' CDSS Plans in accordance with PRH Section 5.1, R3.c.

3. Action. Regional Offices are requested to send electronic copies of each of their centers' ELL Readiness and Outreach/Public Education Plans to the National Office (Attn: Curtis Massey at [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov)) by the close of business February 29, 2008.

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov).