

August 26, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 13-04
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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: Changes to Policy and Requirements Handbook (PRH) Chapter 1:  
Appendix 108; New Job Corps Referral for Alternate Center Form

1. Purpose. To revise current PRH requirements by adding the new Referral for Alternate Center Form to Appendix 108.
2. Background. Appendix 108 provides additional information and guidance on reviewing applications recommended for denial, as outlined in PRH Section 1.5.

One of the recommendations a center may submit to the Regional Office is, “The health-care needs of the applicant are manageable at Job Corps as defined by basic health-care services in Exhibit 6-4, but require community support services which are not available near center.” This requires that an applicant be considered for an alternate center closer to the applicant’s current home address, with resources to accommodate the applicant’s needs.

To be sure there is a standardized process for responding to these requests, Appendix 108 outlines the review process for recommendations to attend an alternate center, and the new Job Corps Referral for Alternate Center Form was developed for use at the regional level to ensure the processes’ consistency.

The Referral for Alternate Center Form identifies the specific health support and/or resources needed for the applicant, along with guidance for the Admissions Counselor and the alternate center. If the Regional Health Specialist (RHS) concurs with the center’s recommendation for a referral to an alternate center, the new Job Corps Referral for Alternate Center Form is completed by the RHS, and included with the RHS’s recommendation for the Regional Director or his/her designee for review and final determination.

3. Explanation of Changes. PRH Appendix 108:

- (1) Revised Steps 1-3 of *Review Process for Recommendations to Attend an Alternate Center* by adding language to explain when and how to use the new “Referral for Alternate Center Form.”
- (2) Revised Step 5 of *Review of Center Recommendation of Denial Based Upon Health-Care Needs, Direct Threat Assessment, or Disability Status* by adding language for Regional Health Specialists to complete the new “Referral for Alternate Center Form” if the recommendation is for the applicant to be considered for an alternate center due to health care needs that may require resources closer to the applicant’s current home address.
- (3) Added “Attachment B: Referral for Alternate Center Form”

4. Action. Begin using the new Referral to Alternate Center Form immediately. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

5. Expiration. 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); or Johnetta Davis at (202) 693-8010 or via e-mail at [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment

Appendix 108