

March 27, 2006

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-12
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapters 5 and 6: Major Medical Reimbursements

1. Purpose. To abolish the major medical reimbursements policy and clarify procedures for addressing health and medical costs exceeding the basic health services provided by Job Corps centers.

2. Background. Under existing policy, Job Corps centers must medically separate students if it has been determined that students have a pre-existing or acquired health condition that significantly interferes with or precludes further training in Job Corps, that is complicated to manage, or for which the necessary treatment will be unusually costly (Policy and Requirements Handbook [PRH] 6.12, R11; PRH 6.4, R4(c)(5) and Exhibit 6-4). When medically separating a student, Job Corps centers must determine whether the student is eligible for reinstatement if the medical condition is resolved within 180 days, a process known as medical separation with reinstatement (MSWR) (PRH 6.4, R4(c)(5)). If a student is injured in "performance of duty," as defined in 20 CFR §670.915 to §670.925, the center also must provide a referral to the Office of Workers' Compensation Program (OWCP) and file a claim in the Safety and Health Information Management System (SHIMS) within 7 days of the notification of the injury.

In the past, if a medical emergency or unanticipated serious illness occurred, Job Corps centers were to assist the student in seeking third-party insurance or other coverage and, if necessary, cover the first \$3,000 of major medical expenses. Centers could seek major medical reimbursements from the Regional Offices for any amount

greater than \$3,000 or from the National Office of Job Corps for any amount greater than \$25,000 (see current PRH 5.7, R6, and also PRH 6.12, R4, which is a cross reference to PRH 5.7, R6). After a review of major medical reimbursements for the past three program years, it was determined that:

- Some Job Corps regions have not had any major medical reimbursements, and
- Some Job Corps centers are requesting major medical funding for incidents where students should have been medically separated or medically separated and referred to OWCP under existing policies.

Effective immediately, Job Corps centers will no longer be able to submit claims to the Regional Office or the National Office of Job Corps for reimbursements of major medical expenses. Centers should continue to assist students in obtaining third party health insurance coverage that will cover medical expenses, and follow existing procedures for medical separation. If the center's health and wellness budget becomes overspent, the center may request, through the Regional Office, additional funding. The center would need to submit a detailed report outlining the reasons for the expenditures, which will be reviewed by the Regional Health Consultants.

3. Explanation of Changes. Highlights of PRH changes are as follows:

PRH Chapter 5, Management

- Revise the Table of Contents by deleting Section 5.7, R6 (Reimbursement of Major Medical Costs) and updating subsequent lettering, numbering, and pagination within the Table of Contents.
- Delete Section 5.7, R6 and update subsequent lettering and numbering for Section 5.7 and the rest of Chapter 5.

PRH Chapter 6, Administrative Support

- Revise the Table of Contents by changing Section 6.12, R4 to "Health and Medical Costs Exceeding Basic Health Services Provided by Job Corps Centers"
- Revise Section 6.12, R4 by deleting the reference to section 5.7, R6, moving the requirement to assist students with obtaining third-party insurance coverage from previous section 5.7, R6 to this section, and cross-referencing the requirements for medical separation, including in current section 6.12, R11. The revised Section 6.12, R4 reads as follows:

R4. Health and Medical Costs Exceeding Basic Health Services Provided by Job Corps Centers

- a. Centers will seek third-party health insurance coverage for students who have medical needs or costs beyond the basic health services provided by the center.
- b. If a student is determined to have a pre-existing or acquired health condition that significantly interferes with or precludes further training in Job Corps, or if a student is determined to have a health problem that is complicated to manage or for which necessary treatment will be unusually costly, the center must follow medical separation procedures (PRH 6.12, R11 and PRH 6.4, R4(c)(5)), including determining whether reinstatement is appropriate (PRH 6.4, R4(c)(5)) and whether referral to the Office of Workers' Compensation Program (OWCP) is required (PRH 6.12, R8).

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 5, dated November 9, 2005	Chapter 5, dated March 27, 2006
Chapter 6, Table of Contents, dated November 8, 2005	Chapter 6, Table of Contents, dated March 27, 2006
Chapter 6, Section 6.12, dated November 8, 2005	Chapter 6, Section 6.12, dated March 27, 2006

5. Effective Date. March 27, 2006

6. Action Required. Regional Directors, Center Directors, and operating contractors/agencies should bring this Directive to the attention of the health and wellness staff.

7. Inquiries. Inquiries should be directed to Barbara Grove, RN, at (202) 693-3116, or e-mailed to grove.barbara@dol.gov.

Attachments

- A - Chapter 5
- B - Chapter 6, Table of Contents
- C - Chapter 6, Section 6.12