



DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-08

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 CAREER TECHNICAL TRAINING MANAGERS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RACHEL TORRES  
National Director  
Office of Job Corps

SUBJECT: Guidance covering Program Year (PY) 2021-2022 for Career Technical Training (CTT) Change Requests, Career Technical Skills Training (CTST), and Lifecycle Equipment Distributions.

1. **Purpose:** To provide program guidance in all three Career Technical Training (CTT) areas to facilitate understanding of how each area will be processed throughout the remainder of Program Year 2021 and, potentially, Program Year 2022.
2. **Background:** Over the last two Program Years, Job Corps has experienced an unprecedented amount of change due to the current Coronavirus Disease 2019 (COVID-19) health crisis – particularly in CTT. The program-wide impact on student enrollment, resumption of center physical operations, and any program element involving hands-on skills development has been significant. The impact of extraordinary program change has created a need to issue this guidance. The guidance below describes how the Job Corps National Office will address program-related requests, processes, and funding-related distributions in the three CTT program areas listed above.

### Trade Change Requests

In response to the on-board strength (OBS) level of centers, nationally, the National Office issued a temporary hold on CTT Change Requests beginning on August 30, 2021. The pause was to remain in effect until February 1, 2022, when centers would be able to submit requests through April 30, 2022.

In response to the continued challenges posed to increasing OBS across all centers, nationally, and the effect of the continuing COVID-19 public health emergency on resumption of physical operations planning, the National Office will continue the pause on CTT Change Requests for the remainder of PY 2021 through June 30, 2022.

However, if there is a verifiable slot discrepancy, a provider adjustment, such as a change in training providers from an on-center to an off-center provider (or vice versa), or priority changes, the National Office will consider these adjustment on a case-by-case basis.

The National Office continues to encourage centers to use this period to assess current program performance, slot utilization, employer, and community partnerships, and, especially, local labor market data in consideration of future requests. As emphasized in previous communications on this topic, such preparation will enhance the quality of center submissions once the pause ends. To address center data discrepancies or provider adjustments, please use the following email address: [CTTsubmissions@jobcorps.org](mailto:CTTsubmissions@jobcorps.org)

### **Career Technical Skills Training (CTST)**

The National Office will not collect new CTST Plans for Program Year 2022. With only 6% of PY 2021 funding obligated to date, the National Office has reassessed the approach to the upcoming PY 2022 CTST cycle. The National Office recognizes that many students are not on center to participate in hands-on skills training. As a result, a significant number of approved plans have not been executed. Therefore, rather than request new plans for PY 2022, the National Office requests that centers work toward obligating current funding allocations and reconciling project completions or project plan amendments for the remainder of PY 2021. All reporting that concerns funding and project plan adjustments should be captured in the CTST tool, located on the Funded Not Corrected (FNC) site. Funding not obligated by **March 31, 2022**, will be de-obligated and repurposed for other National Office program priorities. The National Office will reassess the status of CTST PY 2022 after July 1.

### **Lifecycle Equipment Allocations**

The National Office is preparing to provide funding for center-operated trades for the purpose of lifecycle equipment replacements and upgrades. Further guidance is forthcoming. However, centers should begin to prioritize their equipment needs based on modernizing outdated equipment, safety concerns, and forward-leaning industry technologies and credentials that will provide a training advantage to Job Corps graduates. A Program Instruction Notice will be issued providing formal guidance on this process.

### **3. Action:**

Trade Changes – If there are no trade discrepancies or provider adjustments, there is no required action at this time. The CTT repository email address has been provided, above, for all appropriate requests and Master Profile adjustments.

CTST – Centers should work with their CTT managers to coordinate remaining obligations and report each center’s status timely on the Job Corps FNC site.

Lifecycle Replacement Allocations – Centers should prioritize equipment replacements as described, giving priority to unsafe or outdated equipment. The process for Lifecycle Equipment funding allocations is forthcoming.

4. **Effective Date:** Effective immediately until rescinded or superseded.
5. **Inquiries:** Questions about this Information Notice should be addressed to [CTTsubmissions@jobcorps.org](mailto:CTTsubmissions@jobcorps.org).