

October 26, 2021

DIRECTIVE: JOB CORPS DATA CENTER NOTICE NO. 21-066

FROM: Job Corps Data Center

SUBJECT: Active Hotspots Not Assigned to Students

As you know, COVID had impacted our ability to give students access to resources while away from our JC Centers. Fully aware of these challenges, Job Corps Data Center issued over 25K Hotspots allowing students to continue attending training and/or classes while we navigated these uncharted waters. Prior to distribution, Student Loaner Device Guidance was issued and stated that hotspots were intended for **student use only and must be entered into EPMS**.

During an audit, a discrepancy was discovered that the JCDC is in the process of resolving. At that time, 3,068 active hot spots were not assigned to students in EPMS. If these were physically assigned to students, it is imperative that they be documented in EPMS, or they will be de-activated. The deadline to remediate any hotspots not recorded in EPMS is **COB Friday, October 29th**. At that time, JCDC will run another audit in order to determine what hotspots to de-activate on **Monday, November 1st**.

As a reminder, the center will need a completed student loaner form (Job Corps Program Instruction Notice 20-06 archived at prh.jobcorps.gov) before assigning distance learning (DL) government furnished equipment (GFE) to students. To assign DL GFE to a student, please refer to page 40 from the EPMS technical guide (http://jcweb.jobcorps.org/Documents/EPMS3G_Tech_Guide.pdf).

Questions concerning this notice should be addressed to the JCDC TAC at helpdesk@jobcorps.org. Please include “Active Hotspots Not Assigned to Students” in the subject of your message.

Thank you