

Policy and Requirements Handbook Record of Changes

Program Year 2016						
No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
4.	9/30/2016	16-04	Ch. 5, 6	Chapter 5, Sec. 5.2, Exhibits 5-3, 6-5	Chapter 5, Sec. 5.2 R4, Exhibits 5-3, 6-5	To revise current PRH staffing requirements for center physician/nurse practitioner/physician assistant, including requests for waivers.
3.	9/30/2016	16-03	Ch. 6	Chapter 6, Sec 6.4	Chapter 6, Sec 6.4, R2 (a, e)	To clarify Job Corps' transfer policy, requiring Regional approval for all transfers; and to establish that transfers are permanent, and cannot be informal or conditional.
2.	7/5/2016	16-02	Chapter 5	Exhibit 5-1	Exhibit 5-1	To revise current PRH requirements for required Standard Operating Procedures (SOPs) to include an additional SOP for Health and Wellness Center (HWC) staffing.
1.	7/1/2016	16-01	Ch. 5	Appendix 501 intro, a-e	Appendix 501 intro, a-e	To transmit the PY 2016 PRH Appendix 501 which contains the policies governing Job Corps' Performance Management System for Center Operators, Outreach and Admissions (OA) contractors, Career Transition Services (CTS) providers, Career Technical Training (CTT) programs, and a new Performance Improvement Plan (PIP) system which is under departmental clearance. Also included is information on the development of a new Workforce Innovation and Opportunity Act (WIOA) Reporting System to communicate program outcomes to the Office of Management and Budget (OMB), Congress and other interested parties. All PY 2016 performance goals, both national and model-based, are included in these policies.

Program Year 2015

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
15	6/3/2016	15-15	Ch. 1, 3, 6	Ch. 1 Sec. 1.6; Ch. 3 Ex. 3-1, 3-3, 3-5; Ch. 6 Sec. 6.11	Ch. 1 Sec. 1.6 R1; Ch. 3 Ex. 3-1, 3-3, 3-5; Ch. 6 Sec. 6.11 R1	To ensure Job Corps' Student Conduct system supports a safe, secure learning and living environment for all students and staff, and to strengthen policies related to student misconduct by clearly defining and classifying behavior infractions to facilitate consistent application throughout the Job Corps system.
14.	5/26/2016	15-14	Ch. 6	Ch.6 Sec 6.12, 6.14	Ch.6 Sec 6.12 R18; 6.14 R10	To revise PRH requirements by initiating independent, biannual Health and Wellness Program and Disability Program compliance assessments.
13.	4/29/2016	15-13	Ch. 3, 5, 6	Ch. 3 Sec. 3.8, Ex. 3-4, App. 301; Ch. 5 App. 501(a), 502, 509; Ch. 6 Sec. 6.4, 6.11, Ex. 6-1, 6-3,	Ch. 3 Sec. 3.8, Ex. 3-4, App. 301; Ch. 5 App. 501(a), 502, 509; Ch. 6 Sec. 6.4, 6.11, Ex. 6-1, 6-3,	To update the current PRH by including the cessation of summer break, as announced in Job Corps Information Notice 15-28.
12.	4/14/2016	15-12	Ch. 4	Ch. 4 Sec. 4.3, 4.4, 4.5	Ch. 4 Sec. 4.3, 4.4, 4.5	To revise current PRH standards, and provide guidance to Career Transition Services (CTS) providers in the use of case notes.
11.	4/7/2016	15-11	Ch. 5, 6	Ex. 5.1; Ch. 6 Sec. 6.12; App.611	Ex. 5.1; Ch. 6 Sec. 6.12 R6; App.611	To revise current PRH language by updating medication management policies on center, and requiring Standard Operating Procedures (SOPs) for the management of prescribed non-controlled medications, prescribed controlled substances, and Over-the-Counter (OTC) medications on center.
10.	3/8/2016	15-10	Ch. 5, 6	Ch. 5 Sec 5.2, Ex 5.3; Ch. 6 Sec 6.12, Ex 6-5	Ch. 5 Sec 5.2 R4; Ch. 6 Sec 6.12 R1	To revise current PRH standards by updating the credential/subcontract review process, including requests for waivers, prior to the hire of center health and wellness staff. To update minimum staff qualifications for the Trainee Employee Assistance Program (TEAP) Specialist.

Program Year 2015

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
9.	2/4/2016	15-09	Ch. 1, 3, 5, 6	Ch. 1 Sec 1.6; Ch. 3 Sec 3.4, Ex 3-1, 3-2; Ch. 5 Sec 5.5; Ch. 6 Sec 6.11	Ch. 1 Sec 1.6 R1; Ch. 3 Sec 3.4 R2, R3, Ex 3-1, 3-2; Ch. 5 Sec 5.5 R1; Ch. 6 Sec 6.11 R1	To ensure Job Corps' Student Conduct System supports a safe, secure learning and living environment for all students and staff, and to strengthen policies related to student misconduct by clearly defining and classifying behavior infractions to facilitate consistent application throughout the Job Corps system.
8.	1/12/2016	15-08	Chapter 5	Section 5.1,	Section 5.1, R2,c	To discontinue the required 2-year ROCA cycle, and replace it with a risk-management/contract-based cycle and approach.
7.	12/14/2015	15-07	Ch. 1-6	Ch1 Sec 1.1, 1.2, 1.6; Ex 1-1, 1-8; App 101 - 105, 107, 108; Ch2 Sec 2.1, 2.4, 2.5, 2.7; Ch3 Sec 3.0 - 3.6, 3.13, 3.14, 3.21; App 302a-h, 306, 307, 310; Ch4 all sections; Ch5 Sec 5.1, 5.10; App 501a-d, 502 - 504, 509; Ch6 Sec 6.1, 6.2, 6.4, 6.6, 6.9, 6.12, 6.13; Ex 6-2, 6-11; App 606		To revise the current PRH requirements by updating existing policy to incorporate new provisions and requirements of the WIOA that took effect July 1, 2015, and the Justice for Victims of Trafficking Act of 2015.
6.	11/30/2015	15-06	Chapter 6	Sec. 6.10; Exhibit 6-4; Exhibit 6-5	6.10, R3; Exhibit 6-4; Exhibit 6-5	To revise current PRH requirements by updating Job Corps' Mental-Health and Wellness Program (MHWP) requirements, removing percentage of hours dedicated to specific Center Mental-Health Consultant (CMHC) tasks, and updating required staffing patterns for the Center Physician and Nurse Practitioner (NP)/Physician Assistant (PA).
5.	10/26/2015	15-05	Chapter 5			To provide clarification on the recently revised placement timelines and implementation of the 90-day rule (in PRH CN 15-01 and 15-03)

Program Year 2015

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
4.	9/15/2015	15-04	Chapter 6	Sec. 6.1	Sec. 6.1 R3	To revise and clarify the Job Corps' policy regarding the minimum requirements for reporting, investigating, and documenting cases of missing students, and to change time requirements for notifying parents/guardians of missing minor students.
3	8/10/2015	15-03	Chapter 5	Appendix 501	Appendix 501	To provide further clarification on implementing the revised and more aggressive timeline for initial placement, and issue the final PY 2015 Model-Based Goals (MBGs) for the High School Diploma/High School Equivalency (HSD/HSE), and Combination HSD/HSE/CTT Attainment (Combo.) measures in Attachment 8 of PRH Appendix 501 Introduction.
2	8/4/2015	15-02	Chapter 5	Sec. 5.4	Sec. 5.4 R4	To provide the Job Corps community with guidance on responding to an active shooter event. This guidance is offered as the minimum standard for all centers. Center leadership should assess their centers to determine additional and specific needs to deal with an active shooter.
1	7/1/2015	15-01	Chapter 5	Appendices 501, 501a, 501b, 501c, 501d	Appendices 501, 501a, 501b, 501c, 501d	Updates entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2014

