DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 12-23

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: The Office of Disability Employment Policy’s Skills to Pay Bills Curriculum

1. Purpose. To provide Job Corps center staff with information about a new publication supporting soft skill development for youth in the workplace.

2. Background. The Office of Disability Employment Policy (ODEP) provides national policy and resources to ensure that the current and future workforce is inclusive of all people, including people with disabilities. As a result, one important policy focus area is youth transitioning from school to adulthood, and the world of work.

3. Resources.

   Skills to Pay the Bills: Mastering Soft Skills for Workplace Success

   The Skills to Pay Bills: Mastering Soft Skills for Workplace Success, available at http://www.dol.gov/odep/topics/youth/softskills/, is a curriculum developed to ensure youth service professionals have the tools to achieve workforce readiness for all youth in their programs, including youth with disabilities. Topics within the curriculum include communication; enthusiasm and attitude; teamwork; networking; problem solving and critical thinking; and professionalism. The introductory materials offer activities that use multiple learning-and-doing modalities; encourage the use of technology; and allow students to collaborate, utilize role play and practical methods for pursuing employment.

   A link to this resource is located on the Job Corps Disability website in the Tools for Staff section under Career Transition Counselors. The Tools for Career Transition Counselors section also offers activities and information related to workplace rights, disclosure, social security benefits and partnerships that prepare students to be self advocates in the workplace.
Additional Resources

ODEP has created a number of additional resources for youth in transition that are available on the ODEP website at http://www.dol.gov/odep/topics/youth/. These resources provide youth with assistance in areas such as career planning, disclosure, accommodations, and personal assistance services.

All of these resources may be useful for Disability Coordinators, Career Transition staff, and other center staff as they prepare to transition all students, including those with disabilities, from Job Corps to employment and independent living.

Regional Disability Coordinators

Contact your Regional Disability Coordinators for any assistance needed to prepare students with disabilities to transition from Job Corps to employment and independent living.

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<tr>
<th>Region</th>
<th>Regional Disability Coordinator</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Region 1 – Boston</td>
<td>Lisa Kosh</td>
<td><a href="mailto:lisa.kosh@humanitas.com">lisa.kosh@humanitas.com</a> 301-608-3290 ext. 602</td>
</tr>
<tr>
<td>Region 2 – Philadelphia and</td>
<td>Nikki Jackson</td>
<td><a href="mailto:nikki.jackson@humanitas.com">nikki.jackson@humanitas.com</a> 301-608-3290 ext. 603</td>
</tr>
<tr>
<td>Region3 – Atlanta</td>
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<tr>
<td>Region 4 – Dallas</td>
<td>Laura Kuhn</td>
<td><a href="mailto:laura.kuhn@humanitas.com">laura.kuhn@humanitas.com</a> 602-403-9998</td>
</tr>
<tr>
<td>Region 5 – Chicago and</td>
<td>Kim Jones</td>
<td><a href="mailto:kim.jones@humanitas.com">kim.jones@humanitas.com</a> 301-608-3290 ext. 607</td>
</tr>
<tr>
<td>Region 6 – San Francisco</td>
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4. **Action.** Addresses are to ensure this Information Notice is distributed to all staff, particularly Disability Coordinators and Career Transition staff.

5. **Expiration Date.** Until superseded.

6. **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.