

October 18, 2012

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-23
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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: 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.

Region	Regional Disability Coordinator	Contact Information
Region 1 – Boston	Lisa Kosh	lisa.kosh@humanitas.com 301-608-3290 ext. 602
Region 2 – Philadelphia and Region 3 – Atlanta	Nikki Jackson	nikki.jackson@humanitas.com 301-608-3290 ext. 603
Region 4 – Dallas	Laura Kuhn	laura.kuhn@humanitas.com 602-403-9998
Region 5 – Chicago and Region 6 – San Francisco	Kim Jones	kim.jones@humanitas.com 301-608-3290 ext. 607

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.