

June 22, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-49
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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: Solicitation of Comments on the Revised PRH Chapter 1 and Related Exhibits and Appendices

1. Purpose. To solicit comments on the revised Job Corps Policy and Requirements Handbook (PRH) Chapter 1 as it relates to Regional Offices, Centers and Outreach and Admissions (OA) contractors.
2. Background. Revisions to the Outreach and Admissions Policy were initiated over three years by Job Corps eligibility workshops. The most significant recommendation was to replace the Job Corps admissions criteria with Essential Admission Requirements (EARs). The EARs serve to improve guidance to Admission Counselors for making eligibility determinations.

The National Office team worked with the National Health Support contractor, and the Civil Rights Center (CRC) to develop criteria to determine applicants' suitability for the program. The CRC provided guidance on how to ensure that the EARs did not discriminate. An Essential Admissions Requirements Tool (EART) in the Outreach and Admissions Student Input System (OASIS) will replace the Admissions Counselor's Assessment Tool (ACAT).

Another significant change is the elimination of sampling under the low-income criterion. The new policy requires 100 percent income verification for all applicants. This enhancement will improve the integrity of Job Corps' low income verification process.

PRH Chapter 1, including exhibits and appendices, was revised to reflect the responsibilities of Outreach and Admissions staff, Center staff, and Regional Office staff. Note that several new exhibits and appendices were also created.

3. Action. Due to the magnitude of these changes, the National Office is soliciting comments from the field prior to releasing the new policy. When final edits are made, the National Office will release the policy through a PRH Change Notice. The policy changes and

corresponding Program Assessment Guide changes will go into effect 60 days from the date of release. The National Office will provide training for the new policy during that 60-day period.

Comments must be submitted to Wendy Manning by Friday, June 24, 2011.

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

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

Attachments

- A - PRH Chapter 1
- B - Exhibit 1-1 Job Corps Essential Admissions Requirements
- C - Exhibit 1-5 Records Release Authorization
- D - Exhibit 1-7 Statement of Support
- E - Appendix 101 Definitions of Family and Family Income
- F - Appendix 102 Information for Personal Career Development Plan
- G - Appendix 103 Admissions Counselor Guide for Evaluating Court Involvement/Agency Supervision and the Maintenance of Sound Discipline
- H - Appendix 104 Denial Letter Template for Admissions Counselors
- I - Appendix 105 Applicant Folder Inventory
- J - Appendix 106 Reasonable Accommodation to Participate in the Job Corps Admissions Process