

May 2, 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-36
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL REGIONAL OCM CONTRACTING OFFICERS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

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

SUBJECT: Reiteration of Job Corps' Budget & Expense Reporting Policy

1. Purpose. To reiterate the Policy and Requirements Handbook (PRH) policy for Form 2181s Contract Budgets, and Form 2110s Monthly Expense Reports.
2. Background. In 2014, Job Corps began incorporating a cost-incentive element in new contract awards while at the same time, modifying the performance incentive. No changes were made to budget and expense reporting requirements.
3. Action. Effective immediately, the Job Corps community will follow PRH Chapter 5, Appendices 502 and 503 Section B.2., "Initial Budget Formulation" which states:

The approved budget for a [contract] is reflected in the formal contract document, in summarized form, within the estimated cost clause. It is a requirement of this appendix that the summarized budget set forth in the estimated cost clause always be backed up by a current line-item budget that is prepared using the Form 2181, [Contract Center Operations Budget].

The 2181 budget is reflected on the 2110. Contractors shall report fee expense for only the **billable** portion of the cost-incentive fee. Throughout the contract year no expense will be recorded against the performance-incentive fee. The 2110 cost and performance-incentive lines will report variances throughout the contract year.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries about this Program Instruction Notice should be directed to Tina Hess-Williams at hess-williams.tina@dol.gov.