

July 1, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 13-02
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Sections 1.2, 1.4, and 1.5;
Appendices 107 and 108; PRH Appendices 609 and 610

1. Purpose. To inform the Job Corps Community of changes to PRH sections 1.2, 1.4, 1.5, and related appendices; and Appendices 609 and 610.

2. Background. The Outreach and Admissions process has been revised (see PRH Change Notices 11-04 through 11-07, 11-09 and 11-13). One of the changes to Chapter 1 was the inclusion of requirements for processing applicant files at the center level (see Chapter 1, Section 1.4, "Center Responsibilities in the Admissions Process"), and the Regional Office's role in the admissions process (see Chapter 1, Section 1.5, "Regional Office Role in the Admissions Process").

In the past, centers and regions have used differing forms and implemented varying processes. In the interest of streamlining processes for efficiency and ensuring processes are the same throughout Job Corps, center and regional applicant file review forms, as well as direct-threat assessment and health-care needs assessment forms and processes, were updated. Clarifying language has been added to Sections 1.4, and 1.5, and updates have been made to Appendix 107, "Applicant File Review Guidance – Center Process;" Appendix 108, "Applicant File Review Guidance – Regional Review Process;" Appendix 609, "Form of Individualized Assessment of Possible Direct Threat;" and Appendix 610, "Form of Individualized Health-Care Needs Assessment."

Existing center and regional applicant file review process forms will be replaced with the "Center Recommendation of Denial Form for Health-Care Needs, Direct Threat or Disability Status," "Center Recommendation of Denial for New Information," "Accommodation Recommendation of Denial," "Regional Applicant File Review Process Form," "Form for Individualized Assessment of Possible Direct Threat" and "Form for Individualized Health-Care

Needs Assessment.” 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 and Regional Health Specialists will notify Center Disability Coordinators and clinical staff 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. Changes are as follows; appendices provide details to help implement these changes:

a. PRH Chapter 1: Outreach and Admissions

- (1) Revised Section 1.2 R8 d 14 to correct the title of the ETA 653 Form to “Job Corps Health Questionnaire (ETA 653).”
- (2) Revised Section 1.4 R1 b to correct the options a center has for recommending denial of applicants to include direct threat. Other acceptable resources that may be used in completing a health-care needs assessment were revised as well.
- (3) Revised Section 1.4 R3 b for recommending denial to align with Appendix 610, “Health-Care Needs Assessment” that allows the center to request necessary considerations when a center is recommending denial based upon health-care needs, but believes the applicant’s health-care needs could be met at an alternate center located closer to the applicant’s home where resources and supports would be available.
- (4) Inserted a new Section 1.4 R4 “New Information Review of Applicant Eligibility” to provide clarifying policy language for the third reason that a center may recommend denial of an applicant (i.e., recommendation of denial based upon new information).
- (5) Revised Section 1.5 R1 to clarify that the “Regional Applicant File Review Process Form” is initiated at the Regional Office level and serves as a tracking document that is completed by each reviewer who handles the file during regional review process.
- (6) Moved current Section 1.5 R2 to R1 and delineated between types of recommendations of denial reviewed solely by the Regional Office (e.g., recommendations of denial due to new information) and those additionally reviewed by the Regional Administrative File Review Coordinator and the Regional Health Specialists (e.g., recommendations of denial due to direct threat, health-care needs or disability status).

- (7) Added Section 1.5 R2 that clarifies the notification of application dispositions from the Regional Office to Outreach and Admissions, to the center, and to the applicant.
- (8) Moved appeals language from within 1.5 R1 to its own stand-alone section at 1.5 R4.
- (9) Updated Quality Indicators for Section 1.5 to align with changes within the section.
- (10) Revised Appendix 107, “Applicant File Review Guidance – Center Process” to include additional details on the contents of the required file review; added sections “Documenting Local Resources when Recommending Enrollment at Another Center” and “Review of Applicant’s Health-Care Needs by the Alternate Center;” clarified the documentation requirements for submitting an applicant file as a recommendation of denial to the Regional Office.

Replaced the “Center Recommendation of Denial Form” with two forms which are included within Appendix 107, “Center Recommendation of Denial Form for Health-Care Needs, Direct Threat or Disability Status” and “Center Recommendation of Denial for New Information.”

- (11) Revised Appendix 108, “Applicant File Review Guidance – Regional Review Process” to include the restructuring of the regional review process for center recommendations of denial into three subsections: “Review of Center Recommendations of Denial Based Upon New Information,” “Review of Center Recommendation of Denial Based Upon Health-Care Needs, Direct Threat Assessment, or Disability Status,” and “Review Process for Recommendations to Attend an Alternate Center.”

b. PRH Chapter 6: Administrative Support

- (1) Revised Appendix 609, “Form for Individualized Assessment of Possible Direct Threat.” The form has been updated to make the assessment more user friendly by including the following:
 - (a) A new 1(a) provides examples of potential harm to be selected in a check-box format.
 - (b) Question 5 was expanded to consolidate information from the “Center Recommendation of Denial Form for Health-Care Needs, Direct Threat or Disability Status” to reduce redundancy and provide specific reasonable accommodation examples in a check-box format.
- (2) Revised Appendix 610, “Form for Individualized Health-Care Needs Assessment.” The form has been updated to make the assessment more user

friendly by including the following:

- (a) A new Question 3 has been added to identify the functional limitations (specific symptoms/behaviors) of the applicant that are barriers to enrollment in a check box format.
- (b) Question 5 was expanded to consolidate information from the “Center Recommendation of Denial Form for Health Care Needs, Direct Threat or Disability Status” to reduce redundancy and provide specific reasonable accommodation examples in a check box format.
- (c) A new Question 7 was added for centers to document their efforts to arrange less frequent treatment in home state and/or secure community support near center if recommending an applicant for a different center.

c. PAG changes.

PAG Chapter 1, sections 1.2, 1.4, and 1.5 have been updated to reflect the changes made in the PRH as outlined above.

4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff, particularly Health and Wellness staff, including nurses, physicians, Center Mental Health Consultants, and Trainee Employee Assistance Program 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, abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010, or davis.johnetta@dol.gov.

Attachments

A – PRH Cover

B – PRH Chapter 1: Outreach/Admissions

C – Appendix 107: Applicant File Review Guidance – Center Process

D – Appendix 108: Applicant File Review Guidance – Regional Review Process

E – Appendix 609: Individualized Assessment of Possible Direct Threat

F – Appendix 610: Health-Care Needs Assessment

G – PAG Cover

H – PAG Chapter 1: Outreach/Admissions