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
14	(4/28/15 re-issued) 4/17/15	14-14	Chapter 5	Exhibit 5.3	Exhibit 5.3	To change the minimum staff qualifications for Admission Counselor, Placement/Transition Specialist, and Outreach and Admissions/Career Transition Specialist Project Director.
13	2/23/15	14-13	Chapter 3	Appendix 304	Appendix 304	To update Appendix 304 with Distance Education and Training Council name change.
12.	2/10/15	14-12	Chapter 5	Appendices 501, 501d	Appendices 501, 501d	To establish usage of the new term "Continuous Improvement Plan (CIP)" in place of "Performance Improvement Plan (PIP)," to best describe the process of improving performance in Career Technical Training (CTT) programs.
11.	1/20/15	14-11	Chapter 3	Appendices 302a-h	Appendices 302a-h	Informs the Job Corps community of revised Appendices 302a-h.
10.	1/20/15	14-10	Chapter 3	Chapter 3, Exhibit 3.1	Sec 3.11 and Exhibit 3.1	Informs the Job Corps community about new policy requirements regarding use of online high school diploma programs, and student conduct.
9.	1/8/15	14-09	Chapter 3	Appendix 303, 303a, 303b	Appendix 303, 303a, 303b	Informs the Job Corps Community of revisions to PRH Appendix 303, CTST, and associated forms
8.	11/25/14	14-08	Chapter 5	Appendix 501	Appendix 501, Attachment 8 and 10	Informs the Job Corps community of updates and revisions to the Policy and Requirements Handbook (PRH) Appendix 501: PY 2014 Performance Management System, Attachments 8 and 10
7.	11/14/14	14-07	Chapter 6	Sec. 6-5	Sec. 6-5 R2	Informs the Job Corps community and provides clarification to the structure and payment amounts for clothing allowances to students in Sect 6-5, R2.
6.	10/21/14	14-06	Chapter 6	Sec, 6.6	All pages in Sec. 6.6	Informs the Job Corps community with updated information pertaining to student travel oversight
5.	9/19/14	14-05	Chapter 6	Sec. 6.4; Sec. 6.6; Sec. 6.11; Sec. 6.12; Exhibit 6.1	All pages in Sec. 6.4, 6.6, 6.11, and 6.12; Exhibit 6.1	Informs the Job Corps community of updates to the Job Corps' Family Planning Program, and medical separation policies

Program Year 2014

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
4.	9/12/14	14-04	Chapter 5	Chapter 5, Exhibit 5-2, Exhibit 5-19, Appendix 511, Appendix 512a, Appendix 512b, PRH TOC	All pages in Sec 5.9, 5-10, 5.11, and 5.12; all pages in App. 512a and 512b; all pages in PRH TOC	Informs the Job Corps community of changes to PRH Chapter 5, Exhibit 5-2, Exhibit 5-19, Appendix 511, Appendix 512a, Appendix 512b, PRH TOC regarding updates to current PRH specifications to reflect revised Facility Standards, Maintenance and Improvements, and Sustainability requirements
3.	7/28/14	14-03	Chapter 1 Chapter 4 Chapter 6	Sections 1.2-6 and 1.2-7; Exhibit 1-1 and Exhibit 1-5; Appendix 105 Section 4.2-1; Section 6.3-2; Section 6.4-2	All pages in Sec 1.2-6 and 1.2-7; Exhibit 1-1 (Pages 8 and 9), and Exhibit 1-5 (Pages 1 and 2) All pages in Sec 4.2-1 All pages in Sec 6.3-2 and 6.4-2	Informs the Job Corps community of changes to PRH Chapters 1, 4, and 6, Appendix 105 and Exhibit 1-1 and 1-5 regarding High School Equivalency
2.	07/18/14	14-02	Chapter 5	Exhibit 5-4	All pages in Ex 5-4	Informs the Job Corps community of requirements related to staff training
1.	07/01/14	14-01	Chapter 5	Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2013

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
8.	04/18/14	13-08	Chapter 3	Appendix 302a; Appendix 302b; Appendix 302c; Appendix 302d; Appendix 302e; Appendix 302f; Appendix 302g; Appendix 302h	All pages in App. 308a, App. 308b, App. 308c, App. 308d, App. 308e, App. 308f, App. 308g, and App. 308h	Informs the Job Corps community of new Memorandums of Understanding (MOUs) that align with National Training Contractors (NTCs), and of the change to Section 3.2 R4 which details the requirements of providing tool kits to Job Corps students.
7.	03/18/14	13-07	Chapter 5	Appendix 502	All pages in App. 502	Updates Appendix 502, Section F to be consistent with changes previously made to PRH Chapter 6.

Program Year 2013

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	10/01/13	13-06	Chapter 1 Chapter 6	Section 1.6 Section 6.4	All pages in Sec. 1.6 All pages in Sec. 6.4	Informs the Job Corps community of changes to PRH Section 1.6 R2 d, and Section 6.4 R2 d.
5.	10/01/13	13-05	Chapter 6	Appendix 605	All pages in App. 605	Updates Appendix 605 to ensure compliance with federal disability nondiscrimination laws and to clarify the Job Corps reasonable accommodation process.
4.	08/26/13	13-04	Chapter 1	Appendix 108	All pages in App. 108	Revises current PRH requirements by adding the new Referral for Center Form to Appendix 108.
3.	08/06/13	13-03	Chapter 3 Chapter 6	Section 3.2; Section 3.13 Section 6.3	All pages in Sec. 3.2, and Sec. 3.13 All pages in Sec. 6.3	Informs the Job Corps community of changes to PRH Sections 3.2, 3.13, and 6.3.
2.	07/01/13	13-02	Chapter 1 Chapter 6	Section 1.2; Section 1.4; Section 1.5; Appendix 107; Appendix 108 Appendix 609; Appendix 610	All pages in Sec. 1.2, Sec. 1.4, Sec. 1.5, App. 107, and App. 108 All pages in App. 609, and App. 610	Informs the Job Corps community of changes to PRH Sections 1.2, 1.4, 1.5, and related Appendices, and Appendices 609 and 610.
1.	7/01/13	13-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2012

