

October 29, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-11</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:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** Reasonable Accommodation Committee Guide

1. Purpose. To inform the Job Corps community about the release of the Reasonable Accommodation Committee Guide to support center Reasonable Accommodation Committees (RACs) as they work to ensure students are provided reasonable accommodation as required by federal disability and nondiscrimination laws, and Job Corps policy.
2. Background. Policy and Requirements Handbook Chapter 6 Appendix 605, contains guidance and information on the Job Corps reasonable accommodation process, including the role of the RAC in the process. Since the RAC is such an integral part of the reasonable accommodation process, the Reasonable Accommodation Committee Guide has been created to provide center RACs with more detailed explanations and additional guidance on the process – particularly the RAC meeting. The Reasonable Accommodation Committee Guide will be posted on the Job Corps Disability Web site.
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 Until superseded.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 via e-mail at [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov); or Johnetta Davis at (202) 693-8010 or via e-mail at [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment

Reasonable Accommodation Committee Guide