

April 13, 2017

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-35</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  
ALL CENTER USERS

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

**SUBJECT:** Declaration of a Transition Year for the Job Corps Performance Improvement Plan System

1. Purpose. This Program Instruction Notice is to inform the Job Corps community of the declaration of PY 2016 as the transition year for the new Performance Improvement Plan (PIP) system for centers.
2. Background. The Workforce Innovation and Opportunity Act (WIOA) requires that Job Corps develop and implement a performance improvement plan for centers that fail to meet their expected levels of performance for the WIOA common performance measures. The regulations implementing WIOA identify the performance data that Job Corps will use prior to the establishment of expected levels of performance for the six common performance measures. PRH Change Notice No. 16-01, issued July 1, 2016, announced the establishment of the new Job Corps Performance Improvement Plan (PIP) system. That PRH Change Notice also stated that under-performing centers would be placed on the new PIP based on their PY 2015 performance data. PRH Change Notice 16-08, issued December 21, 2016, further revised the PIP system.
3. Decision. Because of the delay caused by the need to revise the PIP system in December 2016, under the transition authority provided by Section 503 (a) of WIOA, Job Corps has decided to use PY 2016 as a transition year for PIP placement purposes. This means that under-performing centers that would have been placed on PIP will not be formally placed on PIP this program year.

However, we strongly encourage those centers with performance issues to use this as an opportunity to address their underperformance and return to acceptable levels of performance. Our use of WIOA's transition authority in regards to this year's PIP shall extend only to the close of PY 2016. The PY 2016 performance of all centers shall be evaluated at the close of the 2016 program year, which ends June 30, 2017. Based on that end-of-year evaluation of performance, those centers meeting the established criteria for PIP placement shall then be

formally placed on PIP status in the early months of Program Year 2017. It is incumbent upon each center to assess its current performance and to make whatever adjustments are necessary to avoid this unwanted outcome.

4. Action. Addressees are to ensure this Instruction Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Questions about this Information Notice should be addressed to Shao Zhang at (202) 693-3917, [zhang.shao@dol.gov](mailto:zhang.shao@dol.gov) .