

June 22, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO 11-81
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH AND ADMISSIONS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Refresher Training on Policy and Requirements Handbook (PRH)
Chapter One

1. Purpose. To provide refresher training on Job Corps' PRH Chapter 1 for Outreach and Admission and Center staff.

2. Background. Last summer, the Office of Job Corps provided training on the revised PRH Chapter 1 which went into effect in October 2011. This year, the Office of Job Corps is offering a refresher on the processes and policy contained in Chapter 1. A 60-minute webinar will be repeated three times, and will cover the following topics:

- Low-income eligibility
- Serving applicants with disabilities
- Collecting health documentation
- Safeguarding PII
- File review process
- GAP waiver

3. Action. Upcoming training webinars will be posted in the Event Registration area of the Job Corps Community website. To register, log on using your Citrix credentials. Then click **Event Registration** from the navigation menu at left. Click **Event Title** to select the event you wish to attend. Then click on the **Register For This Event** button.

[Register For This Event](#)

Webinar login details

<http://webclass.jobcorps.org/oachap1/>

Conference Number: 888-677-9048

Tuesday, July 17 at 3 p.m. EDT	Participant code: 72119#
Monday, July 23 at 3 p.m. EDT	Participant code: 39782#
Thursday, July 26 at 11 a.m. EDT	Participant code: 74472#

5. Expiration Date. July 27, 2012.

6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.