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| <b>DIRECTIVES:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-04</b> |
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                             ALL JOB CORPS REGIONAL OFFICE STAFF  
                             ALL USDA FOREST SERVICE CENTER DIRECTORS  
                             ALL JOB CORPS CENTER DIRECTORS  
                             ALL JOB CORPS CENTER OPERATORS  
                             ALL JOB CORPS CENTER STAFF  
                             ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                             ALL OUTREACH AND ADMISSIONS CONTRACTORS  
                             ALL CAREER TRANSITION SERVICES CONTRACTORS

**FROM:**                RACHEL TORRES  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            Resumption of Enrollment of New Students for Full-Time  
                             Participation at Centers with Resumed Physical Operations

1. Purpose. Resuming New Enrollments Following COVID-19 Pause
2. Background. Job Corps' goal is to return to full, in-person center operations as quickly and safely as possible. While the current pandemic continues to evolve, on-center learning, especially with the supports that come with it, is the best way for Job Corps' students, and its future students, to take advantage of the opportunities provided by the program. Job Corps temporarily paused in-person learning in March 2020 due to the Coronavirus Disease 2019 (COVID-19) pandemic. As a result, it also paused enrollments to focus on transitioning to virtual operations and distance learning. In September 2020, Job Corps issued PIN 20-08, Job Corps Center Resumption of Physical Center Operations Checklist for COVID-19, requiring centers to submit plans for resuming physical center operations in preparation for returning Job Corps students to their respective centers. Since then, approximately 94 percent of Job Corps centers have been selected to resume physical operations, and nearly 5,400 students have returned to on-campus participation. As a result, several centers that resumed on-campus operations have returned the majority of their enrolled students to campus.

After steadily resuming in-person operations with careful safety protocols since November 2020, Job Corps is confident that its operators can safely enroll new students and give more young people the opportunity Job Corps provides. Consequently, this PIN provides criteria and procedures to restore new on-center enrollments (residential and

non-residential) at centers that have resumed physical operations and returned a number of students equivalent to 80 percent of their current active students. Centers must carry out new enrollments in compliance with PIN 21-01, Requirements for Assessing and Offering COVID-19 Vaccination to Students; PIN 21-02, Change to Entrance Quarantine, Testing, and COVID-19 Mitigation Requirements for Vaccinated, Partially Vaccinated, and Unvaccinated Students; and PIN 21-03, Protocol for Returning Non-Residential Students to On-Center Learning.

3. Action.

- a. Job Corps regional offices will monitor centers that have resumed physical operations and have returned a number of students equivalent to 80 percent of their current active students (both residential and non-residential, as applicable) and, using the factors outlined in Part 3b and the information provided by the centers in Part 3c, below, consider those centers for approval to resume enrolling new students for full-time participation. Centers that have not yet reached the 80-percent threshold may request to be considered to resume enrollment for full-time students if they identify (and substantiate) any barriers to returning students, explain how they have attempted to address them, and provide a justification of why reopening below this threshold is in the best interest of the center and students who will learn there. Once approved to resume enrollment, the Contracting Officer will notify the center operator.
- b. Approval of a center's resumption of enrollment is at the National Director's discretion and is dependent on Job Corps' analysis of the center's previous resumption activities and compliance with its approved resumption plan and other requirements. Factors that will be considered include:
  - The results of the center's efforts to successfully return students to the center.
  - The center's progress in securing full vaccination of students and implementing enhanced quarantine, masking, and testing requirements for unvaccinated students.
  - The center's implementation of a corrective action plan to address deficiencies identified in any Regional Office Center Assessments (ROCA) or Regional Office Targeted Assessments (ROTA) conducted of the center after it resumed physical operations.
  - The center's implementation of mitigating measures to address incidents of on-campus COVID-19 exposures and protocols for COVID-19 vaccinations.
  - The center's current Community Threat Level (CTL) score, based on risk factors described by the CDC, including cases and hospitalizations.
- c. Within three days of the issuance of this PIN, all centers must provide the below listed information, in writing, to their respective Contracting Officer's Representative (COR) and Contracting Officer (CO).
  - The center's estimated COVID-safe on-board strength (OBS) capacity

(residential and non-residential, as applicable) in light of continued implementation of COVID-19 medical and safety protocols, and how the estimate was determined,

- The center's identification of the specific physical space and/or occupancy issues informing the OBS estimate, and
  - The center's procedures and timelines for onboarding new students consistent with the OBS estimate and the continued implementation of COVID-19 medical and safety protocols.
- d. Admissions Counselors (AC) and centers must prioritize for enrollment those applicants who have completed applications already in OASIS, Job Corps' admissions processing system. Completed applications are those that were found to be eligible and were recommended for enrollment by the AC. The order of processing of completed applications for enrollment must be based on the date the application was completed in OASIS. This seeks to ensure that the applicants pending the longest are the first to be processed, enrolled, and assigned to and arrived at Job Corps centers.
- e. There may be student applications that have been completed more than 120 days ago but have not been fully processed, and, therefore, are still pending. The AC must review these applications again to verify that the applicants still meet Job Corps' eligibility requirements as described in the Policy and Requirements Handbook (PRH), Chapter 1, Exhibit 1-1. **If an applicant has a completed background check that is more than 120 days old, the AC must request a new background check and ensure that the results do not impact the applicant's eligibility for enrollment.**
- f. Once a center has been approved to resume enrollment for full-time students participating on-campus, it may designate cohorts consisting of both currently enrolled students, virtually-enrolled students who have completed the required Career Preparation Period (CPP) via distance learning and are ready to come on-center, and newly enrolled students who are coming directly on-center. Currently enrolled students are to be prioritized for returning to campus. Centers must continue to follow procedures for onboarding student cohorts, as outlined in PIN 20-08 and the centers' approved resumption of physical operations plans.
- g. Centers must facilitate **all** CPP activities for new full-time students participating on-campus as required by the PRH, while ensuring that safety protocols, as outlined in PIN 20-08 and the centers' approved resumption plans, are followed.
- h. Centers must provide **all** required student health (PRH Chapter 2.3) and counseling (PRH Chapter 2.1) services for new full-time students participating on-campus, while ensuring that safety protocols, as outlined in PIN 20-08 and the centers' approved resumption plans, are followed.
- i. CORs will review center information described above (in paragraph 3c) to ensure that it meets program requirements and objectives. COs will review this center

information from the contracting perspective to identify where modifications to the contract or other contractual orders are required. If modifications or other contractual orders are required, they will be promptly issued by the CO as the DOL official authorized to revise contract requirements and no change to the work will be authorized prior to such modification.

4. Effective Date. Immediately until rescinded or superseded. The Office of the Senior Procurement Executive will issue a Change Order simultaneously with this Job Corps PIN.
5. Inquiries. Questions about the implementation of this policy guidance should be addressed to the appropriate Contracting Officers' Representative.