

September 24, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-09

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: Implementation of the Affordable Care Act and Health Insurance
 Marketplace (Marketplace) in Job Corps

1. Purpose. To inform the Job Corps community of its responsibilities initiating Affordable Care Act (ACA) and Marketplace activities.

2. Background. Program Instruction 13-06, Outreach Strategies to Promote Health-Care Coverage for All Job Corps Participants, provided the Job Corps community with information on the ACA and Marketplace. The Program Instruction also stated Job Corps students must receive specific information at key junctures throughout the program. This notice provides specific instruction on the actions Job Corps should take regarding this legislation.

3. Action.
 1. All Outreach and Admissions, Health and Wellness, and Career Transition staff members must complete the ACA training located in SIMON by September 30, 2013.

 2. All Outreach and Admissions, Health and Wellness, and Career Transition staff members should access the ACA Web page for additional materials and resources.

 3. All current and entering students must complete the Accessing Health-Care Curriculum (Attachment B).

 4. Outreach and Admissions staff must do the following:

- a. Order ACA toolkits from the Centers for Medicare and Medicaid Services at <http://productordering.cms.hhs.gov/>.
 - b. Review and begin using the Admissions Counselor script (Attachment A).
 - c. Admissions Counselors should have applicants sign the Affordable Care Act Signature Sheet (Attachment C) after providing the ACA information beginning October 1, 2013.
 - d. Provide applicants with contact information for Health Insurance Navigators if the applicant requires assistance enrolling in a health insurance plan. The list of Health Insurance Navigators can be found on the ACA Web page.
 - e. Admissions Counselors should fax the Affordable Care Act Signature Sheets to (202) 693-3113, attention, Johnetta Davis; or e-mail the sheets to davis.johnetta@dol.gov each Friday starting the week of October 1, 2013.
5. Health and Wellness staff must do the following:
- a. Review and begin using the Health and Wellness script (Attachment D) with each entering student and students currently on center.
 - b. Provide each student the Health Insurance Resources Fact Sheet (Attachment E).
 - c. Assist students with contacting Health Insurance Navigators if the student has not enrolled in a health insurance plan.
 - d. Have the student sign the Acknowledgement Form (Attachment F), and place the signed form into the student's medical record.
 - e. Use the Health Exit Script (Attachment G) during the Health and Wellness exit interview. Health and Wellness staff should also provide the student with the Accessing Health Care After Job Corps Checklist (Attachment H).
6. Career Transition staff must review and begin using the Career Transition Staff script (Attachment I) when contacting students.

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 via e-mail at abnathy.carol@dol.gov, or Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.

Attachments

- Attachment A – Admissions Counselor Script
- Attachment B – Accessing Health Care Curriculum
- Attachment C – Affordable Care Act Signature Sheet
- Attachment D – Health and Wellness Script
- Attachment E – Health Insurance Resources Fact Sheet
- Attachment F – Acknowledgement Form
- Attachment G – Health Exit Script
- Attachment H – Accessing Health Care After Job Corps Checklist
- Attachment I – Career Transition Staff Script