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
20.	06/28/13	12-20	Chapter 1 Chapter 2 Chapter 3	Section 1.2 Section 2.3; Section 2.5; Appendix 201 Section 3.9; Section 3.10; Section 3.12; Appendix 301	All pages in Sec. 1.2 All pages in Sec. 2.3, Sec. 2.5, and App. 201 All pages in Sec. 3.9, Sec. 3.10, Sec. 3.12, and App. 301	Updates policies in the PRH and related requirements in the Program Assessment Guide (PAG) regarding language assessment and instruction for LEP students
19.	06/17/13	12-19	PRH TOC Chapter 3	PRH TOC Section 3.11; Appendix 301	All pages in PRH TOC All pages in Sec. 3.11, and App. 301	Updates education policies in the PRH and related requirements in the Program Assessment Guide (PAG) with regards to high school equivalency.
18.	05/31/13	12-18	PRH TOC Chapter 1	PRH TOC Section 1.2; Exhibit 1-1	All pages in PRH TOC All pages in Sec. 1.2, and Ex. 1-1	Aligns Job Corps' definition of eligible homeless youth with the U.S Department of Education's definition of "homeless children and youth," and corrects the Essential Admissions Requirements in Exhibit 1-1.
17.	05/07/13	12-17	Chapter 4	Exhibit 4-2	All pages in Ex. 4-2	Adds electronic documentation as an acceptable form of placement verification.
16.	04/30/13	12-16	PRH TOC Chapter 1	PRH TOC Section 1.2; Exhibit 1-1; Appendix 109	All pages in PRH TOC All pages in Sec. 1.2, Ex. 1-1, and App. 109	Aligns the Job Corps definition of eligible homeless youth with the McKinney-Vento Homeless Assistance Act as amended by S.896 - The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.
15.	04/26/13	12-15	Chapter 6	Section 6.2; Exhibit 6-2	All pages in Sec. 6.2 and Ex. 6-2	Informs the Job Corps community of a policy change regarding transition payments for Job Corps graduates.
14.	4/18/13	12-14	PRH TOC Chapter 6	PRH TOC Section 6.10; Section 6.11; Section 6.12; Section 6.14; Exhibit 6-4	All pages in PRH TOC All pages in Sec. 6.10, Sec. 6.11, Sec. 6.12, Sec. 6.14, and Ex. 6-4	Clarifies PRH requirements regarding the Disability Program and updates Health and Wellness Program requirements for clarification and consistency.
13.	04/02/13	12-13	Chapter 4	Exhibit 4-2	All pages in Ex. 4-2	Informs centers that electronic documentation is an acceptable form of placement verification.
12.	01/29/13	12-12	Chapter 5	Exhibit 5-2; Appendix 502; Appendix 503	All pages in Ex. 5-2, App. 502, and App. 503	Transmits the revised Appendices 502 and 503, and Exhibit 5-2.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
11.	01/18/13	12-11	Chapter 3	Appendix 303	All pages in App. 303	Informs the Job Corps community of the revision of Appendix 303 and associated forms.
10.	01/11/13	12-10	Chapter 5	Section 5.2; Section 5.3; Section 5.4; Section 5.5; Section 5.9; Section 5.20; Exhibit 5-1; Exhibit 5-2; Exhibit 5-3; Exhibit 5-4	All pages in Sec. 5.2, Sec. 5.3, Sec. 5.4, Sec. 5.5, Sec. 5.9, Sec. 5.20, Ex. 5-1, Ex. 5-2, Ex. 5-3, and Ex. 5-4	Revises and updates the PRH regarding the Health and Wellness Program.
			Chapter 6	Section 6.3; Section 6.10; Section 6.11; Section 6.12; Exhibit 6-4; Exhibit 6-5;	All pages in Sec. 6.3, Sec. 6.10, Sec. 6.11, Sec. 6.12, Ex. 6-4, and Ex. 6-5	
9.	12/12/12	12-09	Chapter 6	Section 6.5	All pages in Sec. 6.5	Transmits the revised Section 6.5 which includes changes to the structure and payment amounts for clothing allowances to students.
8.	12/11/12	12-08	Chapter 3	Section 3.2; Exhibit 3-3	All pages in Sec. 3.2, and Ex. 3-3	Updates Job Corps policies regarding academic student-to-teacher ratios.
			Chapter 5	Section 5.2	All pages in Sec. 5.2	
7.	12/10/12	12-07	Chapter 6	Exhibit 6-1	All pages in Ex. 6-1	Transmits PRH Exhibit 6-1 which says that winter and summer breaks no longer qualify for paid leave.
6.	11/26/12	12-06	Chapter 6	Section 6.3; Section 6.10; Exhibit 6-4	All pages in Sec. 6.3, Sec. 6.10, and Ex. 6-4	Revises current PRH requirements to reflect new mandatory health history and physical examination forms.
5.	10/31/12	12-05	Chapter 3	Section 3.18	All pages in Sec. 3.18	Updates policies regarding recreation and leisure time activities.
4.	10/25/12	12-04	Chapter 1	Section 1.4; Section 1.5; Exhibit 1-1; Appendix 105	All pages in Sec. 1.4, Sec. 1.5, Ex. 1-1, and App.105	Adds guidance on the Center and Regional File Review Processes, and clarifies the meaning of public assistance.
3.	10/19/12	12-03	Chapter 6	Exhibit 6-2	All pages in Ex. 6-2	Transmits additions and revisions to Chapter 6 Exhibit 6-2, Student Allowance and Allotment System (SAAS), which includes changes to the basic living allowance and transition payment amounts to students enrolled on after November 1, 2012.

Program Year 2012

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
2.	08/02/12	12-02	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Section 5.21	All pages in PRH TOC All pages in Ch. 5 TOC, and Sec. 5.21	Updates Job Corps policies regarding the naming of Job Corps centers and facilities.
1.	07/01/12	12-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2011

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
20.	05/24/12	11-20	Chapter 2 Chapter 3	Section 2.5 Section 3.1; Section 3.11; Section 3.21; Appendix 301; Appendix 304	All pages in Sec. 2.5 All pages in Sec. 3.1, Sec. 3.11, Sec. 3.21, App. 301, and App. 304	Updates education policies in the PRH and related requirements in the Program Assessment Guide (PAG) with regard to high school diploma acceptability; and to specify requirements for accurate TABE results for students with documented disabilities.
19.	05/09/12	11-19	Chapter 3	Section 3.8; Exhibit 3-4	All pages in Sec. 3.8, and Ex. 3-4	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding the Work-Based Learning (WBL) program agreements.
18.	04/24/12	11-18	Chapter 3	Section 3.4	All pages in Sect. 3.4	Clarifies the information contained in the PRH about the appeal process for students.

Program Year 2011

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
17.	03/30/12	11-17	Chapter 3	Section 3.2; Appendix 307 (Abbreviated)	All pages in Sect. 3.2; App. 307 (Abbr.)	Informs the Job Corps community about a new section within PRH Chapter 3 that outlines parameters for CTT change requests initiated exclusively by Regional Offices.
16.	03/20/12	11-16	Chapter 1	Section 1.2	All pages in Sect. 1.2	Adds guidance on how to safeguard personally identifiable information gathered during the admissions process.
15.	03/13/12	11-15	Chapter 5	Section 5.5	All pages in Sect. 5.5	Clarifies the PRH regarding student and staff fatality and multiple hospitalizations notification requirements.
14.	02/03/12	11-14	Chapter 1	Exhibit 1-5; Appendix 105	All pages in Ex. 1-5 and App. 105	Adds information to PRH Exhibit 1-5, and removes a duplicated request from Appendix 105.
13.	02/01/12	11-13	Chapter 1	Section 1.5; Appendix 107; Appendix 108	All pages in Sec. 1.5, App, 107, and App. 108	Informs the Job Corps community of revisions to PRH Section 1.5, and related appendices.
12.	01/27/12	11-12	Chapter 3	Section 3.8; Exhibit 3-4	All pages in Sec. 3.8, and Ex. 3-4	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding the Work-Based Learning (WBL) program agreements.
11.	01/13/12	11-11	Chapter 5	Appendix 505; Appendix 505a	All pages in App. 505, and App. 505a	Updates Job Corps property management policy with regard to the treatment of Property Requirements List (PRL), annual property certifications, and exchange/sale of property.
10.	12/7/11	11-10	Chapter 1 Chapter 5	Appendix 105 Exhibit 5-3	All pages in App. 105 All pages in Ex. 5-3	Clarifies the information contained in PRH Exhibit 5-3 about position requirements for OA and CTS Project Directors; and adds Appendix 105.
9.	11/16/11	11-09	Chapter 1 Chapter 6	Section 1.4 Appendix 610	All pages in Sec. 1.4 All pages in App. 610	Provides additional information and guidance on the health care need assessment outlined in PRH Section 1.4, R3.
8.	11/10/11	11-08	Chapter 5	Section 5.5	All pages in Sec. 5.5	Provides revisions to PRH Section 5.5.
7.	10/21/11	11-07	Chapter 1	Chapter 1; Exhibit 1-1; Appendix 105	All pages in Ch. 1, Ex. 1-1, and App. 105	Informs the Job Corps community of revisions to PRH Chapter 1, PAG Chapter 1, and related exhibits and appendices.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	10/13/11	11-06	Chapter 1	Section 1.2; Section 1.4; Section 1.5; Exhibit 1-1; Exhibit 1-2; Appendix 101; Appendix 104; Appendix 105	All pages in Sec. 1.2, Sec. 1.4, Sec. 1.5, Ex. 1-1, Ex. 1-2, App. 101, App. 104, and App. 105	Informs the Job Corps community of revisions to PRH Chapter 1, PAG Chapter 1, and related exhibits and appendices.
5.	08/12/11	11-05	Chapter 1	Exhibit 1-2	All pages in Ex. 1-2	Informs the Job Corps community of revisions to Exhibit 1-2.
4.	08/11/11	11-04	Chapter 1	Section 1.1; Section 1.2; Section 1.3; Section 1.4; Section 1.5; Section 1.6; Exhibit 1-1; Exhibit 1-5; Exhibit 1-7; Exhibit 1-8; Appendix 101; Appendix 102; Appendix 103; Appendix 104; Appendix 105; Appendix 106	All pages in Sec. 1.1, Sec. 1.2, Sec. 1.3, Sec. 1.4, Sec. 1.5, Sec. 1.6, Ex. 1-1, Ex. 1-5, Ex. 1-7, Ex. 1-8, App. 101, App. 102, App. 103, App. 104, App. 105, and App. 106	Informs the Job Corps community of changes in the PRH Chapter 1, PAG Chapter 1, and related exhibits and appendices.
3.	07/27/11	11-03	Chapter 6	Appendix 609	All pages in App. 609	Provides additional information and guidance on the direct-threat assessment process outlined in Chapter 1, Section 1.4, R3.
2.	07/20/11	11-02	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a	Transmits additions and revisions to Chapter 5 Appendix 501.
1.	07/01/11	11-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2010

