

August 18, 2011

**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 11- 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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Funding Availability for Career Technical Training (CTT) and  
Career Technical Skills Training (CTST) Allotments for Program  
Year 2011

1. Purpose. To inform the Job Corps Community of two significant funding implications for Program Year (PY) 2011. First, CTT funds to support CTT modernization in operations and equipment, and staff training leading to instructor credentials will not be made available for PY 2011. CTT program change requests that require funding will be approved on a case-by-case basis. Second, based on a historical analysis, the funding allotment for CTST projects will be reduced from \$750 per eligible training slot to \$500 per slot.
2. Background. Over the past two program years, the National Office provided a significant amount of funding for program enhancement, expansion, and development through the American Recovery and Reinvestment Act (ARRA), CTT modernization funding, and annual equipment allocation. In PY 2011, the program faces an operational funding deficit of \$2 million, and the activation of a new Job Corps center. This reduction requires Job Corps to take measures to offset the shortfall.

In PY 2011, the National Office will pursue systemic improvements focused on data reconciliation and automation. The reconciliation effort will address: (1) the use of outdated Training Achievement Records (TAR) codes; and (2) CTT and CTST slot and On-Board Strength (OBS) alignment to ensure the most efficient use of each center's contracted number of CTT slots. The automation effort will streamline CTT processes, such as future program change and modernization requests. The goal of these efforts is to enhance the ability to track and report reliable program data. With regard to CTST, Appendix 303 of the Policy and Requirements Handbook (PRH) will be updated to reflect changes in the list of training programs eligible for CTST funding within the first quarter of PY 2011.

3. Guidelines for the Submission of CTT Change Requests. As stated, CTT change requests will be considered on a case-by-case basis. In considering which CTT program changes to forward to the National Office for review, Regional Directors will give priority to centers that are replacing low-performing programs with those that have demonstrated opportunities for sustained employment and career growth based on the labor market information and employer partnerships. **Regions must ensure that all proposed changes support the 2010-2011 Regional Career Pathways Plan and can be supported primarily by the reduction of another trade(s) to offset the cost.**

4. Guidelines for Use of PY 2010 Regional CTT Funds Summary Report. Regional Offices will use the attached PY 2010 *Regional Career Technical Training Funds Summary Report* to identify funds expended on centers during the previous program year. Regional Offices will complete the column entitled, Expended, next to the Allocations column and the report will be submitted to the National Office, attention: Division of Educational Services (DES), by October 31, 2011.

5. Guidelines for CTST Plan Revision. Centers are requested to resubmit their original PY 2011 CTST plans to reflect projects that can be supported by the reduced allocation amount. Some revisions will reflect fewer projects; others will highlight different projects altogether, based on available resources, or some combination of these two options. Centers will have until September 30, 2011 to submit their revised plan to their respective Regional Offices. Regional Offices will review, approve and/or provide feedback on the amended plans by October 31, 2011, at which time, the National Office will make the appropriate adjustments in the centers' allocations. Centers that have already received a reduced CTST allocation should work with their Regional Offices to amend their plans to reflect the reduced amount.

6. Action and Due Date Summary. Regional Offices must coordinate with Center Operators, National Training Contractors (NTCs), and Center Directors to ensure compliance with the guidelines and schedules specified in this Program Instruction. Addressees are to ensure this Program Instruction is distributed to all appropriate staff. Due dates are as follows:

- September 30, 2011 – Revised CTST Plans due to Regional Offices
- October 31, 2011 – Regional Office review and approval of revised plans
- October 31, 2011 – Regional Career Technical Training Funds Summary Reports due to the National Office

7. Expiration Date. June 30, 2012.

8. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or via email at [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov).

## Attachments

A – PY 2010 Regional Career Technical Training Funds Summary Report (Template)

B – PY 2010 Regional Career Technical Training Funds Summary Report (Example)