



October 31, 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-17

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
 ALL EQUAL OPPORTUNITY OFFICERS
 ALL CENTER USERS

FROM: *FAZ* LENITA JACOBS-SIMMONS 
 National Director
 Office of Job Corps

SUBJECT: New Effective Date for Student Health Leave
 and Applicant File Review Policy

1. Purpose. To provide the Job Corps community notice of the change in the effective date of the new student health leave and applicant file review policy.
2. Background. The new student health leave and applicant file review policy effective date is January 1, 2018, in order to allow time to prepare students and staff for upcoming changes.

The new health leave and applicant file review policy will be released in a forthcoming ePRH change notice. In addition, Webinar trainings will be offered to educate center staff on the changes, and to provide a forum for questions. The Webinar training dates will be announced in a future Information Notice.

Applicant and student files must no longer be shipped to the Regional Offices for file review. Instead, admissions and center staff must utilize e-Folders for file review purposes (e.g., applicant file review, readmissions, appeals, health leave). The use of e-Folders is to mitigate the loss of Personally Identifiable Information (PII) through the shipment of records, and to facilitate file transfers.

If the center determines that an applicant's or student's health-care needs exceed those of basic care, or the applicant or student with a disability is a direct threat to self or others, the center must use the regional review flag to notify the Regional Office that the file is ready for review. Please refer to Program Instruction Notice No. 17-10, "Enhancement of Health and Disability e-Folders, for more information.

Using the e-Folder for file-review purposes does not eliminate the need to maintain a complete paper student health record and an accommodation/ disability file on center. Health e-Folders are not electronic medical records.

3. Action Required. 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 Until superseded.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 Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.