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
16.	05/25/11	10-16	Chapter 3	Section 3.7; Section 3.9, Section 3.10; Section 3.17; Section 3.21; Exhibit 3-1; Appendix 301; Appendix 304	All pages in Sec. 3.7, Sec. 3.9, Sec. 3.10, Sec. 3.17, Sec. 3.21, Ex. 3-1, App. 301, and App. 304	Revises and updates requirements in the PRH and related parts of the Program Assessment Guide (PAG) regarding the health and wellness program and career development; and academic programs, TABE administration, and Career Success Standards.
15.	05/12/11	10-15	Chapter 3 Chapter 5 Chapter 6	Section 3.18 Exhibit 5-4 Section 6.7; Section 6.11	All pages in Sec. 3.18 All pages in Ex. 5-4 All pages in Sec. 6.7, and Sec 6.11	Revises requirements in the PRH and related parts of the Program Assessment Guide (PAG) regarding recreational activities and food service, and introduces the Healthy Eating and Active Lifestyles (HEALS) program components and requirements.
14.	04/28/11	10-14	Chapter 5	Section 5.19	All pages in Sec. 5.19	Updates policies in the PRH and related parts of the Program Assessment Guide (PAG) regarding safe operation of 12- and 15-passenger vans.
13.	03/15/11	10-13	Chapter 4	Section 4.0; Section 4.1; Section 4.2; Section 4.3; Section 4.4; Section 4.5; Exhibit 4.1; Exhibit 4.2	All pages in Sec. 4.0, Sec. 4.1, Sec. 4.2, Sec. 4.3, Sec. 4.4, Sec. 4.5, Ex. 4.1, and Ex. 4.2	Revises and clarifies information in PRH Chapter 4, Exhibit 4-1, Exhibit 4-2 and related parts of the Program Assessment Guide (PAG).
12.	01/11/11	10-12	Chapter 6	Section 6.2; Exhibit 6.2	All pages in Sec. 6.2, and Ex. 6.2	Clarifies information in the PRH about allotments for students who desire to make a support payment for dependents.
11.	12/21/10	10-11	Chapter 3	Appendix 310; Appendix 311; Appendix 312	All pages in App. 310, App. 311, and App. 312	Provides guidance on the process for requesting approval of new career technical credentials.
10.	11/23/10	10-10	Chapter 5	Section 5.18; Exhibit 5.2	All pages in Sec. 5.18, and Ex. 5.2	Updates the PRH related parts of the Program Assessment Guide (PAG) regarding the injury and occupational illness/disease recordkeeping process; OSHA 300, Log of Work-Related Injuries and Illnesses; the submission of Forms CA-1, CA-2, and CA-7 for Job Corps student injuries resulting in medical separation; and Exhibit 5-2, CA-7 due date and destination.

Program Year 2010

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
9.	11/23/10	10-09	Chapter 5	Exhibit 5.3	All pages in Ex. 5.3	Updates Exhibit 5-3 regarding qualifications for the Senior Residential Advisor and the Residential Manager.
8.	11/03/10	10-08	Chapter 2	Section 2.2; Section 2.4; Section 2.6; Section 2.7	All pages in Sec. 2.2, Sec 2.4, Sec 2.6, and Sec 2.7	Revises and updates the PRH and related parts of the Program Assessment Guide (PAG) regarding the health and wellness program, safety and security training for new students during the Career Preparation Period, and customer service training requirements as part of the Career Success Standards. Also provides a sample safety insert for the student handbook.
7.	10/28/10	10-07	Chapter 6	Section 6.1; Section 6.3; Section 6.4; Section 6.8; Section 6.10; Section 6.11; Section 6.12; Exhibit 6-4; Exhibit 6-5; Appendix 606; Appendix 607; Appendix 608	All pages in Sec. 6.1, Sec. 6.3, Sec 6.4, Sec 6.8, Sec 6.10, Sec. 6.11, Sec 6.12, Ex. 6-4, and Ex. 6-5, App. 606, App. 607, and App. 608	Revises and updates the PRH regarding the health and wellness program.
6.	10/27/10	10-06	Chapter 1	Exhibit 1.1	All pages in Ex. 1.1	Revises Exhibit 1-1 to rectify a formatting error in the current Exhibit 1-1.
5.	10/22/10	10-05	Chapter 1	Section 1.2	All pages in Sec. 1.2	Revises and updates the PRH regarding the time frame in which an admissions counselor must respond to potential applicants.
4.	09/27/10	10-04	Chapter 6	Section 6.8; Appendix 605	All pages in Sec. 6.8, and App. 605	Adds 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.
3.	08/24/10	10-03	Chapter 5	Section 5.14; Section 5.15; Exhibit 5-2; Exhibit 5-4	All pages in Sec. 5.14, Sec. 5.15, Ex. 5-2, and Ex. 5-4	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding Regional Office review of center occupational safety health plans, minimum training requirements for center safety officers, and annual occupational safety and health (OSH) program reviews.

Program Year 2010

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
2.	07/23/10	10-02	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 505 Introduction; Appendix 505a; Appendix 505b	All pages in PRH TOC All pages in Ch. 5 TOC, App. 505 Intro., App. 505a, and App. 505b	Updates and provides Job Corps-specific guidance for the administration and management of Government-Furnished Property held by Job Corps contractors.
1.	07/08/10	10-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2009

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
20.	03/02/10	09-20	Chapter 6	Section 6.10	All pages in Sec. 6.10	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding entrance pelvic examination and Pap smear requirements for women.
19.	02/12/10	09-19	Chapter 5	Appendix 509	All pages in App. 509	Transmits the updated Transfer-of-Station (TOS) policy regarding U.S. Dept. of Agriculture costs effective July 1, 2010.
18.	01/15/10	09-18	Chapter 3 Chapter 6	Section 3.2; Section 3.6; Section 3.8; Section 3.11; Section 3.13; Section 3.14; Section 3.21; Appendix 301; and Appendix 305 Section 6.3	All pages in Sec. 3.2, Sec. 3.6, Sec. 3.8, Sec. 3.11, Sec. 3.13, Sec. 3.14, Sec. 3.21, App. 301, and App. 305 All pages in Sec. 6.3	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding accommodation for students with disabilities in training and TABE, TABE waivers, and student record keeping.
17.	12/03/09	09-17	Chapter 5	Section 5.18	All pages in Sec. 5.18	Clarifies the content of PRH Section 5.18, R3, "Staff Injury, Illness, and Death Record Keeping".

