

July 10, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-03

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: Transition to New FMS Reporting Requirements

1. Purpose. To clarify contractor transition requirements for implementation of the Policy and Requirements Handbook (PRH) changes provided in PRH Change Notice No. 08-09.
2. Background. PRH Change Notice No. 08-09 provided the implementation schedule for changes to PRH Chapter 5, Financial Management, and associated appendices that resulted from the Financial Management Workgroup. As a result of the PRH changes, the JCDC Financial Management System (FMS) has also undergone changes to the 2110 and the 2181 report formats. All changes were effective July 1, 2009.

Transition from the old 2110 and 2181 reporting formats to the new formats will occur during the FMS data entry process for the period ended June 30, 2009. While the June data is being entered into FMS under the old format, screen prompts will direct and guide the user through the steps necessary for conversion to the new formats. This conversion process translates the contract data through June 30, 2009 into the new format for use in the July 31, 2009 FMS reporting.

3. Action. All contractors will fully complete the conversion process during the processing of their June 2110 and 2181 reports. Failure to complete the conversion process will result in contractors being denied access to enter the July 31, 2009 data.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or hess-williams.tina@dol.gov.