



DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-07

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: Changes to Policy and Requirements Handbook (PRH) Delivery of Career Transition Services to Former Enrollees

1. **Purpose.** This Program Instruction Notice announces a forthcoming change to the PRH regarding the delivery of Career Transition Services (CTS) to Former Enrollees (FEs). Effective January 13, 2025, centers will transition from direct provision of placement services for FEs to referring them to the American Job Center (AJC) serving the FE’s home of record.
2. **Background.** The term “Former Enrollee” refers to individuals who voluntarily applied for, and enrolled in, the Job Corps program but exited prior to graduation. Under the Workforce Innovation Opportunity Act (WIOA) and its implementing regulations, Job Corps is permitted to provide transition assistance services to FEs after they exit the program, including counseling and job placement services.¹ Additionally, each Job Corps center director is required to establish and develop mutually beneficial business and community relationships and networks.² These networks must include local and distant employers, applicable one-stop centers and Local Workforce Development Boards, entities carrying out registered apprenticeship opportunities and youth programs, labor-management organizations, local labor organizations, employers and contractors supporting national training programs, and community-based or non-profit organizations providing workforce development-related services. 20 CFR § 686.720 interprets these requirements and provides that the one-stop delivery system must be used to the maximum extent practicable in placing FEs in employment, and 20 CFR § 686.760(a) states that up to three months of employment services may be provided to FEs.

Currently, the Job Corps Policy and Requirements Handbook (PRH) 4.1 R2. d requires CTS staff to provide FEs with three months of placement services, including developing placement strategies, identifying certification testing opportunities, and providing job and training leads.³ These services require monthly contact and documentation in case notes.

¹ See WIOA section 149(d).

² See WIOA section 153(a).

³ The full list of services currently provided by CTS staff to FEs is located at PRH 4.3 R2.

As a result of resource constraints and to leverage the one-stop delivery system to the maximum extent possible consistent with program authorities, Job Corps has determined that centers will transition from direct provision of placement services for FEs to referring them to the American Job Center (AJC) serving their home of record. Integrating with the workforce system is essential to creating a seamless network of services that ensures effective resource allocation and maximizes operational efficiencies. By fostering collaboration among federal, state, and local workforce entities, stakeholders can streamline processes and align program goals to address diverse labor market needs. Through collaborative efforts with AJCs, Job Corps can effectively support FEs, leveraging workforce system integration to maximize efficiencies and ensure the alignment of resources with labor market demands.

3. **Action.** Center operators must follow the below guidance effective January 13, 2025. **PRH changes are forthcoming.**

1. **Center/CTS Staff Responsibilities:**

- CTS staff must stop providing three months of placement services for FEs. In other words, no new services should be initiated and any CTS placement services currently in progress should end.
- Centers will refer all FEs, including those currently receiving CTS services within the 90-day window of the effective date of this notice, to the AJC *servicing their home of record upon their exit from the Job Corps program.*
- CTS staff must communicate to all FEs the change in transition services.
- Centers must provide FEs with all of their eligibility documentation to support their smooth transition and referral to an AJC. Note, center staff must adhere to students' privacy rights. *See PRH Appendix 601.*⁴
- CTS staff must document the referral in the FE's case notes in CIS, provide relevant materials to the AJC contact, and ensure the referral includes comprehensive information such as the FE's contact details, training accomplishments, and any relevant certifications to facilitate a smooth transition of services to AJCs.

2. **Performance and Reporting:**

- Centers must record FE referrals in CIS case notes upon their separation from the program.
- Further guidance regarding changes to the Outcome Measurement System Report Card(s) is forthcoming. Subject to WIOA requirements, in assessing contractor's performance of this aspect of the work, the Department will take into consideration the limited control the contractor may have over FEs after their transition to the AJCs.

4. **Effective Date.** This guidance is effective January 13, 2025.

5. **Expiration Date.** Effective until superseded or rescinded.

6. **Inquiries.** Direct inquiries to the appropriate Regional Director.

⁴ [Appendix 601 Student Rights to Privacy and Disclosure of Information.pdf](#)