Program Year 2009

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
16.	11/18/09	09-16	Chapter 1	Exhibit 1-1	All pages in Ex. 1-1	Updates resource information regarding acceptable foreign diplomas for Job Corps applicants, for use by admissions counselors.
15.	11/04/09	09-15	Chapter 5	Exhibit 5-2	All pages in Ex. 5-2	Clarifies the frequency and due dates for Job Corps center environmental health inspections.
14.	11/04/09	09-14	Chapter 5	Appendix 501Introduction	All pages in App. 501 Intro.	Provides additional information regarding PRH Change 09-08.
13.	10/30/09	09-13	Chapter 5	Section 5.19	All pages in Sec. 5.19	Updates the PRH regarding vehicle safety requirements.
12.	10/28/09	09-12	Chapter 3	Section 3.14	All pages in Sec. 3.14	Updates the PRH and related parts of the Program Assessment Guide (PAG) regarding requirements for the use of federal financial aid for college courses in Advanced Career Training (ACT) programs.
11.	10/28/09	09-11	Chapter 1 Chapter 3 Chapter 4 Chapter 5	Section 1.1; Section 1.3 Section 3.1; Section 3.2; Section 3.3; Section 3.5; Section 3.6; Section 3.8; Section 3.13; Section 3.14; Exhibit 3-3; Appendix 306; Appendix 307; and Appendix 309 Section 4.1; Section 4.3; Section 4.4; Section 4.5 Section 5.2	All pages in Sec. 1.1, and Sec. 1.3 All pages in Sec. 3.1, Sec. 3.2, Sec. 3.3, Sec. 3.5, Sec. 3.6, Sec. 3.8, Sec. 3.13, Sec. 3.14, Ex. 3-3, App. 306, App. 307, and App. 309 All pages in Sec. 4.1, Sec. 4.3, Sec. 4.4, and Sec. 4.5 All pages in Sec. 5.2	Updates the PRH to reflect changes to career technical training (CTT) programs and regulations.
10.	10/15/09	09-10	Chapter 6	Exhibit 6-5	All pages in Ex. 6-5	Updates the PRH to reflect an increase in center mental health consultant (CMHC) hours.

Program Year 2009

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
9.	10/14/09	09-09	Chapter 6	Exhibit 6-1	All pages in Ex. 6-1	Updates policy in the PRH and related parts of the Program Assessment Guide (PAG) regarding modifications to the Administrative Leave With Pay category for use by students who exhibit symptoms associated with H1N1 influenza.
8.	10/14/09	09-08	Chapter 5	Appendix 501 Introduction	All pages in App. 501 Intro.	Updates policy in the PRH and related parts of the Program Assessment Guide (PAG) regarding the standardized hourly wage rate for students placed in the military.
7.	10/13/09	09-07	Chapter 3	Section 3.14	All pages in Sec. 3.14	Informs the Job Corps community of revisions to the PRH regarding student participation in concurrent training, and related changes to the Program Assessment Guide (PAG).
6.	10/02/09	09-06	Chapter 4 Chapter 5	Section 4.2; Section 4.5 Appendix 501 Introduction, Appendix 501c	All pages in Sec. 4.2 and Sec 4.5 All pages in App. 501 Intro., and App. 501c	Updates policy regarding the placement window for Job Corps graduates.
5.	09/14/09	09-05	Chapter 5	Section 5.20	All pages in Sec. 5.20	Clarifies PRH Section 5.20, R8, "Bloodborne Pathogens Plan" as it pertains to the Hepatitis B vaccine.
4.	09/01/09	09-04	Chapter 4	Exhibit 5-4	All pages in Ex. 5-4	Informs the Job Corps community of required annual training in the SafetyNet toolkit for all Job Corps staff.
3.	08/14/09	09-03	Chapter 3	Section 3.8	All pages in Sec. 3.8	Informs the Job Corps community of revisions to the PRH regarding student participation in work-based learning (WBL) activities.
2.	07/15/09	09-02	Chapter 1 Chapter 6	Section 1.1; Section 1.6 Chapter 6 TOC; Exhibit 6-13; Exhibit 6-14; Appendix 601;	All pages in Sec. 1.1 and Sec. 1.6 All pages in Ch. 6 TOC, Ex. 6-13, Ex. 6-14, and App. 601	Informs the Job Corps community of revised language in the PRH and new two exhibits regarding release forms for the use of a student's likeness in moving and still images.

Program Year 2009

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
1.	07/01/09	09-01	Chapter 5	Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and CTT programs.

Program Year 2008

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
11.	06/18/09	08-11	Chapter 5	Exhibit 4-1	All pages in Ex. 4-1	Expands upon the definitions detailed in Exhibit 4-1 by including location as a criterion of a valid placement.
10.	06/10/09	08-10	PRH TOC Chapter 5	PRH TOC Section 5.13; Section 5.14; Exhibit 5-2; Exhibit 5-4; Appendix 505	All pages in PRH TOC All pages in Sec. 5.13, Sec. 5.14, Ex. 5-2, Ex. 5-4, and App. 505	Updates and clarifies the content of Sections 5-13 and 5-14, integrates the content of Appendix 505 into these sections, and revises Exhibits 5-2 and 5-4.
9.	03/10/09	08-09	Chapter 5	Exhibit 5-8; Exhibit 5-9; Exhibit 5-10; Exhibit 5-11; Exhibit 5-12; Exhibit 5-13; Exhibit 5-14; Exhibit 5-15; Exhibit 5-16; Appendix 502; Appendix 503; Appendix 509; Appendix 510	All pages in Ex. 5-8, Ex. 5-9, Ex. 5-10, Ex. 5-11, Ex. 5-12, Ex. 5-13, Ex. 5-14, Ex. 5-15, Ex. 5-16, App. 502, App. 503, App. 509, and App. 510	Updates Appendices 502 and 503 and establishes new Appendices 509 and 510, which address subject matter previously contained in Appendix 502.
8.	03/06/09	08/08	Chapter 6	Section 6.11; Exhibit 6-12; Appendix 603	All pages in Sec. 6.11, Ex. 6-12, and App. 603	Informs the Job Corps community of updated PRH requirements and guidelines regarding Job Corps HIV/AIDS policy.
7.	11/20/08	08-07	Chapter 3	Appendix 304	All pages in App. 304	Informs the Job Corps community of revised policy and guidelines on the required accreditation of Job Corps high school programs.

Program Year 2008

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	10/08/08	08-06	Chapter 3	Appendix 302a; Appendix 302b; Appendix 302c; Appendix 302d; Appendix 302e; Appendix 302f; Appendix 302g; Appendix 302h	All pages in App. 308a, App. 308b, App. 308c, App. 308d, App. 308e, App. 308f, App. 308g, and App. 308h	Issues the revised Memorandums of Understanding (MOUs) between the National Training Contractors (NTCs) and Directors.
5.	09/17/08	08-05	Chapter 5	Section 5.2	All pages in Sec. 5.2	Informs the Job Corps community of new policy and requirements related to the use of volunteers by centers.
4.	09/04/08	08-04	Chapter 4	Exhibit 4-1; Exhibit 4-2	All pages in Ex. 4-1, and Ex. 4-2	Provides clarification in Exhibits 4-1 and 4-2 regarding placement credit on center, CTS, and CTT Report Cards for students enrolled in an accredited online college/university.
3.	08/18/08	08-03	Chapter 6	Section 6.1; Section 6.4; Exhibit 6-1	All pages in Sec. 6.1, Sec. 6.4 and Ex. 6-1	Revises Absent Without Leave (AWOL) policy and Off-Center Training/Advanced Career Training (OCT/ACT) program documentation requirements.
2.	07/11/08	08-02	Chapter 3	Section 3.8; Section 3.14	All pages in Sec. 3.8, and Sec. 3.14	Revises concurrent training policy as it relates to Advanced Career Technical Training (ACT) programs and remedial courses, and clarifies the work-based learning (WBL) policy.
1.	07/01/08	08-01	Chapter 5	Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC, and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and vocational training programs.

Program Year 2007

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
5.	05/22/08	07-05	Chapter 4	Section 4.5	All pages in Sec. 4.5	Clarifies existing policy and ensure a consistent 90-day period for reporting placements through the Job Corps Data Center national, automated system.

Program Year 2007

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
4.	04/05/08	07-04	Chapter 6	Section 6.1; Section 6.2; Section 6.3; Section 6.4; Exhibit 6-1; Exhibit 6-2; Exhibit 6-3	All pages in Sec. 6.1, Sec. 6.2, Sec. 6.3, Sec.6.4, Ex. 6-1, Ex. 6-2, and Ex. 6-3	Clarifies and provides uniform instructions regarding revisions to student leave policy.
3.	12/20/07	07-03	Chapter 3 Chapter 5 Chapter 6	Section 3.1; Section 3.9; Section 3.10; Appendix 301 Exhibit 5-4 Section 6.3	All pages in Sec. 3.1, Sec. 3.9, Sec. 3.10, and App. 301 All pages in Ex. 5-4 All pages in Sec. 6.3	Describes Phase One PRH changes effective Dec. 21, 2007, regarding administration, training, record keeping and security related to TABE® 9/10 delivery via STS.
2.	07/23/07	07-02	Chapter 6	Section 6.10	All pages in Sec. 6.10	Clarifies current PRH requirements for laboratory testing and immunizations for new students.
1.	07/13/07	07-01	Chapter 5	Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates Chapter 5 TOC, and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and vocational training programs.

