

January 15, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-20
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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: Affordable Care Act (ACA) Signature Sheets

1. Purpose. To inform the Job Corps Outreach and Admission staff to discontinue submitting ACA signature sheets to the National Office.
2. Background. Program Instruction 13-09, Implementation of the Affordable Care Act and Health Insurance (Marketplace) in Job Corps, required Admissions Counselors to fax the ACA Signature Sheets to (202) 693-3113, attention Johnetta Davis; or e-mail the sheets to davis.johnetta@dol.gov each Friday beginning October 1, 2013.
3. Action. Admissions Counselors no longer have to fax or e-mail the ACA Signature Sheets to the National Office.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.