

August 11, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-04 AND RELATED PAG CHANGES
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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: PRH Chapter 1; Exhibit 1-1, Exhibit 1-5, Exhibit 1-7 and Exhibit 1-8;
Appendices 101, 102, 103, 104, 105, and 106; and PAG Chapter 1:
Outreach and Admissions

1. Purpose. To inform the Job Corps Community of changes in the Policy and Requirements Handbook (PRH) Chapter 1, Outreach and Admissions (OA); PAG Chapter 1; and related exhibits and appendices.
2. Background. Program Instruction Notice 10-49 sought comments from the Job Corps field on the revised PRH Chapter 1, and related exhibits and appendices. As a result of these comments, a number of edits were made to Chapter 1. In order to provide sufficient time to train all staff, **the new policies will go into effect on October 10, 2011.**

The National Office will conduct training in August 2011 regarding the new policies and requirements covered in this Change Notice. The Job Corps Data Center (JCDC) will conduct webinar training on the changes in Outreach and Admissions Student Input System (OASIS) by October 10, 2011.

3. Explanation of PRH Changes. Chapter 1, Exhibits 1-1, Exhibit 1-5, Exhibit 1-7, and Exhibit 1-8, and related appendices have been revised and updated to more accurately reflect the responsibilities of OA staff, center staff, and Regional Office staff.

Chapter 1 changes are below. Exhibits and appendices provide details to help implement these changes.

- a. *Section 1.1: Outreach*

This section has been revised slightly, but there are no major, substantive changes to existing policy regarding the following covered subjects: outreach/public education plan; center information; notification of newsworthy events; partnerships and linkages; business and community liaison staff; Center Industry Councils (CIC); and community projects.

b. *Section 1.2: OA Provider Responsibilities in the Admissions Process*

This section contains information on the new way in which applicant appeals will be handled. The Regional Offices will no longer receive initial appeals from applicants. The OA agency will receive and process initial applicant appeals.

- (1) If the applicant believes that he or she has been found ineligible as a result of **discrimination**, he or she may file a complaint within 180 days with the OA agency, or the U.S. Department of Labor's Civil Rights Center.
- (2) If the applicant believes that he or she has been found ineligible for reasons **unrelated to discrimination**, he or she may file a complaint within 60 days with the OA agency.
- (3) If the appeal is denied by the OA agency, then the applicant has 60 days from the date of denial to appeal to the Regional Director.
- (4) If the original appeal is not decided within 60 days, then the applicant may request a Regional Director review.

This section includes guidance on communication with applicants (and/or parents/guardians) who have disabilities, such as when and how to ask if an applicant needs accommodation. Also provided is guidance on the collection of health-related information and documents, and the collection and handling of education-related information and documents. Additionally, new policy has been added regarding expedited enrollment for victims of man-made and natural disasters.

c. *Section 1.3: Departure Preparation and Enrollment Readiness*

This section has been revised slightly, but there are no substantive changes in policy regarding the following covered subjects: pre-departure activity; departure scheduling and procedures; delays; and no-shows.

d. *Section 1.4: Center Responsibilities in the Admissions Process*

This section explains that a center cannot revisit an Admissions Counselor's (AC) determination that an applicant is eligible except in the following limited circumstances:

- (1) Information in the file indicates that the file should be reviewed for possible direct threat.
- (2) The center receives new information that was not reasonably available to the AC at the time the applicant's eligibility/suitability was established,

and indicates that the applicant offered enrollment may not meet one of the EAR.

e. *Section 1.5: Regional Office Role in the Admissions Process*

This section describes the role of the Regional Office. The Regional Office receives two types of appeals: 1) the denial of an applicant by an AC, and 2) the denial of an applicant by the center. Reviews need to be completed by the Regional Office within 60 days. An applicant must be notified by the AC of his or her application status at the time the file is submitted to the Regional Office for review.

f. *Section 1.6: Readmission*

This section has been revised slightly, but there are no substantive changes in policy regarding the following covered subjects: readmission criteria; applicant procedures for readmission; and readmission denials.

4. Explanation of PAG Changes. Changes to the PRH parts of PAG Chapter 1 are identical to those described above. Related changes in strategies are included, as appropriate.

5. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

6. Effective Date. October 10, 2011.

7. Expiration Date. Until Superseded.

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

Attachments

A – PRH Cover

B – PRH Chapter 1: Outreach and Admissions

C – Exhibit 1-1: Essential Admissions Requirements

D – Exhibit 1-5: Records Release Authorization

E – Exhibit 1-7: Job Corps Application Statement of Support

F – Exhibit 1-8: Expedited Applicant Enrollment for Natural and Man-Made Disaster Victims

G – Appendix 101: Definitions of Family and Family Income

H – Appendix 102: Information for Personal Career Development Plan

I – Appendix 103: Admissions Counselor Guide for Evaluating Court Involvement/Agency Supervision and the Maintenance of Sound Discipline

J – Appendix 104: Denial Letter Template for Admissions Counselors

K – Appendix 105: Job Corps Applicant Folder Inventory

L – Appendix 106: Job Corps Reasonable Accommodation Request Form - Admissions

M – PAG Cover

N – PAG Chapter 1: Outreach and Admissions