

November 18, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-05
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Exhibit 5-4: Reasonable Accommodation and Disability Program Required Staff Training

1. Purpose. To provide training so Job Corps staff members are familiar with reasonable accommodation principles and understand their roles in supporting students with disabilities.
2. Background. Job Corps must provide all applicants and students with disabilities the opportunity to request and receive reasonable accommodations in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) that went into effect January 1, 2009. The ADAAA makes it easier for an individual to meet the definition of disability, be protected from discrimination and be entitled to reasonable accommodations. Changes to this act apply to all Federal disability nondiscrimination laws including the Workforce Innovation Opportunity Act (WIOA) enacted July 2014, and Section 504 of the Rehabilitation Act that apply to Job Corps. PRH Appendix 605 is the primary resource for information about the provision of reasonable accommodation.

To ensure all staff members are familiar with basic reasonable accommodation principles and understand their roles in supporting students with disabilities, all staff members are required to complete reasonable accommodation training within their first 90 days of employment, and annually thereafter. **Staff must complete this training in the Job Corps Learning Management System (LMS) available in CITRIX.** Documentation of training completion should be available during Disability Program Compliance Assessments. Exhibit 5-4 has been updated to indicate the required reasonable accommodation training must be completed in the LMS. Training on the Disability Program or a disability-related topic remains as required training annually for all staff (see Exhibit 5-4).

In summary, the following Job Corps Disability Program staff training is required:

Reasonable Accommodation Training in the Job Corps LMS

- All staff within 90 days of employment
- All staff annually

Disability Program or Disability-Related Topic

- All staff annually

Additionally, reasonable accommodation-related Webinars are offered at least quarterly. It is recommended that all center Disability Coordinators (DCs) and staff who participate in Reasonable Accommodation Committee (RAC) meetings attend the Reasonable Accommodation Process and RAC Guidance Webinars which are offered annually at a minimum and any other accommodation-related Webinars as time permits. All staff are welcome to attend these Webinars. For information on when these Webinars will be held and registration details, visit the Event Registration Calendar located on the Job Corps Community Web site home page.

3. Explanation of PRH Changes. Exhibit 5-4 has been updated to indicate the required reasonable accommodation training must be completed in the LMS.
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.

Attachment

Exhibit 5-4: Required Staff Training