

February 1, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-13
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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: Policy and Requirements Handbook (PRH) Chapter 1, Section 1.5;  
Appendices 107 and 108

1. Purpose. To inform the Job Corps Community of changes to the Policy and Requirements Handbook (PRH) Section 1.5 and related appendices.
2. Background. The outreach and admissions process has recently been revised (see PRH Notices 11-04 through 11-07 and 11-09). One of the changes to PRH Chapter 1 was the inclusion of requirements for processing applicant files at the center level (see PRH Chapter 1, Section 1.4) and the Regional Office's role in the admissions process (see PRH Chapter 1, Section 1.5).

In the past, centers and regions have used different forms, and implemented varying processes. In the interest of ensuring equal opportunity and streamlining processes for efficiency, center and regional applicant file review forms and processes will now be the same throughout Job Corps. Clarifying language has been added to Section 1.5, Regional Review and additional file review process guidance is being released as Appendix 107, "Applicant File Review Process Guidance," and Appendix 108, "Regional Applicant File Review Procedures."

Existing center and regional applicant file review process forms will be replaced with the Applicant File Review - Center Recommendation of Denial, Regional Office File Review Process, and Accommodation Recommendation for Denial and Justification Analysis/Documentation forms. No other forms can be used at the center or regional levels to document the applicant file review process.

During the next few months, a series of overview webinars on the applicant file review process and the required forms will be offered. Regional Disability Coordinators will notify

Center Disability Coordinators when these webinars will be offered, and this information will also be posted on the event registration page in Citrix on the Job Corps Community website.

3. Explanation of PRH Changes. Chapter 1 changes are as follows; appendices provide details to help implement these changes:

a. PRH Chapter 1: Outreach/Admissions

- (1) Updated Table of Contents Appendices by adding Appendix 107: “Applicant File Review Guidance” and Appendix 108: “Regional Applicant File Review Procedures” to list.
- (2) Changes include an added reference to Appendix 108 and additional language clarifying the role of the administrative file review coordinator in the regional applicant file review process.
- (3) Added new Appendix 107, “Applicant File Review Guidance.” Appendix 107 provides center staff with guidance on their roles and responsibilities in the applicant file review process, the components of the applicant file review process, and the documentation requirements associated with this process.
- (4) Added new Appendix 108, “Regional Applicant File Review Procedures.” Appendix 108 outlines uniform regional procedures for the processing of applicant files recommended for denial of enrollment.

4. Action. Addressees are to ensure this Change Notice is distributed to all appropriate staff, particularly Health and Wellness staff, including nurses, physicians, center mental health consultants, and TEAP specialists, as well as Center Disability Coordinators.

5. Effective Date. Until superseded.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

Attachments

A – PRH Chapter 1: Outreach/Admissions

B – Appendix 107: Applicant File Review Guidance

C – Appendix 108: Regional Applicant File Review Procedures