

October 13, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-06 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; Exhibits 1-1, and Exhibit 1-2; Appendices 101, 104 and 105; and PAG Chapter 1: Outreach/Admissions

1. Purpose. To inform the Job Corps Community of changes in the Policy and Requirements Handbook (PRH), Chapter 1, Outreach /Admissions (OA), and related exhibits and appendices.
2. Background. PRH Change Notice 11-04 was issued August 11, 2011. Training was provided to the field prior to the new policies going into effect October 10, 2011. As a result of input provided by the field during the face-to-face training sessions, additional edits were made to PRH Chapter 1, and related appendices and exhibits.
3. Explanation of PRH Changes. Chapter 1, Exhibits 1-1 and 1-2, and related appendices have been revised and updated to reflect changes suggested by OA staff, center staff, and Regional Office (RO) staff.

Chapter 1 changes are as follows; exhibits and appendices provide details to help implement these changes:

Chapter 1

Section 1.2, R.10. Admissions Notification

Current language states that the OA agency must “submit files of applicants denied admission to the Regional Office (RO) for a quality review as soon as possible. The quality review does not take place before the applicant is notified of the denial.”

Change: “On a monthly basis submit no fewer than 5 percent of files of applicants denied admission to the RO for a quality review. The quality review does not take place before the applicant is notified of the denial.”

Section 1.2, R.11. Collection and Handling of Health-Related Information and Documents

Section was amended to read that OA contractors **may** maintain a skinny folder on applicants accepted into Job Corps. This is not a requirement because the documents contained in the skinny folder are maintained on center and electronically. Language stating that Appendix 106 may be kept on file but must be stored separately was added. Also, new language clarifies that files may be stored electronically.

Section 1.2, R2. Applicant File Review Process

Fix clarifies use of input from the Federal Management Team regarding behavioral denials. Centers still have the ability to deny based on the behavior of the applicant; however, the denial must be based on new information presented.

Section 1.4, R2. Applicant File Review Process

Section c6 was changed. If a center recommends denial, then the folder is sent to the RO. Previous language erroneously stated that the Admissions Counselor would issue a denial letter to the applicant.

Section 1.5, R2. Regional Office Procedures for Review of Centers’ Recommendations for Denial

New directive states that RO will notify AC and the center of the final determination.

Appendix 101

Section now includes grandparents in the definition of family. Removes Title I payment from unearned income list. Title I payments are correctly listed under earned income.

Appendix 105

Changes:

- Quality Assurance staff can review health envelopes to ensure that documentation is included.
- Income Verification worksheet should not be included in folder inventory. The verification sheet may be maintained at the OA office. (Exhibit 1-1, Criterion D has been amended)
- Individualized Education Plan should be in a separate envelope.
- Essential Admissions Requirement should be added to the folder inventory.
- Clarifies that the Reasonable Accommodation Form is Appendix 605.
- Only one Applicant Folder Cover Sheet should appear; it will be stapled inside the left flap of the folder.

Exhibit 1-1

Changes:

- Section 1.2, R6 states that AC may indicate in an applicant's records that the applicant has a High School Diploma (HSD), only after receiving documentation. Exhibit 1-1, Criterion E is amended to clarify that a copy of the request for official records should be documented but that form does not indicate that the AC has evidence of applicant's HSD or GED.
- Removes language under documentation requirements, Criterion G that requests the reason the parental consent signature could not be obtained. Consent must be obtained for an unemancipated minor.

Exhibit 1-2

New language states that health documents should be in a sealed envelope.

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 13, 2011.
7. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633, or manning.wendy@dol.gov.

Attachments

A – PRH Chapter 1: Outreach/Admissions

B – Appendix 101: Definitions of Family and Family Income

C – Appendix 104: Denial Letter Template for Admissions Counselors

D – Appendix 105: Job Corps Applicant Folder Inventory

E – Exhibit 1-1: Essential Admissions Requirements

F – Exhibit 1-2: Document Requirements for Assessment of Applicant Health Needs

G – PAG Chapter 1: Outreach/Admissions