

October 31, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 11-12</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  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Required Revision of Outreach and Admissions Agencies' Standard Operating Procedures

1. Purpose. To direct Outreach and Admissions agencies to revise policies, procedures and oversight, including quality assurance, to ensure compliance with Job Corps' requirements for determining and validating income eligibility.

2. Background. On October 10, 2011, a revised version of the Policy and Requirements Handbook, Chapter 1: Outreach and Admissions went into effect. The revision includes significant changes to the determination of applicant eligibility, including the elimination of applicant sampling.

In anticipation of the revised policy, Job Corps has delivered extensive staff training on low-income eligibility requirements; revised eligibility policies and practices; and development of technical assistance tools for Outreach and Admissions agencies. Job Corps will continue to develop and deliver training and technical assistance as appropriate.

3. Action. By December 31, 2011, Outreach and Admissions agencies must update their Standard Operating Procedures (SOP) to ensure they are in compliance with Policy and Requirements Handbook (PRH), Chapter 1, and transmit these SOPs to the appropriate Regional Office for review and approval.

4. Reference. Job Corps PRH Change Notice 11-07.

5. Expiration Date. December 31, 2011.

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