

October 25, 2010

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 10-34
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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

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Interim Guidance and Technical Support for the Disability Program

1. Purpose. To provide interim guidance and identify readily available resources and supports in lieu of the vacated Regional Disability Coordinator (RDIC) positions.

2. Background. The RDIC positions provided resident technical support for the Regional Offices and the centers in those regions as a component of the health support program. The contract that provided this support expired on July 31, 2010. The National Office of Job Corps is currently procuring a new contract that will restore this support. Until this contract is awarded, Job Corps staff at both the center and regional levels must *preserve services to students with disabilities*.

3. Action. Centers should continue to follow their center and regional policies regarding applicant file review. For technical support, centers should continue to use the tools, extensive training, resource information, and forms created to support and enhance Job Corps' disability program. These tools include:
 - a. Job Corps Disability Website. The Job Corps Disability website provides the Job Corps community with resources and information that will allow them to better support and meet the needs of applicants and students with disabilities. Resources include disability directives, newsletters, promising practices, tools for staff, trainings and presentations, webinars, web resources, and disability coordinator orientation. Information on common disabilities, awareness/etiquette, reasonable accommodation, accessibility, legislation, emergency procedures, and deaf/hard of hearing guidance can also be found on the website. To access the Disability website, log into Citrix, click on the Job Corps Community website, and click on Disability.

- b. **Job Corps Learning Disabilities Website.** The Job Corps Learning Disabilities website provides the Job Corps community with resources and information that will allow them to better support and meet the needs of applicants and students with learning disabilities and attention deficit hyperactivity disorder (ADHD). The site includes basic information about learning disabilities and ADHD, information on myths and misconceptions about students with learning disabilities, learning strategies and supports, accommodation suggestions, information on how to use an Individualized Education Program (IEP) to develop an accommodation plan, and tips for teaching students self advocacy skills. The site also contains training that can be downloaded and used for center staff training and web resources. To access the Learning Disabilities website, log into Citrix, click on the Job Corps Community website, and click on Learning Disabilities.

- c. **Disability Coordinator Desk Reference Guide.** The Disability Coordinator Desk Reference Guide (DRG) is available on the Job Corps Disability website for center disability coordinators to have access to concise, readily available information and documents specific to their job. This guide provides information and strategies to meet and exceed disability-related Policy and Requirements Handbook (PRH) requirements, and contains all disability-related documents and forms. The DRG will help new center disability coordinators learn the foundations of their position, and experienced disability coordinators will find the central location of forms and information useful.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

- 4. **Expiration Date.** Until superseded.

- 5. **Inquiries.** Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.