

December 21, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-28
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Renewed ETA Form 652, ETA Form 655, and ETA Form 682

1. Purpose. To advise the Job Corps community that ETA Form 652, Job Corps Data Sheet; ETA Form 655, Statement from Court or Other Agency; and ETA Form 682, Child Care Certification, have been renewed and should replace the previous forms immediately.

2. Background. The Office of Management and Budget (OMB) requires periodic review and renewal of federal forms, whether or not the forms have changed. OMB has approved renewal of the three forms referenced above (see Attachments A–C). Only ETA Form 652 includes a change. It no longer requires a student’s Social Security Number; the Student ID is requested instead.

These forms will expire and require renewal on November 30, 2013.

3. Reference. The renewed forms can also be found on the Job Corps Community website.

4. Action. Please discard all outdated forms and replace them with the attached immediately. **These forms may not be altered in any form.**

Addressees are to ensure this Program Instruction is distributed to all appropriate staff. Training should also be delivered to applicable staff, as appropriate.

5. Expiration Date. November 30, 2013.

6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.

Attachments

A – Form ETA 652

B – Form ETA 655

C – Form ETA 682