



August 16, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-01

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: **RACHEL TORRES**
National Director
Office of Job Corps

Digitally signed by Rachel
Torres
Date: 2023.08.10
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SUBJECT: Ending of Virtual Enrollment Procedures

1. Purpose. To inform the Job Corps community of the end of virtual enrollment procedures instituted as part of the COVID-19 pandemic response and rescind PIN 20-20.

Background. On April 26, 2021, Program Instruction Notice (PIN) 20-20 *Procedures for Virtually Enrolling Job Corps Applicants*, was published to institute a virtual enrollment procedure as part of Job Corps' ongoing COVID-19 pandemic response. It authorized the use of a virtual enrollment process for students who agree to complete a 60-day Career Preparation Period (CPP) in distance learning mode, and transition to on-campus participation for their academic and career skills instruction following CPP. Virtual enrollment leveraged a flexibility provided by the Consolidated Appropriations Act of 2021 and provided that the mandatory drug testing requirements not apply to students that enrolled virtually until they began participation on campus. With the federal government lifting the COVID-19 Public Health Emergency, the drug testing flexibility no longer exists.

2. Action. Job Corps is discontinuing virtual enrollment effective immediately. Center operators must complete the following steps to conclude the virtual enrollment procedures and transition students currently in virtual CPP to in-person instruction.
 - a. Notify all CPP instructors and Outreach and Admission staff of the end of Job Corps' virtual enrollment.
 - b. Discontinue assessment for program eligibility and readiness for virtual enrollment of the current existing applicant pool as well as outreach and recruitment efforts to attract additional interested applicants that are most likely to benefit from virtual enrollment.
 - c. Notify current virtual enrollment students that they must report for in-person instruction no later than 30 days from the effective date of this PIN.

- d. Discontinue the use of the virtual enrollment (VE) code in the Case Notes field in OASIS for applicants who opts to participate in virtual enrollment.
3. Effective Date. Effective immediately until rescinded or superseded.
4. Inquiries. Inquiries about this Program Information Notice should be directed to Andrea Kyle-Bobrik at Kyle.Andrea@dol.gov.