

August 4, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-04</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

**FROM:** LENITA JACOBS-SIMMONS  
Acting National Director  
Office of Job Corps

**SUBJECT:** Job Corps' Program Guide on Animals as Accommodations

1. Purpose. To inform the Job Corps community about the release of the Job Corps Program Guide on Animals as Accommodations. This guide was designed to support center Reasonable Accommodation Committees (RACs) as they work to ensure students are provided service and comfort animals as reasonable accommodations.
2. Background. Centers are receiving an increasing number of applicant/student requests to have service or comfort animals while enrolled in the Job Corps program. Students who require a service or comfort animal should make this request via the reasonable accommodation request process. This process is outlined in Appendix 605. Requests for service or comfort animals will be assessed on a case-by-case basis by the center's RAC. Consideration will be given to the type of animal and the functions it performs. Center staff members who need assistance with decision making should use the Animals as Accommodations program guide as a reference, and contact their Regional Disability Coordinators. The guide will be posted on the Job Corps Disability Web site. A Webinar on this topic will be offered this fall.
3. Action. 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 Until superseded.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](mailto:abnathy.carol@dol.gov) or Johnetta Davis at (202) 693-8010 or via e-mail at [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment

Animals as Accommodations in the Job Corps Program Guide