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| <b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 16-42</b> |
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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  
                             ALL CENTER USERS

**FROM:**              *File* LENITA JACOBS-SIMMONS *[Signature]*  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            Job Corps' Electronic Folder for Management of Student Records

1.     **Purpose.** To notify the Job Corps community that Outreach and Admission (OA) Contractors must use the electronic Folder (e-Folder) in the Outreach Admissions Student Input System (OASIS) for scanning and storing enrollment documents.

2.     **Background.** In an attempt to simplify delivery of quality services, and to reduce the costs of delivering those services, the Federal government has adopted an e-Government initiative. It is Job Corps' goal to support that effort by managing student records through the development and use of the electronic folder.

Job Corps piloted e-Folder in 2012. All centers and Outreach and Admissions and Career Transition Services (OA/CTS) received scanners. While some OA/CTS and centers use them extensively, many centers are not using them to their full capacity.

**Effective October 1, 2017**, all OAs must use e-Folder to store all student records in OASIS; health records should be added to the Health e-Folder, located in the Wellness and Accommodation module in the Center Information System.

Current Job Corps policy requires hard copy records to be kept for 3 years. Job Corps is reviewing this policy requirement, and will issue further guidance at a later date.

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

Upon receipt of this Program Instruction, OAs should test their scanners and begin using the e-Folder function in OASIS for all new enrollments. Training will be provided again on both the scanners and the use of the e-Folder application.

4. Implementation Date. October 1, 2017.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Andrea Kyle ([Kyle.Andrea@dol.gov](mailto:Kyle.Andrea@dol.gov)) for policy questions and Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov) for technical questions.