

September 27, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-04 AND RELATED PAG CHANGES
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Inclusion of the Reasonable Accommodations Process in the Policy and Requirements Handbook (PRH) Appendix 605

1. Purpose. To add information to the PRH outlining the process for an applicant, or student with a disability, to request reasonable accommodation to participate in the Job Corps program.
2. Background. Reasonable accommodations are any changes to the environment or in the way things are customarily done, that give a person with a disability an opportunity to participate in the application process, job, program or activity that is equal to the opportunity given to similarly situated people without disabilities. Although many people with disabilities can (and do) apply for and participate in the Job Corps program without any reasonable accommodations, barriers do exist that may keep other potential applicants or students with disabilities from applying or participating, and that could be overcome with some form of accommodation. Reasonable accommodation may involve providing an appropriate service or product; modifying or adjusting a job, work/academic environment, policy, program, or procedure; or any other action that removes those barriers for the person with a disability

While the PRH currently requires that all applicants and students with disabilities be provided the opportunity to request and receive reasonable accommodation (PRH 6.8, R2 (a)); the process for providing reasonable accommodation has never been included in the PRH. Initially, guidelines for providing reasonable accommodation were released as a Program Instruction Notice (00-08) and later, were updated and made available on the Job Corps Disability website (Program Instruction Notice 06-27). These guidelines will now be added to Appendix 605: Definitions and Documentation Requirements Related to Reasonable Accommodations for Applicants and Students with Disabilities.

3. Explanation of PRH Changes. The process for an applicant or student with a disability to request reasonable accommodation to participate in the Job Corps program has been added to Appendix 605. The information in the reasonable accommodation section of the Job Corps Disability website will be updated to match Appendix 605. The website will also provide tools, forms, tips, and resources to support the center reasonable accommodation process.

The Job Corps Reasonable Accommodation Request Form is being updated and will now be available in Appendix 605. This form cannot be changed and must be used to document a reasonable accommodation request.

The Job Corps Reasonable Accommodation Funding Request Form (See Program Instruction Notice 06-21) is also being added to Appendix 605. In rare cases when high cost accommodations are needed, centers should use this form to request funding assistance from the National Office. Completion of this form is required to make a funding request.

While Appendix 605 will outline the process when an applicant/student needs reasonable accommodation to *participate in the program*, a process for an applicant who needs reasonable accommodation to *participate in the admission process* is still needed in the PRH. Policy for this process will be released as a separate appendix in PRH Chapter 1. Until this PRH change is released, Outreach and Admissions agencies should continue to follow the process on the Job Corps Disability website when an applicant needs accommodation to participate in the admissions process.

4. Explanation of PAG Changes. There are no related PAG changes.

5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

6. Effective Date. Until superseded.

7. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283, or abnathy.carol@dol.gov.

Attachment

A – PRH Cover

B – PRH Chapter 6

C – Appendix 605