December 4, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-18

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: ROBERT PITULEJ
                Acting National Director
                Office of Job Corps

SUBJECT: Readily Achievable Barrier Removal

1.   Purpose. To provide updated information and new tools to help centers satisfy the Policy and Requirements Handbook (PRH) accessibility plan.

2.   Background. PRH requirement, Section 6.11, R7 (g) says each center must complete and update annually an accessibility plan. The plan should focus on readily achievable barrier removal – easily accomplished and inexpensive measures staff members can take to make the center more accessible to those with disabilities.

        The plan should be used as a tool to get the staff thinking about simple ways to ensure that students with disabilities can have access and participate in the program on a basis equal with students without disabilities. This plan is not intended to help determine compliance for new construction or facilities alterations, and is separate from the center's facility survey requirement in PRH Section 5.10.

    To meet this requirement currently, centers:

- Assess centers' architectural accessibility using the Americans with Disabilities Act (ADA) Checklist for Readily Achievable Barrier Removal

- Assess the programmatic accessibility accessibility using the Center Self-Evaluation Tool available on the Job Corps Disability website

- Develop an accessibility plan with priorities and next steps based on the results of the checklist and programmatic accessibility tool

- Review and update the plan annually

The safety and facilities maintenance staff should play a primary role in completing this task with support from all area managers.

Centers should be aware of several changes related to meeting the accessibility plan requirement:

- The ADA Checklist for Readily Achievable Barrier Removal was updated
- A new tool for assessing the programmatic accessibility was developed
- A sample accessibility plan is available

ADA Checklist for Readily Achievable Barrier Removal/Architectural Accessibility

The ADA Checklist for Readily Achievable Barrier Removal remains the suggested tool for evaluating the architectural accessibility of the center. This checklist was updated to reflect the 2010 ADA Standards for Accessible Design. It is available at http://www.adachecklist.org/ and on the Job Corps Disability website.

Programmatic Accessibility

The Center Accessibility Tool (see attachment) is new; it replaces the Center Self-Evaluation Tool. This tool should be used to evaluate the center's programmatic accessibility. The Center Accessibility Tool is also available on the Job Corps Disability website.

Sample Center Accessibility/Barrier Removal Plan

A sample Center Accessibility Plan (see attachment) was created to give center staff members ideas for improving accessibility, and a sample format for maintaining their plan. The sample plan is also available on the Job Corps Disability website.

Updating Current Plans or Developing a Plan

If your center already has an accessibility plan in place, when the next annual update is due:

- Reassess the architectural accessibility using the updated ADA Checklist for Readily Achievable Barrier Removal

- Reassess the programmatic accessibility using the center accessibility tool

- Update your current accessibility plan taking into consideration the results of the updated ADA Checklist for Readily Achievable Barrier Removal and the new Center Accessibility Tool

All updated center accessibility plans must be based on the new ADA checklist for Readily Achievable Barrier Removal Checklist and the Center Accessibility Tool by August 2013.

If a center does not have an accessibility plan in place, to meet this requirement, the Center Director should ensure the:

- Completion of the ADA Checklist for Readily Achievable Barrier Removal (architectural accessibility)

- Completion of the program Center Accessibility Tool (programmatic accessibility)

- Development an accessibility plan with priorities and next steps based on the results of the ADA Checklist for Readily Achievable Barrier Removal and Center Accessibility Tool

- Review and update of the plan annually

The safety and facilities maintenance staff should play a primary role in completing this task with support from all area managers.

For more information on the accessibility requirement, visit the Disability Coordinator Orientation/Accessibility section of Job Corps Disability website.

The center Disability Coordinators should ensure the current accessibility plan and supporting documentation (i.e., ADA checklist and the Center Accessibility Tool) are available for review during Regional Office center assessments.

Contact your regional Disability Coordinator as needed for technical assistance.

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

4.   Expiration Date. Until superseded.

5.   Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachments

A – Center Accessibility Tool
B – Sample Center Accessibility Plan