



JUN 08 2017

**DIRECTIVE:**            **JOB CORPS PRH CHANGE NOTICE NO. 16-16**

**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

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name and title.

**SUBJECT:**            Electronic Policy and Requirements Handbook Updates Addressing Adult Education Test Benchmarks for Educational Functioning Levels; Winter Break Pay Status; Job Corps Career Technical Training Programs Student/Teacher Ratios Exhibit; Underruns in Excess of Anticipated Low On-Board Strength Savings; Student Deployment to Forest Fire Suppression Activities; Absent Without Leave Separations; Follow-Up Drug Testing; Residential Advisor Nomenclature Changes; and Staff Waivers

1.     Purpose. To update and make editorial corrections in the Electronic Policy and Requirements Handbook (ePRH).
  
2.     Background. To ensure that the ePRH is current, the National Office of Job Corps continuously updates policy and makes editorial changes to the ePRH. Policy and editorial changes described above were made to Appendix 201, Exhibit 3-6, ePRH Chapter 5, Exhibit 5-3, Appendix 502, ePRH Chapter 6, and Exhibit 6-1.
  
3.     Explanation of Change(s).
  - a. Appendix 201 – U.S. Department of Education National Reporting System (NRS) for Adult Education Test Benchmarks for Educational Functioning Levels:
    - The 2010 list of NRS-approved tests and test benchmarks, for assessing English language proficiency, has been replaced with the version released in February 2016. A hyperlink for the NRS will be added to the ePRH website.
  
  - b. Exhibit 3-6 – Job Corps Career Technical Training Programs Student/Teacher Ratios:

- Formerly, Exhibit 3-5, “Job Corps Career Technical Training Programs Student/Teacher Ratios” was inadvertently overwritten by Exhibit 3-5, “Infraction Crosswalk,” as part of PRH Change Notice 16-07, released on December 14, 2016. The former Exhibit 3-5, “Job Corps Career Technical Training Programs Student/Teacher Ratios” has been re-inserted and renumbered as Exhibit 3-6.
- c. ePRH Chapter 5 – Management:
- An update/revision in ePRH Chapter 5, Section 5.2 R4.b.1 specifies that the “Residential Counselor,” “Senior Residential Counselor,” “Counseling Supervisor,” and “Counseling Manager” positions are not eligible for staff waivers in the event they do not meet the minimum qualifications for the position.
- d. Exhibit 5-3 – Minimum Staff Qualifications:
- The positions “Residential Counselor,” “Senior Residential Counselor,” “Counseling Supervisor,” “Residential Supervisor,” and “Counseling Manager” have been added to Exhibit 5-3, “Minimum Staff Qualifications” and throughout the ePRH, where applicable. To improve the quality of residential management and oversight, the Residential Counselor, Senior Residential Counselor, Counseling Supervisor, and Counseling Manager positions require additional education and experience beyond the minimum qualifications for a Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager.
  - Footnotes were added to Exhibit 5-3, and throughout to describe the phase-out of these four positions: Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager with the award of new center contracts. Footnotes have been added to highlight the addition of these four positions, Residential Counselor, Senior Residential Counselor, Counseling Supervisor, and Counseling Manager with the award of new center contracts.
- e. Appendix 502 – Financial Management for Center Contracts:
- Appendix 502, “Financial Management for Center Contracts,” Section G.3.h, “Underruns in Excess of Anticipated Low OBS Savings,” has been deleted, as these underruns will be deobligated.
- f. ePRH Chapter 6 – Administrative Support:
- Chapter 6, Section 6.1, R3.a.2 of the ePRH has been deleted. This policy states that “centers must identify and report any student as Absent without Leave (AWOL) who fails to return or report within one hour after the expiration of an off-center pass, the end of an off-center activity, or the end of the training day.” In accordance with ePRH Chapter 6, Section 6.1, R1.a.1, “centers must conduct a morning attendance check within one hour after the start of the training day to establish a present for duty status for all students.” Once the student has established a present for duty status for

the day, based on the morning attendance check, that student cannot be reported as AWOL at a later time on that day, as a result of not reporting within one hour after the expiration of an off-center pass, the end of an off-center activity, or the end of the training day. Accountability is addressed throughout the ePRH and is not a student status issue. Students who fail to adhere to accountability requirements should be handled through the disciplinary process.

- An editorial correction has been made in ePRH Chapter 6, Section 6.4, R4.c.9, to correctly reference non-training winter break days as unpaid.
- An editorial correction has been made in ePRH Chapter 6, Section 6.4, R4.c.9, to reflect that a student in the AWOL status will be separated from the program, effective two hours after the student's scheduled training day start-time instead of three hours.
- Minor grammatical corrections have been made in ePRH Chapter 6, Section 6.9 R2.a.2 and R2.c.
- An update/revision has been made in ePRH Chapter 6, Section 6.9, R3.a to provide more detail on the specific training program or certification students must have to participate in forest fire suppression and camp crews.
- An update has been made in ePRH Chapter 6, Section 6.9, R3.e to reflect that students can participate in firefighting/emergency services for no longer than three consecutive weeks, without Regional Office approval.
- An editorial correction has been made in ePRH Chapter 6.11, R1.e.3(a) to reflect that students who are AWOL on the day of their follow-up drug test will be presumed guilty of the *Level I Infraction: Use of drugs as evidenced by a positive drug test*, consistent with current policy in Exhibit 3-1, "Infraction Levels, Definitions and Appropriate Center Actions," as well as ePRH Chapter 6.11, R1.e.1(c).

g. Exhibit 6-1 – Duty/Pay/Leave Status Chart

- An update has been added in Exhibit 6-1 to reflect that students can participate in firefighting/emergency service for no longer than three consecutive weeks, without Regional Office approval.
- An update has been added in Exhibit 6-1 to reflect that Regional Offices can extend the 8-week assignment limit, per year of enrollment, for firefighting/emergency service up to four additional weeks (28 calendar days), if there is a confirmed need for an extension.
- An editorial correction in Exhibit 6-1, has been made to reflect that a student in the AWOL status will be separated from the program, effective two hours after the student's scheduled training day start-time instead of three hours.

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or [BoanKapustin.Natalie@dol.gov](mailto:BoanKapustin.Natalie@dol.gov).

7. ePRH Website Access. This Change Notice and revisions to the ePRH can be accessed at the ePRH website address, <https://eprh.jobcorps.gov>.