

April 6, 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 16-34
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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  
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

SUBJECT: Career Technical Skills Training Program Year 2017 Schedule and Revised Process

1. Purpose. To remind the Job Corps community of the submission schedule for Program Year (PY) 2017 Career Technical Skills Training (CTST) Plans, and to transmit the Internet links to the tools which support that process.
2. Background. In accordance with Program Instruction Notice No. 16-29, the Job Corps National Office hosted a series of Webinars in March 2017, to introduce the new CTST tool and Funded-Not-Corrected (FNC) application. The FNC application will be used to process and store all CTST plans for the PY 2017 cycle. The National Office developed the new CTST form to streamline the submission and review process.
3. Implementation. The National Office recorded one of the Webinar training sessions for those centers that did not participate in one of the sessions. Please access the Webinar held March 22, 2017 via the following link: <http://webclass.jobcorps.org/p713bzrmmm/>.

A copy of the PowerPoint presentation delivered during all the training sessions as well as a link to the new CTST form, is available via the following link: <http://eta-arl-apps/login/login.asp?inhouse=fnc>.

The National Office of Job Corps 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 available via the FNC application.

4. Action. The following dates and milestones are related to the PY 2017 CTST process.

- **April 14, 2017:** All CTST plans are due to be uploaded onto the Job Corps Construction, Rehabilitation, and Acquisition (CRA) 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 whether each submitted CTST project is approved or 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.
- **August 1, 2017:** Unless the active center operations contract is expiring within 90 calendar days of the contract modification date, 100 percent of each center's allocation will be placed on the center operations contract.

Please note that beginning with the PY 2017 CTST cycle, all completed CTST forms shall be posted on the CRA-FNC Web site. No forms, documents, or supporting information related to the PY 2017 CTST request and approval process. Neither centers nor the National Office shall post on the Job Corps Community Web site "shared documents" regional tabs.

It is strongly recommended that all staff responsible for completion and submission of annual CTST requests ensure they have access to and credentials for using the FNC Web site prior to the PY 2017 CTST submission deadline above.

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 "FNC/CRA/CTST Login" heading. To access the CTST application within the FNC application, please ensure that you have selected "CTST Submissions" before entering your site credentials. The Funded-Not-Corrected application is only accessible via the Job Corps Data Center Citrix environment.

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).