



October 22, 2009

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 09-23</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

**FROM:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** Job Corps ARRA Monitoring Visits

1. Purpose. To provide information and guidance to centers regarding monitoring activities required by the American Recovery and Reinvestment Act (Recovery Act, or ARRA).
2. Background. As you know, projects funded by ARRA have begun taking place system-wide within Job Corps. Throughout the duration of ARRA-funded projects, Job Corps Regional and National Office staff will be engaged in both desktop and on-site monitoring activities. To this end, on-site monitoring visits have begun this month and will continue until ARRA funds have been expended.

Monitors will contact Job Corps center directors 10 days prior to scheduling a visit, which will last, on average, 1 to 2 days. The monitors will ask that center directors prepare several materials for discussion and coordinate scheduling of interviews with center staff during their visit.

Monitors may request documentation information and visual inspection of a variety of ARRA-funded activities and documents, for example: ARRA-related financial records; ARRA CRA, CTST, and Green Equipment Projects; ARRA Technology Inventory; ARRA Vehicles Inventory; and evidence of implementation of new TARs, ARRA CTT Curriculum, and related ARRA CTT Equipment.

3. Reference. All ARRA directives are listed on the Job Corps Community Web site under "ARRA Notices" (see "ARRA" at top left of the Web site).

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to ARRA federal staff members in the regions.