

June 26, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-34
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: New-Student Enrollments: Lifting of Suspension at USDA Forest Service
Job Corps Centers

1. Purpose. To resume new-student enrollments at USDA Forest Service Job Corps centers.
2. Background. Program Instruction notice 12-26 suspended new enrollments at all Job Corps centers effective January 28, 2013.
3. Action. Effective Wednesday, June 26, 2013, the Department of Labor has lifted the suspension on new-student enrollment at USDA Forest Service centers. Job Corps Outreach and Admissions (OA) contractors will immediately initiate the process for new student enrollments at USDA Forest Service centers.

Forest Service centers with available slots may resume accepting students; however, the center must provide the Office of Job Corps (OJC) with an Enrollment (build-up) Plan reflecting orderly processing consistent with a center's Program Year 2011 average weekly arrival rate. Please be advised that the OJC is continuing to take a controlled approach to resuming enrollment for several reasons, including student safety. USDA Forest Service centers cannot exceed 5,047 On-board Strength (OBS) combined for their 28 centers.

Further, Forest Service centers are obligated to refrain from exceeding overall enrollments as specified and approved in their build-up plans. Centers that enroll students at a rate that exceeds 100 percent of the build-up plan will jeopardize future funding allocations to fully support the capacity and operation of the center beyond prescribed levels.

In addition, Forest Service centers shall not initiate a request with any of their OA providers to schedule new students to arrive on center until the OBS for that particular center is below 100 percent on the day of the request.

OA contractors shall not assign new students to a center until they have verified with their Contracting Officer's Representative (COR) or Contracting Officer (CO) the OBS for that particular center is below 100 percent of the new Program Year 2013 OBS level on the day of the request.

In addition, OA contractors are instructed to begin developing (or updating) Enrollment (build-up) Plans reflecting their historic weekly inputs for Forest Service centers based on Program Year 2011. Forest Service centers can start submitting plans to the center's respective Regional Directors for approval immediately.

We understand that the suspension affected a number of students who had already been enrolled or had already applied to Job Corps. Those students' enrollments will be handled in the following order: Medical Separation with Reinstatement Rights (MSWR) and Administrative Separation with Reinstatement Rights (ASWR) returns; Advanced Training (AT) transfers; disciplinary overturns; and applications that were not processed during the enrollment suspension period. All pending applications that were received prior to the suspension will be processed according to standard procedures and in alignment with center's enrollment plan.

As previously communicated, to assist with the enrollment of students for the remainder of Program Year 2012 and the outset of Program Year 2013, there will be no summer break except for the parameters established around the July 4 holiday weekend. We anticipate the summer break practice will resume in 2014.

Enrollment Plan (build-up) Specifications:

- The Enrollment (build-up) Plan spreadsheet has been distributed systemwide and is to be used to project when the center will reach its prescribed OBS.
- Enrollment (build-up) Plans will be developed in accordance with each center's new Program Year 2013 OBS level as designated by the Employment and Training Administration (ETA) Office of Financial Administration.
- Forest Service centers and OA contractors will work in collaboration to develop the build-up plan for submission by the respective Center Director to the COR for approval by the respective Regional Director as early as June 26, 2013.
- The execution of Enrollment (build-up) Plans will follow standard intake procedures where all student arrivals will occur on **Tuesday** of each week with Wednesday arrivals permitted to accommodate travel delays and non-residential student start dates. Exceptions to the Tuesday arrival date are for single parents, homeless, foster children, and runaways, but they will require approval by the respective Regional Director.
- In accordance with the OJC enrollment strategy, Regional Offices will monitor arrivals in Center Information System (CIS) on a weekly basis. All center arrivals should be recorded in CIS the day the student arrives and signs the arrival registry.

USDA shall provide DOL with a by-center breakdown plan. The plan should be provided to the DOL Job Corps National Director via e-mail as soon as possible, but not later than June 28, 2013, unless a different date is coordinated through the DOL Job Corps National Director.

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

5. Effective Date. June 26, 2013.
6. Expiration Date. Until superseded.
7. Inquiries. Contract inquiries should be directed to ETA contracting officers. Program inquiries should be addressed to the Office of Job Corps.