



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.

WBL programs must generally meet the requirements of Appendix 304. However, during virtual operating status, implemented in response to the COVID-19 emergency, WBL may include work in other fields or areas when employment directly related to the training program of the student is not available. The work performed in these instances should generally have some connection to an aspect of the student's academic, technical skills, or personal growth and development in the program. Centers are responsible for making the determination that work not directly related to the student's field or area of training qualifies for WBL because it supports the use or development of some or all of the Career Success Standards listed at PRH Chapter 3.4 R11. These determinations must be documented and be made available for review, if requested.

**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. This updated guidance also supersedes PIN 20-03 issued on July 17, 2020.

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 Effective immediately until rescinded or superseded.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