

August 31, 2009

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-13</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:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** Increase in Center Mental Health Consultant Hours

1. Purpose. To notify Job Corps centers of an increase in Center Mental Health Consultant (CMHC) hours from a minimum of 3 hours per 100 students per week to a minimum of 5 hours per 100 students per week.

2. Background. CMHC hours have not been increased since 1992, when 1 hour per 100 students per week was added to provide services and support for students in the alcohol and other drugs of abuse program, yielding the current formula of 3 hours per 100 students per week. This is not sufficient to implement the existing mental health and wellness program, assist in the implementation of the Career Development Services System (CDSS), and participate in the Disability Initiative. According to the disability data collection system, 80% of students with disabilities entering the program have cognitive or mental health disabilities. However, another group of students served by the mental health and wellness program have mental health related issues that are not identified as disabilities. These students are referred to the CMHC due to crisis or urgent matters such as suicidality, self-harm, dangerous or significantly disruptive behavior, or significant distress. CMHCs estimate that this group makes up about 50% of the students in their caseload not captured by disability data.

To maintain the effectiveness and integrity of mental health support provided to Job Corps students, the minimum number of CMHC hours will be raised from 3 hours per 100 students per week to 5 hours per 100 students per week. This increase in minimum hours will allow for additional assessments, direct service, staff consultation and training, and appropriate case management of students with an emphasis on employability.

3. Action.
  - a. By September 15, 2009, Job Corps centers must submit the following information to Johnetta Davis ([davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov)):
    - (1) Center Name
    - (2) CMHC Contractor Name
    - (3) Current CMHC FTE (subcontract)
    - (4) Hourly Rate
    - (5) Contract Start and End Dates
  - b. Effective October 1, 2009, CMHC hours will increase to a minimum of 5 hours per 100 students per week.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).