

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: JOHN E. HALL
Administrator
Office of Job Corps

SUBJECT: Change in Policy and Requirements Handbook (PRH) Support for Student Oral Health Services

1. Purpose. To provide the Job Corps community with information regarding the forthcoming Policy and Requirements Handbook (PRH) Change Notice discontinuing oral health services **effective January 13, 2025**.
2. Background. Traditionally, Job Corps centers have provided dental care to students throughout their enrollment via employed or contracted dental professionals and utilizing facilities and equipment purchased by the Department of Labor. ***To enhance flexibility and efficiency in service delivery, effective January 13, 2025, Job Corps center operators must transition the dental readiness inspection to be conducted as a part of the entrance physical examination, and must transition to referral to off-center providers for dental care as needed. This change means that center operators will no longer be required to maintain on-site dental facilities or employ dental staff.***

While the Oral Health and Wellness Program (OHWP) offers benefits to students, limitations include underutilization and staffing vacancies. Job Corps determined that oral health services through onsite providers could be discontinued without significantly impacting student health, success, or safety. The Office of Job Corps will issue a PRH Change Notice regarding these upcoming changes in the near future.

3. Action. Centers operators are no longer required to implement PRH Chapter 2.3, R3 or Exhibit 2-4, Section B regarding dental services for students, and the PRH will be revised to effectuate these changes. In the interim and effective January 13, 2025, centers must:
 - Continue to conduct a dental readiness inspection via a nurse as part of the entrance physical examination within 14 days of student arrival on center.
 - Maintain partnerships with community facilities for emergent or urgent oral health referrals.
 - Support students seeking routine or urgent/emergent dental care by utilizing third-party health insurance, including Medicaid if applicable, or identifying any

available, local low-cost options if the student is paying out-of-pocket. Centers will use the “Not Present for Duty – Administrative Leave With Pay” category found in PRH Exhibit 6-1 for dental appointments and will provide local transportation consistent with other off-center health appointments.

- Await further guidance from the Office of Job Corps on the process and procedures to decommission dental and x-ray equipment.
- Ensure that this notice is distributed to all center personnel in Administration, Procurement, Property, and the Health and Wellness Departments.

4. Effective Date. Effective January 13, 2025
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Johnetta Davis at davis.johnetta@dol.gov.