



July 17, 2020

DIRECTIVES:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 20-03
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL USDA FOREST SERVICE CENTER DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL JOB CORPS CENTER STAFF  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH AND ADMISSIONS CONTRACTORS  
ALL CAREER TRANSITION SERVICES CONTRACTORS

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

Digitally signed by  
DEBRA CARR  
Date: 2020.07.17  
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SUBJECT: Requesting Waivers to Conduct Work-Based Learning programs during Virtual Operating Status

1. Purpose. To implement procedures and distribute a form for centers to request a waiver to conduct Work-Based Learning during Virtual Operating Status.
2. Background. Centers have been in virtual operating status since May 11, 2020 as outlined in Program Instruction Notice (PIN) 19-17 in response to the COVID-19 threat, and currently students are engaged in distance learning for academic instruction and knowledge-based career technical skills training. Work-based learning (WBL) programs have remained suspended due to their off-site nature to limit potential student and staff exposure to the coronavirus.  
However, Job Corps recognizes that there are some limited circumstances that a WBL program may be permitted to operate depending on the status of any local and state shelter-in-place orders or reopening guidance, and if the appropriate safety measures are in place, Centers for Disease Control and Prevention (CDC) guidelines are implemented by the prospective employer, and the opportunity is otherwise determined to be safe for the student. Therefore, Job Corps will consider requests for waivers from centers to conduct a WBL program that meets the requirements of the Policy and Requirements Handbook (PRH) Appendix 304 during virtual operating status. Such waiver requests are optional and at the discretion of each center but centers encouraged and expected to submit waiver requests if they can operate WBL programs safely. Centers must provide complete information in the attached form for consideration by the Regional Director. Prior to submitting a request for a waiver, contractor-operated centers should contact

their respective Contracting Officer Representatives (CORs) to initiate a dialogue on whether the WBL program in question is appropriate to consider for a waiver and what measures the center must ensure are in place to protect the health and safety of students engaged in learning at the off-site program.

**Please note that due to ongoing concerns related to COVID-19, requests for WBL waivers for positions and occupations in high risk industries and sectors (e.g., healthcare) will generally not be approved.**

3. Action. Centers requesting a waiver to operate a WBL program during virtual operating status must complete the attached form. All the information requested must be provided in order for the request to be considered. Contractor-operated centers must submit completed waiver request forms to their respective CORs, who will conduct a preliminary review and request any necessary additional information. The CORs will work with the Contracting Officers (COs), who will review the center operator's request from the contracting perspective and advise the Regional Director on approval or disapproval. USDA Forest Service Center Directors may submit waiver requests directly to the Regional Director. The Regional Director will make a final decision regarding approval or disapproval once all the necessary information has been received, and will provide a written decision with justification.

For a center that has requested a waiver that has been approved, this supersedes part 3. II. A. of PIN 19-17 pertaining to WBL.

4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Questions about this Instruction Notice should be addressed to the appropriate Regional Director.

Attachments: Job Corps WBL COVID-19 Waiver Request Form