

September 6, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO 11-08
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Additional Training Session for PRH Chapter One

1. Purpose. To provide training on Job Corps' PRH Chapter One policy changes.
2. Background. The revised PRH Chapter One was released on August 11, 2011. The new policies contained in the revised chapter will go into effect on October 10, 2011. The National Office has added an additional face-to-face training session for any Regional Staff and OA Staff that were unable to attend the previous three sessions, as well as for any Records Managers and Center Directors. The training will cover 100 percent low-income verification, disability and reasonable accommodations, applicant file review processes, and review of folder inventory requirements.
3. Action. The training will take place at the **U.S. Department of Labor in Washington, DC**, on Monday, **September 26, 2011** from 9:30 a.m. to 4:30 p.m. and on **Tuesday, September 27, 2011** from 9 a.m. to noon.

Please RVSP by Tuesday, September 20, 2011.

We do not have a room block at a specific hotel. Below are hotels that are in close proximity to the Department of Labor.

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW, Washington, DC 20001
Phone: 202-737-1234
<http://washingtonregency.hyatt.com/hyatt/hotels/index.jsp>

The Liaison Capitol Hill
415 New Jersey Avenue, NW, Washington, DC 20001
Phone: 202-638-1616
<http://www.affinia.com/Washington-DC-Hotel.aspx?name=Liaison-Capitol-Hill>

Washington Court Hotel on Capitol Hill

525 New Jersey Avenue, NW, Washington, DC 20001

Phone: 202-628-2100

<http://washingtoncourthotel.com/>

Hotel George

15 E Street, NW, Washington, DC 20001

Phone: 202-347-4200

<http://www.hotelgeorge.com/>

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

5. Expiration Date. September 28, 2011.
6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633, or manning.wendy@dol.gov.