



DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 25-04
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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 FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT
CONTRACTORS ALL OUTREACH, ADMISSIONS, AND
CTS CONTRACTORS ALL CENTER USERS

FROM: ERIN MCGEE
Acting Administrator
Office of Job Corps

SUBJECT: Interim Guidance Regarding PY25 and PY26 Career Technical Skills Training Funding and Plan Submission.

1. Purpose. Provide interim guidance on PY25 and PY26 Career Technical Skills Training Funding and Plan Submission.
2. Background. Career Technical Skills Training (CTST) projects are governed by Policy and Requirements Handbook (PRH) Appendix 508 and are designed to provide opportunities for students in eligible Career Technical Training program to learn and practice technical skills and workplace competencies through projects approved by the National Office of Job Corps.

For PY25, OJC acknowledges the timely submission of CTST plans by centers with eligible programs—98 percent of plans have been received. It is important to note that CTST plans are developed based on the number of authorized slots in eligible training programs, which differs from the actual number of students enrolled. Currently, Job Corps' overall onboard strength is approximately 51 percent, and CTST-eligible training programs are operating at 38 percent capacity.

Given these enrollment realities, OJC will adjust its funding approach for PY25. Rather than allocating CTST funding for each authorized slot, OJC will provide funding at a rate of **\$300 per eligible, filled training slot as of February 2026**. Centers are expected to select and complete unfinished projects within their approved PY25 CTST plans that align with this funding level over the next 12 months. Any expenses for tools, equipment, or related materials must comply with applicable federal cost principles. Specifically, costs must be reasonable, allocable, and allowable to the project or program. Centers must ensure that expenditures are

not duplicative—for example, tools and equipment previously purchased for a completed project cannot be billed again under a new initiative. All procurement actions should follow federal acquisition standards, maintain proper documentation, and demonstrate that costs directly benefit the intended program objectives.

In light of this change, unobligated CTST funds will **not** be de-obligated by March 31, 2026. OJC will reassess the status of PY25 CTST funding after July 1, 2026, and provide further guidance at that time.

3. Action. Center operators with an approved PY 25 CTST plan must:
 - Continue using their PY25 CTST approved plan and identify projects that can be completed within the center's projected funding amount.
 - Inform their assigned Regional Contracting Officer's Representative, within 5 business days, of the CTST projects the center will complete in the next 12 months.
 - Forego submission of PY26 CTST plans and prioritize the completion of PY25 approved CTST projects over the next 12 months.
4. Expiration Date. December 2026.
5. Inquiries. Please direct inquiries to your designated Job Corps Regional Director.