

Policy and Requirements Handbook Record of Changes

Program Year 2018					
No.	Release Date	Change Notice	Chapter(s)	Section(s)	Comments / Description of Change
8	12/28/18	18-08	Chapter 6	Exhibit 6-2	PRH Revision to Transition Allowance Policy: This notice describes a revision to Job Corps' policy on the amount of the transition allowance (also referred to as "transition payment") paid to enrollees at the time of graduation.
7	12/21/18	18-07	Chapter 5	Exhibit 6-5	Revision to TEAP Specialist Hours: To revise current ePRH staffing requirements for Trainee Employee Assistance Program (TEAP) Specialist by increasing required staffing hours to 15 hours/100 students/week.
6	12/17/18	18-06	Chapter 3 Chapter 5 Chapter 6	Section 3.5 Sections 5.2 and 5.15 Appendices 501a, 502, and 509 Exhibits 5-3, 5-4, and 5-13 Section 6.11 Appendices 604 and 609	PRH Revisions to Staffing Requirements: This notice describes revisions to Job Corps' Electronic Policy and Requirements Handbook (ePRH) regarding Job Corps staffing requirements. These revisions eliminate the phase out of the Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager positions. This revision is effective immediately and is applicable to all Job Corps operations contracts. Further guidance on specific Job Corps contracts will be forthcoming.
5	8/3/18	18-05	Chapter 5	Section 5.5	PRH Update to the Significant Incident Reporting Policy: To present changes to electronic Policy and Requirements Handbook (ePRH) Section 5.5, R2 regarding the Significant Incident Report (SIR) policy.
4	8/2/18	18-04	Chapter 6	Section 6.4	PRH Update on Student Resignations: To modify Electronic Policy and Requirements Handbook (ePRH) Section 6.4(c)(3), Student Enrollments, Separations and Transfers, to allow students to resign via telephone.
3	8/1/18	18-03	Chapter 5	Section 5.1	PRH Clarification on frequency of Regional Office Center Assessments: To modify Electronic Policy and Requirements Handbook (ePRH) Section 5.1, R2, (c), Program Management, to clarify that Regional Office Center Assessments (ROCA) will occur twice during the life of a contract, ideally during year 2 and 4, and the visits may be unannounced. Targeted assessments may also be unannounced as well.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Comments / Description of Change
2	7/31/18	18-02	Chapter 5	Section 5.4	<i>PRH Revision to Prohibition of Firearms: To revise Job Corps policy to allow permission for law enforcement personnel providing security services at a Job Corps center or employed by a center operator as center security personnel to bring firearms onto the center.</i>
1	7/20/18	18-01	Chapter 5	Appendices 501 Introduction, 501 Attachments, and 501a-e	<i>PY 2018 Performance Management System Update/Revision: To transmit Program year (PY) 2018 Electronic Policy and Requirements Handbook (ePRH) Appendix 501 Suite: Introduction and 501 a through e. These appendices contain policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) provider, Career Technical Training (CTT) programs and Performance Improvement Plan (PIP) system. These policies include all PY 2018 performance goals, both national and model-based.</i>