

March 13, 2017

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 16-29</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:**                LENITA JACOBS-SIMMONS  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            Career Technical Skills Training Program Year 2017 Schedule, Submittal Process, and New Form

1.     Purpose. To (1) inform the Job Corps community of the schedule for submitting Career Technical Skills Training (CTST) Plans for the Program Year (PY) 2017 cycle; (2) transmit the documentation necessary to support that process; and, (3) announce a series of training Webinars to assist staff in completing the new CTST request form.

2.     Background. In an effort to ensure that all PY 2017 CTST requests are received and reviewed by the National Office of Job Corps in a timely manner, this Instruction Notice transmits the schedule and required documentation related to the PY 2017 CTST approval process. The National Office developed a new CTST request and approval form to streamline the submission and review process. Instructional Webinars have been scheduled in March 2017 to assist staff in completion of the new form. For more information on the Webinars, see No. 4 below.

3.     Implementation. The National Office is in the process of revising the Policy and Requirements Handbook (PRH) to support the new CTST form. **Please note that previous versions of the CTST forms (including CTST 1, CTST 2, and CTST 3) will not be accepted for the PY 2017 cycle.** The only form accepted for the PY 2017 cycle is the new form included with this guidance.

Beginning with the PY 2017 CTST cycle, all completed forms shall be posted on the Job Corps Construction, Rehabilitation, and Acquisition (CRA) Funded-not-Corrected (FNC) Web site. No forms, documents, or supporting information related to the PY 2017 CTST request and approval process shall be posted on the Job Corps Community Web site (JCRL) “shared documents” regional tabs by the centers or the National Office. **It is strongly recommended that all staff responsible for completion and submission of annual CTST requests ensure they have appropriate access to and credentials for use of the FNC Web site prior to the PY 2017 CTST submission deadline below.** From the Job Corps Desktop Viewer, navigate to the Microsoft “Start” menu, select “All Programs,” “CDSS Applications,” then “Funded-not-

Corrected.” Users will note that the CTST Submission Template is available under the “Announcements/Links” heading; and the CTST Submissions login feature is available under the “Job Corps/ESC Login” heading. Further instruction on the use of the FNC Web site and PY 2017 CTST request form will be provided via the Webinars listed below.

Please note that while a new CTST form is being implemented for the PY 2017 cycle and the process will be administered via the FNC Web site, the formula by which CTST funding is determined and the criteria used by the National Office in the review of proposed plans has not changed.

4. Action. Please note the following dates related to the PY 2017 CTST process.

- **March 20, 2017, 3:00-4:30 p.m., Eastern:** Instructional Webinar for regional staff only in the Dallas, Chicago, and San Francisco regions
- **March 21, 2017, 10:00-11:30 a.m., Eastern:** Instructional Webinar for regional staff only in the Boston, Philadelphia, and Atlanta regions
- **March 22, 2017, 10:00-11:30 a.m., Eastern:** Instructional Webinar for all operators, staff and centers located in the Boston, Philadelphia, and Atlanta regions
- **March 23, 2017, 3:00-4:30 p.m., Eastern:** Instructional Webinar for all operators, staff and centers located in the Dallas, Chicago, and San Francisco regions
- **April 14, 2017:** All CTST plans are due to be uploaded onto the Construction, Rehabilitation, and Acquisition (CRA) Funded-not-Corrected Web (FNC) Web site.
- **June 1, 2017, through July 1, 2017:** Reviewers at the National Office will notify staff at the Job Corps regional offices and Employment and Training Office of Financial Administration of the final decision regarding each submitted CTST project (approved/denied).
- **July 1, 2017:** The staff at Job Corps regional offices will notify staff at centers of the final status of CTST requests, and if appropriate, release approved CTST funding.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov), or Kevin Culp at (202) 693-3679 or [culp.kevin@dol.gov](mailto:culp.kevin@dol.gov).

Attachment

PY 2017 CTST Request Form (submission template)