



DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-06

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: JOHN E. HALL
Administrator
Office of Job Corps

SUBJECT: Removal of the Policy and Requirements Handbook (PRH) Requirement for Evening and Weekend Studies Program

1. Purpose. This Program Instruction Notice announces a forthcoming change to the PRH to remove the requirement for all Job Corps centers to implement and maintain a structured Evening and Weekend Studies (EWS) program. Effective January 13, 2025, Job Corps centers are not required to provide structured evening and weekend instructional programming.
2. Background. The EWS program was initially implemented to enhance opportunities for students who faced challenges in academic, career technical, or personal skill development. Designed as an auxiliary support mechanism, the Job Corps program offered additional instructional opportunities outside regular training hours, focusing on areas such as digital literacy, study skills, and test preparation. These objectives aligned with the Workforce Innovation and Opportunity Act's (WIOA's) emphasis on providing comprehensive services to prepare individuals for employment and self-sufficiency (*see* WIOA sec. 148(a)(2)).

Despite its intentions, the EWS program has faced persistent implementation challenges. Job Corps centers have consistently reported significant difficulties in staffing, monitoring, and delivering EWS programs. Recruiting and retaining staff for evening and weekend shifts has also proven challenging.

Recognizing these implementation challenges, the Office of Job Corps conducted a comprehensive review of the EWS program, which included consultation with center operators and analysis of program outcomes. The findings indicated that while the EWS program offered additional instructional opportunities, its operational strain outweighed the measurable benefits to student outcomes.

The Office of Job Corps has concluded that eliminating the EWS requirement will not negatively impact students' success. Instead, centers will retain the flexibility to address individual student

needs through other required program activities, such as targeted academic interventions, career technical education, and counseling services (*see* WIOA sec. 148(a)(1)). This decision empowers centers to optimize their operational capacity while continuing to support students effectively.

3. Action. The PRH will be revised to remove all references to the EWS program requirement. In the interim and effective January 13, 2025:
 - Centers will no longer be required to develop, submit, or implement a plan for EWS program delivery.
 - Centers will no longer need to deliver the minimum requirement of seven hours of additional instruction per student, including digital literacy, study skills, or test preparation, during evening and weekend hours.
 - Staffing and monitoring for EWS activities, including proctoring and facilitation of group or individual assignments, are no longer required.
 - Centers are encouraged to continue providing tailored support to students through existing resources, including tutoring, small group instruction, and self-paced learning tools during regular training hours.
4. Effective Date. January 13, 2025.
5. Expiration Date. Until superseded or rescinded.
6. Inquiries. Direct inquiries to the appropriate Regional Director.