Program Year 2006

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
10.	04/04/07	06-10	Chapter 1	Section 1.2; Section 1.5; Exhibit 1-1; Exhibit1-6	All pages in Sec. 1.2, Sec. 1.5, Ex. 1-1, and Ex. 1-6	Clarifies the distinction between Job Corps eligibility factors and priority enrollment factors, and offers additional guidance on conducting and documenting background checks.
9.	03/30/07	06-09	Chapter 3	Section 3.7	All pages in Sec. 3.7	Updates current policy regarding the Career Success Standards (CSS) and positive center culture.
8.	03/19/07	06-08	Chapter 2	Section 2.8	All pages in Ch. 2 TOC, and Sec. 2.8	Clarifies center responsibility regarding driver's license attainment for Job Corps students.
7.	03/12/07	06-07	Chapter 6	Section 6.5	All pages in Sec. 6.5	Establishes expectations related to student dress for students participating in on-center and off-center activities.

Program Year 2006

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	03/05/07	06-06	Chapter 3	Section 3.8	All pages in Sec. 3.8	Clarifies the requirement for student participation in Work-based Learning (WBL) activities and provides guidance on documenting student participation and progress in meeting the requirement.
5.	02/20/07	06-05	Chapter 6	Section 6.9	All pages in Sec. 6.9	Clarifies policy regarding the establishment and use of toll-free numbers.
4.	09/20/06	06-04	Chapter 1 Chapter 3	Section 1.6; Exhibit 1-1; Exhibit 1-5 Chapter 3 TOC; Section 3.1; Section 3.11; Appendix 301; Appendix 304	All pages in Sec. 1.6, Ex. 1-1, and Ex. 1-5 All pages in Ch. 3 TOC, Sec. 3.1, Sec. 3.11, App. 301, and App. 304	Updates current policy and guidelines regarding collection, verification and documentation of applicant HSD or GED status; documentation of student HSD or GED attainment; compliance with special education requirements; and usage of TABE levels.
3.	08/24/06	06-03	Chapter 2 Chapter 3	Section 2.5 Section 3.8; Appendix 303; Appendix 308	All pages in Sec. 2.5 All pages in Sec. 3.8, App. 303, and App. 308	Establishes a minimum requirement for student participation in Work-based Learning (WBL) and provides a list of acceptable WBL activities in the new Appendix 308.
2.	08/14/06	06-02	Chapter 1 Chapter 2 Chapter 3 Chapter 5	Section 1.1 Section 2.1; Section 2.4 Chapter 3 TOC; Section 3.1; Section 3.6; Section 3.12 Appendix 501a	All pages in Sec. 1.1 All pages in Sec. 2.1, and Sec. 2.4 All pages in Ch. 3 TOC, Sec. 3.1, Sec. 3.6, and Sec. 3.12 All pages in App. 501a	Changes terminology and requirements for OA service providers and center operators regarding the provision of services to students who are English Language Learners (ELLs).
1.	07/01/06	06-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates PRH TOC, Chapter 5 TOC, and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and vocational training programs.

Program Year 2005

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
19.	06/21/06	05-19	Chapter 6	Section 6.4; Exhibit 6.1	All pages in Sec. 6.4, and Ex. 6-1	Changes Summer and Winter Break from training days to non-training days.
18.	06/16/06	05-18	Chapter 6	Section 6.2; Section 6.6	All pages in Sec. 6.2, and Sec. 6.6	Updates policy regarding transportation costs for re-enrolled students and meal costs for students being transported to, from or by centers.
17.	06/07/06	05-17	PRH TOC Chapter 3	PRH TOC Chapter 3 TOC; Section 3.2; Appendix 306; Appendix 307	All pages in PRH TOC All pages in Ch. 3 TOC, Sec. 3.2, App. 306, and App. 307	Revises and updates current policy requirements regarding Career Technical Training Change Process and provides additional guidelines for initiating changes in career technical training programs.
16.	05/12/06	05-16	PRH TOC Chapter 1 Chapter 2 Chapter 3 Chapter 5	PRH TOC Section 1.3 Chapter 2 TOC; Section 2.2; Section 2.3; Section 2.5; Section; 2.7; Section 2.8 Chapter 3 TOC; Section 3.1; Section 3.2; Section 3.5; Section 3.9; Section 3.15 Section 3.17; Section 3.20 Section 5.2; Exhibit 5-4	All pages in PRH TOC All pages in Sec. 1.3 All pages in Ch. 2 TOC, Sec. 2.2, Sec. 2.3, Sec. 2.5, Sec. 2.7, and Sec. 2.8 All pages in Ch. 3 TOC, Sec. 3.1, Sec. 3.2, Sec. 3.5, Sec. 3.9, Sec. 3.15, Sec. 3.17, and Sec 3.20 All pages in Sec. 5.2, and Ex. 5-4	Revises and updates current policy requirements regarding the implementation and integration of Career Success Standards into center Career Development Services System plans.
15.	04/20/06	05-15	Chapter 6	Section 6.2; Section 6.3; Section 6.6; Exhibit 6-3	All pages in Sec. 6.2, Sec. 6.3, Sec. 6.6, and Ex. 6-3	Defines re-enrollment policy regarding student transportation, admissions forms, and meal allowances provided to traveling students.
14.	03/31/06	05-14	Chapter 2 Chapter 3	Section 2.5 Chapter 3 TOC; Section 3.6; Section 3.13	All pages in Sec. 2.5 All pages in Ch. 3 TOC, Sec. 3.6, and Sec. 3.13	Defines requirements for centers for providing job-shadowing opportunities throughout the year.

Program Year 2005

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
13.	03/30/06	05-13	Chapter 5	Section 5.1; Exhibit 5-1; Exhibit 5-2	All pages in Sec. 5.1, Ex. 5-1, and Ex. 5-2	Revises and updates current policy requirements regarding program management, submission of quality assurance plans, Regional Office requirements, assessment of liquidated damages for misreporting credits and/or artificially extending enrollment.
12.	03/27/06	05-12	Chapter 5 Chapter 6	Chapter 5 TOC; Section 5.7 Chapter 6 TOC; Section 6.12	All pages in Ch. 5 TOC, and Sec. 5.7 All pages in Ch. 6 TOC, and Sec. 6.12	Abolishes major medical reimbursements policy and clarifies procedures for addressing health and medical costs exceeding basic health services provided by Job Corps centers.
11.	03/13/06	05-11	Chapter 1	Section 1.2; Section 1.5; Exhibit 1-1	All pages in Sec. 1.2, Sec 1.5, and Ex. 1-1	Further defines requirements for providing priority to veterans and eligible spouses entering Job Corps or seeking employment with Job Corps contractors.
10.	02/03/06	05-10	Chapter 1 Chapter 5	Chapter 1 TOC; Section 1.2; Section 1.5; Exhibit 1-1 Section 5.2; Exhibit 5-2	All pages in Ch. 1 TOC, Sec. 1.2, Sec 1.5, and Ex. 1-1 All pages in Sec 5.2, and Ex. 5-2	Defines requirements for providing priority to veterans and eligible spouses entering Job Corps or seeking employment with Job Corps contractors.
9.	01/05/06	05-09	Chapter 6	Exhibit 6-1	All pages in Ex. 6-1	Updates Exhibit 6-1 to reflect current policy regard the leave status Administrative Leave without Pay (N-ADLV).
8.	11/09/05	05-08	PRH TOC Chapter 5	PRH TOC Section 5.5	All pages in PRH TOC All pages in Sec. 5.5	Updates current policy requirements regarding the management and reporting of significant incidents in SIRS.
7.	11/08/05	05-07	Chapter 4 Chapter 6	Section 4.1; Section 4.2; Section 4.5 Section 6.2	All pages in Sec. 4.1, Sec. 4.2, and Sec. 4.5 All pages in Sec. 6.2	Updates current policy in regards to uncashed, returned, and undelivered payment checks.
6.	11/04/05	05-06	Chapter 1	Section 1.2; Appendix 104	All pages in Sec. 1.12, and App. 104	Provides additional direction to admissions counselors in determining the eligibility of Job Corps applicants.
5.	11/03/05	05-05	Chapter 5	Section 5.15; Exhibit 5-5; Exhibit 5-6; Exhibit 5-7; Appendix 506; Appendix 507; Appendix 508	All pages in Sec. 5.15, Ex. 5-5, Ex. 5-6, Ex. 5-7, App. 506, App. 507, and App. 508	Adds fleet management policy to the PRH.

