

November 18, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 13-13

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: Achieving Job Corps Student On-Board Strength (OBS)

1. Purpose. To boost enrollment and meet the Department of Labor's OBS goal of 35,675 students enrolled in the program for Program Year (PY) 2013, Job Corps is authorizing centers to temporarily increase enrollment levels.
2. Background. Program Instruction Notice (PIN) 12-28 lifted the suspension on enrollment at contract Job Corps centers effective April 11, 2013, and prohibited centers from exceeding 103 percent of OBS on a daily basis. This followed actions to modify contracts to reduce OBS and incorporate the strict requirement that a contractor shall not exceed 103 percent of OBS at any point during the contract performance. Nationally, OBS is currently at 90 percent, although there are many centers that are full and others that lag behind. The Department desires to serve as many students as funding permits and is authorizing a temporary increase in OBS for those centers that can accommodate an increase.
3. Action. Between the period November 18, 2013 to December 31, 2013, centers will be authorized to increase enrollment to 120 percent of their currently authorized OBS student level; and gradually adjust back down to a 110 percent maximum enrollment for the remainder of PY 2013, specifically between the period of January 1, 2014 and June 30, 2014.
4. Also, beginning effective immediately and continuing through the contract's period of performance, the strict 103 percent daily cap will be relaxed to a 103 percent average. This average is calculated on a Program Year basis. Thus, while contractors may increase OBS to 110 percent and 120 percent as described above, contractors must ensure that such surge does not cause the contractor to exceed the Program Year average of 103 percent.

5. Centers are funded to operate at 103 percent of their authorized student level. Therefore, it is expected that the temporary increase in enrollment will not require any increase in funding to the contracts since Job Corps centers were not full at the beginning of the Program Year on July 1, 2013. Centers needing to increase their OBS would have the opportunity to surge beyond 103 percent with no penalties as long as the OBS for each center does not exceed 103 percent for the entire Program Year and costs remain the same as planned. All Contractors who have not submitted Employment and Training Administration (ETA) Form 2181 for the remainder of PY 2013, as required by the Policy and Requirements Handbook, should do so at this time. Under regional and corporate oversight, centers will need to manage the increase in order to ramp down to their respective OBS allocation levels prior to the start of PY 2014 which begins July 1, 2014. Under no circumstances, will there be exceptions to this date.
6. Any requests for additional funding by a center operator will be addressed on a case by case basis through the regional office to the national Office of Job Corps in consultation with ETA's Financial Administration and Contracts Management offices.
7. We expect existing processes for orderly enrollment and new student intake will remain in effect. Exceptions to the current process regarding permissible intake days or other flexibility needed may be authorized by the appropriate Regional Director. In accordance with the OJC enrollment strategy, Regional Offices will continue to monitor arrivals in Center Information System (CIS) on a weekly basis. All center arrivals should also continue to be recorded in CIS the day the student arrives and signs the arrival registry.
8. Contractual Implementation. As mentioned above, on April 11, 2013, the Office of Contracts Management released a notice that informs contractors that the partial stop-work order that was effective January 28, 2013, is lifted. In addition, near the end of PY 2012, center operations contracts were modified to explicitly prohibit contractors from exceeding 103 percent of their contracted OBS on a daily basis. As stated in this PIN, this requirement is changed so that contractors can exceed 103 percent of their contracted OBS on any given day, provided that the contractors complies with an average OBS of no greater than 103 percent during the Program Year. Please be reminded that the Program Year runs from July 1st to June 30th of the following year. The potential penalties for exceeding the average OBS of 103 percent will remain the same as those articulated in current contract language and in PIN No. 12-28.
9. This contract change is implemented by this PIN and will be memorialized in the next modification to your contract.
10. Addressees are to ensure this PIN is distributed to all appropriate staff.
11. Effective Date. November 18, 2013.

12. Expiration Date. Until superseded.
13. Inquiries. Contract inquiries should be directed to your ETA contracting officer. Program inquiries should be addressed to the Office of Job Corps.