



DEC 21 2018

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 18-07

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  
ALL CENTER USERS

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

SUBJECT: Electronic Policy and Requirements Handbook (ePRH) Revisions to  
TEAP Specialist Hours (Exhibit 6-5)

1. Purpose. To revise current ePRH staffing requirements for Trainee Employee Assistance Program (TEAP) Specialist by increasing required staffing hours to 15 hours/100 students/week.
2. Background. The purpose of the TEAP program is to provide students with services related to illicit substance use in the areas of prevention; education; identification of substance use problems; relapse prevention; and help overcoming barriers to employability. Major TEAP activities include: delivering presentations and other educational sessions related to substance use prevention; conducting student substance use risk assessments; providing intervention services to students that present an elevated risk for substance use; and drug and alcohol testing. Drug and alcohol testing is required within 48 hours of new or readmitted students' arrival on center, and again between the 37<sup>th</sup> and 40<sup>th</sup> day after arrival on center for those students who tested positive at entry, and finally, for any student who is reasonably suspected of drug or alcohol use on center at any time.

Currently, the Job Corps ePRH requires that the minimum required level of weekly TEAP coverage is six hours per every 100 students on center per week (Exhibit 6-5). Based on this requirement, it would only be compulsory for a center with an on-board strength (OBS) of 666 or greater to provide full-time (40 hours) TEAP services on center. Prior to 2013, the requirement was for each center to staff TEAP as a full-time position. The current OBS-driven hourly requirement policy has been in effect since January 2013 (ePRH Change Notice 12-10), as a result of an effort to ensure health-care cost efficiency and realize program cost savings in this area.

During the most recent seven-year period, Program Year (PY) 2011 to PY 2017, OJC has experienced an annual increase in students' positive on-entry substance use tests, from 23.3 percent positive in PY 2011 up to 30.3 percent positive in PY 2017, an increase of 7 percent.

This is consistent with, but slightly higher than, the 3.6 percent increase in the nationwide rate of reported current drug use in young adults between 2011 (21.4 percent) and 2017 (25 percent), according to the Substance Abuse and Mental Health Services Administration. One possible contributing factor related to the reported increase in substance use among young people is the legalization of marijuana use in 10 states, and the District of Columbia. However, at the federal level, the use of marijuana remains illegal on centers in these states. Because Job Corps is a federal program, marijuana use is unacceptable for all Job Corps participants. As such, our TEAP program must be able to respond to incoming participants who need additional assistance with changing their behaviors in accordance with program requirements.

In addition to the presented quantitative data, a high-level, program-wide view of this issue also indicates the need to increase the TEAP services. Illicit substance use among Job Corps students is a safety and security concern for the program, as there is a strong positive correlation between drug or alcohol use and adolescent interpersonal violence, in addition to other high risk behaviors. An expansion in the number of TEAP service hours will allow for all students who exhibit risk of substance use, not just those who test positive on entry, to receive increased and more individualized and comprehensive services related to substance use, thereby increasing their probability of success, and consequently optimizing overall safety and security on centers.

Given the increase in the incidence of drug use among young people and the impact this has had on the Job Corps program, OJC is increasing the requirement for the minimum amount of TEAP services provided. Minimum required hours are increased from 6 hours per 100 students per week to 15 hours per 100 students per week.

3. Explanation of ePRH Changes. This Change Notice transmits changes to the Electronic Policy and Requirements Handbook (ePRH) Chapter 6, Exhibit 6-5, Center Health Services Staffing Requirements. Hours for the TEAP Specialist position have increased to 15 hours/100 students/week.
4. Action Required. Addressees are to ensure this ePRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).
7. ePRH Web site Access. This Change Notice and revisions to the ePRH are available on the ePRH Web site at <https://eprh.jobcorps.gov>.