Program Year 2005

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
4.	10/05/05	05-04	PRH TOC Chapter 1 Chapter 6	PRH TOC Chapter 1 TOC; Section 1.3 Chapter 6 TOC; Section 6.3; Section 6.8; Exhibit 6-11; Appendix 605	All pages in PRH TOC All pages in Ch. 1 TOC, and Sec. 1.3 Ch. 6 TOC, pages i – v; All pages in Sec. 6.3, Sec. 6.8, Ex. 6-11, and App. 605	Includes additional information about disability accommodation, adds equal opportunity notice, and clarifies the requirements for OA and center systems to respond to discriminatory treatment complaints and maintain records of the equal opportunity notice in students' files.
3.	09/30/05	05-03	PRH TOC Chapter 4	PRH TOC Chapter 4 TOC; Section 4.3	All pages in PRH TOC All pages in Ch. 4 TOC, and Sec. 4.3	Revises Chapter 4 pertaining to the transfer of cases among CTS providers upon relocation of a graduate.
2.	07/01/05	05-02	Chapter 3	Chapter 3 TOC; Section 3.8; Section 3.10; Section 3.11; Appendix 301; Appendix 305	All pages in Ch. 3 TOC, Sec. 3.8, Sec. 3.10, Sec. 3.11, App. 301, and App. 305	Revises Chapter 3 pertaining to TABE requirements for academic programs, GED Practice Testing and Documentation, updates Appendix 301; and adds new Appendix 305.
1.	07/01/05	05-01	PRH TOC Chapter 5	PRH TOC Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501d	All pages in PRH TOC All pages in Ch. 5 TOC, App. 501 Intro., App. 501a, App. 501b, App. 501c, and App. 501d	Updates PRH TOC, Chapter 5 TOC, and entire Appendix 501 (Introduction, a, b, c, d) in regards to policies governing Job Corps performance management system for centers, OA agencies, CTS agencies, and vocational training programs.

Program Year 2004

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
11.	02/11/05	04-10	PRH TOC Chapter 2 Chapter 3 Chapter 5 Chapter 6	PRH TOC Section 2.2 Section 3.17 Exhibit 5-4 Section 6.8; Section 6.9	All pages in PRH TOC Sec. 2.2, pages 2-4 – 2-6 Sec. 3.17, page 3-51 Ex. 5-4, pages 1 – 3 Sec. 6.8, pages 6-27 – 6-32; and Sec. 6.9, pages 6-33 – 6-34	Revises and updates current policy regarding the rights of students to exercise their religious freedom, and implements the Department of Labor's faith-based regulation.
10.	01/16/05	04-09	Chapter 3	Appendix 302	App. 302, pages 1 - 21	To reissue Appendix 302, the Memorandum of Understanding (MOU), with updates that reflect changes in the number of student slots, trades, entry requirements for students, and National Training Center (NTC) staff responsibilities.
9.	12/20/04	04-08	Chapter 6	Exhibit 6-1	Ex. 6-1, pages 1 – 3	The purpose of this update was to implement criteria and clarify limitations for the use of Present for Duty - Off-Center (PDOF) status for students who are on job search or home-based work experience status.
8.	11/15/04	N/A	Chapter 5	Appendix 501a	App. 501a, pages 1 – 20	Minor Clarification to Appendix 501a. The clarifications focus on categories of students who are excluded from the pool for the literacy and numeracy gains measures.
7.	11/04/04	04-07	Chapter 1 Chapter 2 Chapter 3	Chapter 1 TOC; Section 1.6 Exhibit 1-1; Exhibit 1-5 Chapter 2 TOC; Section 2.1 Chapter 3 TOC; Chapter 3; Appendix 304	Ch. 1 TOC, pages i – iii; Sec. 1.6, pages 1-22 – 1-24; Ex. 1-1, pages 1 – 15; and Ex. 1-5, pages 1 - 3 Ch. 2 TOC, pages i – iii; and Sec. 2.1, pages 2-2 – 2-3. Ch. 3 TOC, pages i – vii, Ch. 3, all pages; and App. 304, pages 1 - 2	Changes to Chapters 1, 2, and 3 to support high school diploma programs and to clarify requirements for General Educational Development (GED) test score recording.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	10/01/04	04-06	Chapter 5	Appendix 502	Attachment: Staff Compensation Supplement	Updates the version of the Staff Compensation Supplement to the form entitled, "ETA 2181 - Contract Center Operations Budget."
5.	08/31/04	04-05	Chapter 5	Appendix 501 Introduction; Appendix 501a	App. 501 Intro., pages 1 – 14; App. 501a, pages 1 – 20, Attachment 1, pages 1 – 8; and Attachment 2, pages 1- 5	Updates and revises Appendix 501, Introduction and Appendix 501a, Policies and Procedures for PY 2004 Center Report Card and Center Quality Report Card
4.	08/24/04	04-04	Chapter 5	Section 5.2; 5.3	Sec. 5.2, pages 5-2 – 5-7; and Sec. 5.3, pages 5-8 – 5-9.	Revises Chapters 5 and 6 to reinforce the guidelines for staff conduct.
			Chapter 6	Section 6.8	Sec 6.8, pages 6-28 – 6-29	
3.	07/15/04	04-03	Chapter 5	Exhibit 5-2	Ex. 5-2, pages 1 – 4	Updates Exhibit 5-2: Management Plan and Report Submission Requirements.
			Chapter 6	Chapter 6 TOC; Section 6.12	Ch. 6 TOC, pages i – v; and Sec. 6.12, pages 6-47 – 6-53	Replaced Chapter 6 TOC; Updates and revises Health Administration guidelines.
2.	07/19/04	04-02	Chapter 4	Section 4.1	Sec. 4.1, pages 4-2 – 4-3	Emphasizes to the Career Transition Services (CTS) providers the importance of coordinating the delivery and distribution of student payments.
1.	07/01/04	04-01	Chapter 5	Chapter 5 TOC; Appendix 501	Ch. 5 TOC, pages i – v; and Appendix 501, all pages	Replaces Chapter 5 TOC; Replaces entire Appendix 501 (Intro. a, b, c, d).

