



JAN 17 2020

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-08

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: DEBRA A. CARR
Acting National Director
Office of Job Corps

A blue ink handwritten signature of Debra A. Carr, written over the typed name and title.

SUBJECT: Career Technical Skills Training (CTST) Program Year (PY) 2020
Schedule and Form

1. Purpose. To inform the Job Corps community of the schedule for submitting CTST Plans for the PY 2020 cycle and announce a series of training webinars to assist staff in completing the PY 2020 CTST form.
2. Background. In an effort to ensure that all PY 2020 CTST requests are received by the National Office of Job Corps (NOJC) and reviewed in a timely manner, this notice transmits the schedule related to the PY 2020 CTST approval process. The PY 2020 form will be available on the Job Corps Construction, Rehabilitation, and Acquisition (CRA) Funded-Not-Corrected (FNC) Web site no later than January 17, 2020. Instructional Webinars have been scheduled in January 2020 to assist staff in completion of the new form. For more information on the Webinars, see item number 4 below.
3. Implementation. All completed forms shall be posted on the CRA/FNC Web site. Please note that **only the approved PY 2020 CTST form will be accepted for the PY 2020 cycle.** Previous versions of the form, and older CTST-1, -2, and-3 forms will not be accepted. The only form accepted for the PY 2020 cycle is the form posted on the CRA/FNC Web site. Please do not attempt to upload PY 2019, 2018, or older CTST Forms to the FNC. No forms, documents, or supporting information related to the PY 2020 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 of Job Corps.

PLEASE NOTE: **New for this (2020) cycle, users are asked to send supporting files in excess of the 15 Mb size limitation to CTSTAttachments@dol.gov.** The Funded-Not-Corrected Website does not allow for files larger than 15 megabytes (Mb).

Please identify the types of files (architectural renderings, blueprints, etc.) included as attachments on the e-mail and be sure to identify the sending center in the subject line and contact information of the person to contact with questions from the NOJC in the body of the e-mail.

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 2020 CTST submission deadline(s) below.

Further instruction on the use of the FNC Web site and PY 2020 CTST request form will be provided via the Webinars listed below.

4. Action. Please note the following dates related to the PY 2020 CTST process. The Webinars listed below will contain identical content and staff will be permitted to participate in either session regardless of geographic location.

CTST Webinar Schedule:

- **January 28, 2020 from 1:00pm – 2:30pm EST:** Instructional Webinar for all centers located in the Boston, Philadelphia, and Atlanta regions.
- **January 30, 2020 from 3:00 – 4:30pm EST:** Instructional Webinar for all centers located in the Dallas, Chicago, and San Francisco regions.
- **February 5, 2020 from 2:00 – 3:30pm EST:** Instructional Webinar for all center/regional staff not able to participate in January 28th and 30th sessions.

Additional CTST Action Items/Deadlines:

- **February 28, 2020:** All PY 2020 CTST plans must be uploaded to the CRA/FNC Web site. No extensions will be granted.
- **June 5, 2020:** NOJC transmits approval memos and center allocation amounts to regions.
- **July 10, 2020:** Job Corps regional Project Managers notify centers of the final status of CTST requests.
- **August 28, 2020*:** Regions obligate CTST funding to active center operations contracts.
- **Reconciliation Dates**
 - **January 31, 2021:** Centers upload CTST reconciliation data for the period ending December 31, 2020.
 - **July 31, 2021:** Centers upload CTST reconciliation data for the period ending June 30, 2021.

* Please note: For centers facing Not-To-Exceed contract issues or center operator turnover, the cognizant regional office should contact National Office staff as soon as possible to discuss resolutions for timely funding obligation. Regions are directed to obligate 100% of allocated funding within 30 days of contract award and direct centers to purchase all materials/supplies.

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.