

October 19, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-14
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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: Suspension of New Student Enrollments in Late November and December 2012

1. Purpose. To notify the Job Corps Community that new student enrollments will be suspended in late November and December 2012 as a cost-saving measure.
2. Background. As a result of suspending enrollments in June 2012, the last month of Program Year 2011, the Office of Job Corps conducted additional analysis of the separation outcomes of students enrolling in each month of calendar year 2011. The working hypothesis was that students arriving during the month of a student break would have a higher rate of disorderly separation (departing as an Absent Without Leave [AWOL] or Disciplinary Separation), as they would not be able to achieve attachment to the program in the short time of enrollment before being sent back home for break.

The data determined there is a significantly higher rate of disorderly separation, and lower rate of graduation, for students enrolling in November and December. Recruitment and student transportation costs are impacted by these results, particularly during the month of a student break. Suspending enrollments for this brief period will yield savings associated with these costs, and will benefit students.

By deferring students' enrollment from November and December 2012 to January 2013, students will maintain several months of stable participation in the program, providing them with the necessary time to adjust. We anticipate their outcomes will improve and disorderly separations will decline. In fact, students enrolling in the month of January had the lowest disorderly separation rate of the year.

3. Reference. Program Instruction Notice 11-28; Policy and Requirements Handbook (PRH) Chapter 1; and Exhibit 1-6.

4. Action. This year, enrollments will be suspended beginning the week of November 26 through the month of December 2012. This measure will require adjustments to Outreach and Admissions contract goals and will require centers to manage their student capacity to ensure the program maintains minimum capacity levels. The Office of Job Corps will also conduct an analysis of the impact of this measure on centers' overall Onboard Strength (OBS) performance and Outreach and Admissions (OA) contractors' performance results for PY 2012 to determine if adjustments are warranted.

Exceptions will be made to the suspension of enrollment in the case of applicants who qualify as priority enrollees under PRH Chapter 1, Section 1.2, R.9, or are homeless, runaways, or in the foster care system. Before transmitting the applicant folder to the center of assignment, OA staff must first submit a written waiver request to the applicable Regional Office. The Office of Job Corps will have final approval.

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

5. Expiration Date. January 7, 2013.

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