



October 26, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-06
--

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

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Point-of-Sale (POS) Systems

1. Purpose. To issue requirements regarding the use of Point-of-Sale (POS) systems on the Job Corps network.
2. Background. A POS system allows a business to accept payments from customers and keep track of sales. Some Job Corps Centers have identified a need for a POS system on-center, for example, in a student canteen selling snacks and drinks.

To support POS systems on Job Corps campuses, a minimum set of requirements must be specified to ensure compliance with the Payment Card Industry Data Security Standard (PCI DSS) and to protect customers credit card data. These requirements help protect Job Corps Centers and the Job Corps program from resource-intensive investigations from the PCI Security Standards Council, and fines from credit card brands levied through the store's bank which may pass on to the account holder through increased fees or terminated contracts.

3. Action. Before center operators invest in any POS solution, a POS Network Request Form (reference Attachment A) must be submitted for approval to ensure the requestors POS solution meets or exceeds the requirements outlined below. Failure to gain approval for a POS solution will result in the centers inability to complete payment transactions in student stores.

POS System Requirements:

- All hardware involved in transacting a payment must be purpose-built, intended only for the purpose of digital transactions (e.g., Credit/Debit, Apple/Samsung Pay, etc.)
- Cell phones may not be used for hosting POS systems
- The system must completely handle PCI assessors PCI DSS Self-Assessment Questionnaire (SAQ) and PCI audits
- PCI audits can comprise the entire network a POS is connected to; therefore a special VLAN will be created specifically for POS systems to limit the scope of any potential audits

As of the date of this publication, **Square is the only system that has been found to meet all of the above requirements.** Other systems reviewed, including PayIt, Clover, Shopify and Revel, did not fully meet the above requirements. This list is not all-inclusive and POS systems may become supported or unsupported as they evolve.

POS Network Security:

- POS systems will connect on a separate virtual local area network (VLAN)
- POS systems will be allowed on the wireless network specifically identified by their media access control address (MAC) to ensure additional devices cannot connect to the same wireless network
- The Job Corps Data Center (JCDC) will monitor the network for unauthorized POS systems and block the devices without warning
- The JCDC will enact local firewall rules to ensure that the POS system has access to the POS providers online resources

Center operators are responsible for ensuring:

- The integrity of the physical equipment of the POS system
- Storage of the POS system in a secure manner
- Oversight of the POS system so that it is used for its intended purpose
- The handling of customers' electronic media (credit/debit card, personal mobile devices, etc.) is done with the utmost concern for protection of personal financial data
- Management of the POS system is done according to the vendors standards
- Any audits, investigations, or fines are addressed by the center operator and reported to the regional office

4. Expiration. Until superseded.
5. Inquiries. Inquiries should be directed to the JCDC Technical Assistance Center at helpdesk@jobcorps.org .

ATTACHMENT:

- *Point of Sale Network Request Form*