

May 26, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-14
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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
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 6

1. Purpose. To revise PRH requirements by initiating independent, biannual Health and Wellness Program and Disability Program compliance assessments.

2. Background. Since Job Corps has moved to a need-based and risk-management schedule for Regional Office Center Assessments, the National Office of Job Corps has established independent compliance reviews of the Health and Wellness, and Disability programs. Health and Wellness program and Disability program compliance assessments will now be conducted biannually on a schedule set by the National Office health unit. The focus of the health and wellness program compliance assessment will be to ensure center compliance with Federal and applicable state health and disability laws and Job Corps program requirements.

3. Explanation of PRH Changes

a. Changed Chapter 6, Administrative Support, Table of Contents by:

1. Adding “6.12, R18, Biannual Health and Wellness Program Compliance Assessments”
2. Adding “6.14, R10, Biannual Disability Program Compliance Assessments”

b. Changed Chapter 6, Section 6.12, Health Administration, by adding the following new requirement:

R18. Biannual Health and Wellness Program Compliance Assessments

The National Office of Job Corps shall:

- a. Provide subject matter experts to conduct biannual compliance assessments to evaluate the delivery of Health and Wellness Program services on centers in accordance with Federal and state laws and regulations, as well as requirements in PRH Sections 6.10, 6.11, and 6.12. Assessments will be conducted on a schedule set by the National Office of Job Corps.
 - b. Provide a written report to the Job Corps Regional Director and Center Director within 30 days after completion of assessment.
- c. Changed Chapter 6, Section 6.14, Disability Program, by adding the following new requirement:

R10. Biannual Disability Program Compliance Assessments

The National Office of Job Corps shall:

- a. Provide subject matter experts to conduct biannual compliance assessments to evaluate the delivery of Disability Program services on centers in accordance with Federal laws and regulations, as well as requirements in PRH Section 6.14. Assessments will be conducted on a schedule set by the National Office of Job Corps.
 - b. Provide a written report to the Job Corps Regional Director and Center Director within 30 days after completion of assessment.
4. Action Required. Addressees are to ensure this PRH 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.

Attachment

PRH Chapter 6