

July 27, 2012

DIRECTIVE:	PROGRAM INSTRUCTION NOTICE NO. 12-04
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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 OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Nominations for Health Care and Staffing Cost-Efficiency Workgroups

1. Purpose. To announce the Office of Job Corps' Health Care and Staffing Cost-Efficiency workgroups, and to solicit nominations for participation on each workgroup.
2. Background. The Office of Job Corps will be convening two workgroups to provide cost-saving recommendations in the areas of health care and staffing. These workgroups will review previous recommendations made to the Office of Job Corps, current practices, and potential cost efficiencies to make final recommendations to the Employment and Training Administration. The workgroup will convene via videoconferencing and telephone throughout August 2012.

The Health Care Cost-Efficiency Workgroup discussion will include, but not be limited to, a review of medical, dental, and mental-health services, time frames and methods for delivery of services, and minimum health-care requirements as outlined in legislation and policy.

The Staffing Cost-Efficiency Workgroup discussions will include, but not be limited to, current staffing plans, development of model staffing plans and position descriptions, student-to-staff ratios, and minimum staffing requirements as outlined in legislation and policy.

3. Nominations. Each corporate operator and the USDA Forest Service should submit nominations for workgroup participation no later than **Friday, August 3**. Nominations should be e-mailed to the following contacts.

Health Care Workgroup – please send nominations to Carol Abnathy at abnathy.carol@dol.gov.

Staffing Workgroup – please send nominations to Marcus Gray at gray.marcus@dol.gov.

4. Action. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.
5. Expiration Date. August 3, 2012.
6. Inquiries. Inquiries should be directed to the points of contact listed above.