



April 24, 2020

**DIRECTIVES:           JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-16**

**TO:**                   ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL FOREST SERVICE CENTER DIRECTORS

**FROM:**               DEBRA CARR   DEBRA CARR Digitally signed by DEBRA CARR  
Date: 2020.04.24 15:53:59 -0400'  
                          Acting National Director  
                          Office of Job Corps

**SUBJECT:**           Ensuring Student Access to Prescription Medication During Spring Break

1. Purpose. To provide guidance to Job Corps centers in ensuring students have access to prescription medication during spring break.
2. Background. Job Corps established a mandatory spring break for all centers from March 16, 2020, through May 10, 2020, in response to the threat of coronavirus (COVID-19).<sup>1</sup> Most students have been transported to their home of record or other residence. Only a few students remain on campus because they have no alternative living arrangements.

Job Corps centers are required to provide access to basic medical services to enrolled students.<sup>2</sup> Health and wellness staff often provide important support to students in various areas, including providing and facilitating access to medications, and supporting student physical and behavioral well-being. The Policy and Requirements Handbook (PRH) Chapter 2.3 R2 and Exhibit 2-4, “Job Corps Basic Health Care Responsibilities,” requires that centers provide students with access to prescription medications as part of basic medical services.<sup>3</sup> Additionally, PRH Appendix 203, “Medication Management Guidelines,” outlines procedures for centers to provide students prescription medications when they are on leave. Although PRH 2.3 R11.b states that Job Corps shall not pay for health-related costs incurred by a student while on leave, Job Corps has historically interpreted this policy to refer to costs related to health-related incidents that occur off-center while on leave. Therefore, centers must continue to provide students with access to prescription medication during spring break.

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<sup>1</sup> Job Corps issued Program Instruction Notice (PIN) 19-14, which established the mandatory spring break from March 16, 2020 through April 14, 2020. In light of continuing concerns regarding COVID-19, Job Corps issued PIN 19-15 extending the spring break to May 10, 2020.

<sup>2</sup> See 20 C.F.R. § 686.530(d).

<sup>3</sup> <https://prh.jobcorps.gov/Student%20Support%20Services/2.3%20Health%20Services/Pages/default.aspx>.

Centers have developed plans to provide access to prescription medication to students while they are off-center, including sending medication via mail, as noted in Appendix 203, as well as arranging transfers of prescriptions to local pharmacies or providers. Centers should continue to follow these plans and extend them, as necessary, for the duration of Spring break.

3. Action. Centers must take the following steps if a student requires prescription medication while on spring break:

- Check for a student's medication remaining on center. In this case, the remaining medication should be shipped to the student in compliance with federal laws, as well as the sending and receiving state laws.
- If no medication is on center or for controlled medications that cannot legally be shipped, the Center Physician/Physician's Assistant/Nurse Practitioner (prescriber) should attempt to prescribe by phone to the students in their home location. The payment method previously used to purchase medications for the student should be utilized if the student does not have insurance.
- If the prescriber cannot prescribe in the student's home state and the medication can be shipped, the physician should prescribe at a pharmacy near the center and the center should ship the prescription. The payment method previously used to purchase medications for the student should be utilized. The center may also collaborate with local medical or mental health clinics to obtain medication for the student.
- If none of the above are options, the center should assist the student in exploring options near the student's home, including the student's primary care provider, health clinics, psychiatrist, specialty provider, or health department for family planning programs.
- Center health staff should contact students on prescription medication monthly to assess compliance, efficacy, side effects, and determine the need for refills.
- Centers should handle injectable biologic and psychotropic medications on a case-by-case basis. Some injectables can be administered by the student or a parent. If this is not the case and the student lives close to the center to reach it, the injectable could be administered on the center by Health and Wellness staff using appropriate precautions. Otherwise, the center can help the student to find a provider in their home community to inject the medication, such as the original prescriber.
- The Drug Enforcement Administration (DEA) has provided guidance regarding the issuance of oral schedule II prescriptions in light of the nationwide pandemic. Prescribers can phone pharmacies to refill controlled substances and follow-up with a written prescription by mail, fax, or scan within 15 days. More information on the DEA and COVID-19 can be found here:

[https://www.deadiversion.usdoj.gov/GDP/\(DEA-DC-021\)\(DEA073\)%20Oral%20CII%20for%20regular%20CII%20scirpt%20\(Final\)%20+Esign%20a.pdf](https://www.deadiversion.usdoj.gov/GDP/(DEA-DC-021)(DEA073)%20Oral%20CII%20for%20regular%20CII%20scirpt%20(Final)%20+Esign%20a.pdf)

- Centers should assist students in applying for medication assistance, if needed, such as Medicaid in their home locations or free/discounted medication programs (e.g., GoodRx).
  - Centers should continue to assess and adjust their health and wellness staffing to ensure that students, both on and off-campus, have appropriate access to behavioral or mental health and physical health support consistent with PRH requirements, and that staff are appropriately trained on COVID-19 related precautions and procedures.
4. Expiration Date. Until superseded.
  5. Inquiries. Inquiries should be directed to the respective Regional Directors.