

November 26, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-15</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:** Request for Additional Clinical Information Memo

1. Purpose. To distribute the new Request for Additional Clinical Information Memo.
2. Background. Job Corps has implemented a standardized process at the center and regional levels for making recommendations on whether an applicant may pose a direct threat or if his/her health-care needs can be managed by the program.

At the regional level, applicant files submitted with a recommendation of denial due to direct threat or health-care needs receive a clinical review by Regional Health Specialists (RHSs). The RHSs then offer a recommendation to the Regional Director for a final determination. There are times, however, when pertinent health-related information is missing from the applicant file, and the RHS is not able to complete the clinical review and provide a recommendation. The RHS must request additional health-related information from the center to complete his/her clinical review and recommendation.

To ensure consistency regarding requests to centers, and to assist Regional Offices with tracking of these files, the Request for Additional Clinical Information Memo was developed (see attachment). This new memo from the RHS specifically identifies what information is needed from the center to complete the clinical review, provides a clear step-by-step guide for Regional Office and center staff, and documents the movement of an applicant's file during the review process by requiring signatures at each step.

3. Action. Regional Health Specialists, Regional Office staff, and center staff should begin using the new Request for Additional Clinical Information Memo immediately. 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 Until superseded.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

Request for Additional Clinical Information Memo