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
7	06/11/04	03-07	Chapter 3	All	Ch. 3, all pages	Replaces entire Chapter 3.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	04/23/04	03-06	Chapter 1 Chapter 2 Chapter 5 Chapter 6	Chapter 1 TOC; Exhibit 1-1; Exhibit 1-4 Section 2.2 Exhibit 5-4 Section 6.11; Section 6.12	Ch. 1 TOC, pages i – iii; Ex. 1-1, pages 1-1 – 1-15; and Ex. 1-4, page 1-1 Sec. 2.2 pages 2-4 – 2-6. Ex. 5-4 pages 1 – 3 Sec. 6.11, pages 6-28 – 6-47; and Sec. 6.12, pages 6-48 – 6-52	Revises Chapters 2, 5, and 6 to include the Disability Program; Revises Chapters 1 and 6 to include additional consent form to receive mental health and wellness treatment.
5.	11/07/03	03-05	Chapter 1	Exhibit 1-3	Ex. 1-3, pages 1 - 6	Chapter 1, Ex. 1.3, authorization for use and disclosure of health information as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
4	10/01/03	03-04	Chapter 5	Appendix 502	App. 502, pages 69 – 72	Updates Center Financial Management information.
3.	09/30/03	03-03	Chapter 6	Exhibit 6-2	Ex. 6-2, pages 1 – 2	Updates Ex. 6-2, Student Allowance and Allotment System.
2.	08/28/03	03-02	Chapter 6	Section 6.9	Sec. 6.9, pages 6-30 – 6-32	Clarifies Job Corps' religious worship policy.
1.	07/01/03	03-01	Chapter 5	Chapter 5 TOC; Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501c; Appendix 501 d	Ch. 5 TOC, page v; App. 501 Intro., pages 1 – 10; App. 501a, all pages; App. 501b, all pages; App. 501c, all pages; and App. 501d, all pages	Updates and revises App. 501: PY 2003 Performance Management System. App. 501Intro. and App. 501a through d.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
6.	06/23/03	02-06	Chapter 6	Section 6.10	Sec. 6.10, pages 6-33 – 6-37	Updates the policy on chlamydia testing in males.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
5.	06/02/03	02-05	Chapter 1 Chapter 5 Chapter 6	Chapter 1 TOC; Section 1.2; 1.5. Exhibit 1-1; Exhibit 1-3 Section 5.1; Exhibit 5-4 Exhibit 6-10; Appendix 601; Appendix 602; Appendix 603	Ch. 1 TOC pages i – iii; Sec. 1.2 pages 1-8 – 1-14; Sec. 1.5 pages 1-19 – 1-21; Ex. 1-1 pages 1 – 14; and Ex. 1-3 pages 1 – 6 Sec. 5.1, pages 5-2 – 5-4; and Ex. 5-4, pages 1 – 3 Ex. 6-10, pages 1 – 8; App. 601, pages 1 – 4; App 602, pages 1 – 7; and App. 603, pages i – iii and pages 1 – 11	Revises and updates policy requirements in support of the Health Insurance Portability and Accountability Act (HIPAA)/Privacy Rule.
4.	03/19/03	02-04	Chapter 5	Appendix 502; Appendix 503	App. 502, pages i – iii and pages 1 – 76; and App. 503, pages i – ii and pages 1 – 32	Formalizes new reporting requirements for center and OA/CTS financial reports, budget submissions, and staff vacancy reports.
3.	01/30/03	02-03	Chapter 5	Appendix 502	App. 502, pages i – iii and pages 1 – 76; Excel spreadsheet; and Quattro Pro spreadsheet	Updates and revises Appendix 502 to simplify the preparation and submittal of the Staff Compensation Supplement to the 2181 Center Operations Budget.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
2.	09/24/02	02-02	PRH TOC Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5	PRH TOC Section 1.3; 1.6 Section 2.3; 2.5 Chapter 3 TOC; Section 3.1; Section 3.11; Section 3.16 Chapter 4 TOC; Section 4.1 Section 5.2; 5.3; Exhibit 5.4	PRH TOC, pages i – viii Sec 1.3, pages 1-15 – 1-16; and Sec 1.6, pages 1-22 – 1-24 Sec. 2.3, pages 2-7 – 2-8; and Sec. 2.5, pages 2-12 – 2-16 Ch. 3 TOC, pages i – vii; Sec. 3.1, pages 3-1 – 3-3; Sec. 3.11, pages 3-34 – 3-35; and Sec. 3.16, pages 3-44 – 3-46 Ch. 4 TOC, pages i – ii; and Sec. 4.1 pages 4-2 – 4-3 Sec. 5.2, pages 5-5 – 5-7; Sec. 5.3, pages 5-8 – 5-9; and Ex. 5-4 pages 1 – 3	Revises and updates policy requirements regarding student academic achievement and high school diploma attainment.
1.	07/01/02	02-01	Chapter 5	Appendix 501 Introduction; Appendix 501a; Appendix 501b; Appendix 501 c; Appendix 501d	App. 501 Intro., pages 1 – 8; App. 501a, all pages; App. 501b, all pages; App. 501c, all pages; and App. 501d, all pages	Program Year 2002 Performance Management System

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No.	Release Date	Change Notice	Chapter(s)	Section	Page(s)	Comments / Description of Change
7.	06/21/02	01-07	Chapter 5	Appendix 502; Appendix 503. Contract Center Financial Report - form 2110 CTR; Conservation Center Financial Report-form 2110 F; Contract Center Operations Budget - form 2181; Staff Vacancy and Separation Report - form 2110 S; OA CTS Financial Report - form 2110 OA/CTS; OA Budget- form 2181 OA; CTS Budget - form 2181CTS	App. 502, pages i – iii and pages 1 – 76; and App. 503, pages i – ii and pages 1 – 32	Revises and re-issues Appendices 502 and 503 to correct minor errors that have been discovered in the original issuance and to incorporate revisions in Appendix 502 that reflect recent Job Corps policy changes.
6.	05/01/02	01-06	Chapter 3	Appendix 302	App. 302, all pages	Revises and re-issues Appendix 302, the Memorandum of Understanding (MOU), which is signed by each National Training Contractor (NTC) and Center Operator where NTC vocational programs are offered.
5.	03/28/02	01-05	Chapter 5	Appendix 502; Appendix 503	App. 502, all pages; and App. 503, all pages	Revises and re-issues old Appendices 901 and 902 as new Appendices 502 and 503, respectively, within the new structure of the Policy and Requirements Handbook (PRH). The revisions are mainly of a technical nature and are intended to: a) clarify expense categories in relation to the different phases of the career development system; and b) revise certain data presentation requirements that anticipate the implementation of the new automated Job Corps Financial Management System (FMS) that is being developed by the Job Corps Data Center (JCDC).

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No.	Release Date	Change Notice	Chapter(s)	Section	Page(s)	Comments / Description of Change
4.	03/20/02	01-04	Chapter 5	Appendix 501a; Appendix 501d	App. 501a TOC; Attachment 1; App. 501d TOC; and Attachment 2	Transmits the Program Year (PY) 01 model-based average weekly earnings performance goals for Job Corps graduates at six and 12 months after initial placement. This Notice also re-transmits the PY 01 model-based performance goals for graduate average wage at initial placement for Career Transition Services (CTS) provider.
3.	03/07/02	01-03	Chapter 1 Chapter 5 Chapter 6	Section 1.2; Exhibit 1-2 Section 5.5; Exhibit 5-1; Exhibit 5-2 Chapter 6; Exhibit 6-2; Appendix 601	Sec. 1.2, pages 1-8 – 1-14; and Ex. 1-2, page 1 Sec. 5.5, pages 5-14 – 5-15; Ex. 5-1, page 1; and Ex. 5-2, pages 1 – 4 Ch. 6, all pages; Ex.6-2 pages, 1 – 2; and App. 601, pages 1 – 4	Revises and updates disability and health policies and terminology. Revises to Chapter 6, Student Allowance and Allotment System (SAAS). Revises Chapter 1 (Outreach/Admissions), Chapter 5 (Management), and Chapter 6 (Administrative Support).
2.	11/21/01	01-02	Chapter 6	Exhibit 6-2	Ex. 6-2, pages 1 – 2	Informs the Job Corps community of a change in payments to graduates for completion of the Job Corps follow-up surveys.

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No.	Release Date	Change Notice	Chapter(s)	Section	Page(s)	Comments / Description of Change
1.	07/27/01	01-01	Chapter 5	Appendix 501 a, b, c, d	App. 501a, all pages; App. 501b, all pages; App. 501c, all pages; and App. 501d, all pages	Transmits the PY 01 Chapter 5 Appendices 501a, 501b, 501c, and 501d, formerly Appendix 801. These Appendices contain the policies governing the Job Corps performance management system for centers, outreach and admissions contractors, career transition services contractors, and vocational training programs. The PY 01 performance goals, both national and model-based, are included in this policy, <u>with the exception of model-based goals for six- and 12-month earnings</u> . These goals will be distributed to the field by January 2002. See the Introduction section for further explanation regarding the transition to the six and 12-month measures.