

Policy and Requirements Handbook Record of Changes

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	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	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	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.
			Chapter 6	Section 6.3	All pages in Sec. 6.3	
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".
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 501 Introduction	All pages in App. 501 Introduction	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.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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.
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 Introduction	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.

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No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 App. 501 Introduction, 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 Chapter 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.
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 Chapter 5 TOC, App. 501 Introduction, 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.
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.

Program Year 2008

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 Chapter 5 TOC, App. 501 Introduction, 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.
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.

Program Year 2007

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 Chapter 5 TOC, App. 501 Introduction, 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 Chapter 2 TOC, and Sec. 2.8	Clarifies center responsibility regarding driver's license attainment for Job Corps students.

Program Year 2006

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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.
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 Chapter 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 Chapter 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).

Program Year 2006

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 Chapter 5 TOC, App. 501 Introduction, 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 Chapter 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.

Program Year 2005

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 Chapter 2 TOC, Sec. 2.2, Sec. 2.3, Sec. 2.5, Sec. 2.7 and Sec. 2.8 All pages in Chapter 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 Chapter 3 TOC, Sec. 3.6 and Sec. 3.13	Defines requirements for centers for providing job-shadowing opportunities throughout the year.
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.

Program Year 2005

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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 Chapter 5 TOC, and Sec. 5.7 All pages in Chapter 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 Chapter 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 ACs 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 Chapter 1 TOC and Sec. 1.3 Chapter 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 Chapter 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 Chapter 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 Chapter 5 TOC, App. 501 Introduction, 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; 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	Appendix 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	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	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.

Program Year 2004

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
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	Chapter 1 TOC pages i – iii; Sec. 1.6 pages 1-22 – 1-24; Ex. 1-1 pages 1 - 15; Ex. 1-5 pages 1 - 3 Chapter 2 TOC pages i – iii; Sec. 2.1 pages 2-2 – 2-3. Chapter TOC pages i – vii; All pages in Chap 3; 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.
6.	10/01/04	04-06	Chapter 5	Appendix 502	Attachment: Staff Compensation Supplement	An updated 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; Appendix 501a pages 1 - 20; Attachment 1 pages 1 - 8; Attachment 2 pages 1- 5	Updated and Revised 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 Chapter 6	Section 5.2; 5.3 Section 6.8	Sec. 5.2 pages 5-2 – 5-7; Sec. 5.3 pages 5-8 – 5-9. Sec 6.8 pages 6-28 – 6-29	Revisions to Chapters 5 and 6 to reinforce the guidelines for staff conduct.
3.	07/15/04	04-03	Chapter 5 Chapter 6	Exhibit 5-2 Chapter 6 TOC; Section 6.12	Ex. 5-2 pages 1 – 4 Chapter 6 TOC pages i – v; Sec. 6.12 pages 6-47 – 6-53	Updated Exhibit 5-2: Management Plan and Report Submission Requirements. Replaced Chapter 6 TOC; Updated, revised Health Administration guidelines.
2.	07/19/04	04-02	Chapter 4	Section 4.1	Pages 4-2 – 4-3	To emphasize 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	Chapter 5 TOC pages i – v; All Pages in Appendix 501	Replaced Chapter 5 TOC; Replaced entire Appendix 501 (Intro. a, b, c, d).

Program Year 2003

No.	Release Date	Change Notice	Chapter(s)	Section(s)	Page(s)	Comments / Description of Change
7	06/11/04	03-07	Chapter 3	All	All pages	Entire Chapter 3 replaced.
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	Chapter 1 TOC pages i – iii; Ex. 1-1 pages 1-1 – 1-15; 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; Sec. 6.12 pages 6-48 – 6-52	Revisions to Chapters 2, 5, and 6 to include the Disability Program; Revisions to 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	Updated Center Financial Management information.
3.	09/30/03	03-03	Chapter 6	Exhibit 6-2	Ex. 6-2 pages 1 – 2	Updated 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	Clarification of 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	Chap 5 TOC page v; App. 501 Intro. pages 1 – 10; App. 501a all pages; App. 501b all pages; App. 501c all pages; App. 501d all pages	Updated, revised App. 501: PY 2003 Performance Management System. App. 501Intro. and App. 501a through d.

Program Year 2002

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	Updated the policy on chlamydia testing in males.
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	Chap. 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; Ex. 1-3 pages 1 – 6 Sec. 5.1 pages 5-2 – 5-4; Ex. 5-4 pages 1 – 3 Ex. 6-10 pages 1 – 8; App. 601 pages 1 – 4; App 602 pages 1 – 7; App. 603 pages i – iii and pages 1 – 11	Revised, updated 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; App. 503 pages i – ii and pages 1 – 32	Formalized 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; Quattro Pro spreadsheet	Updated, revised Appendix 502 to simplify the preparation and submittal of the Staff Compensation Supplement to the 2181 Center Operations Budget.

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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; Sec 1.6 pages 1-22 – 1-24 Sec. 2.3 pages 2-7 – 2-8; Sec. 2.5 pages 2-12 – 2-16 Chap 3 TOC pages i – vii; Sec. 3.1 pages 3-1 – 3-3; Sec. 3.11 pages 3-34 – 3-35; Sec. 3.16 pages 3-44 – 3-46 Chap. 4 TOC pages i – ii; Sec. 4.1 pages 4-2 – 4-3 Sec. 5.2 pages 5-5 – 5-7; Sec. 5.3 pages 5-8 – 5-9; Ex. 5-4 pages 1 – 3	Revised, updated 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; App. 501d all pages	Program Year 2002 Performance Management System

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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; App. 503 pages i – ii and pages 1 – 32	Revised and re-issued 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	Revised and re-issued 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; App. 503 all pages	Revised and re-issued 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 (JC FMS) that is being developed by the Job Corps Data Center (JCDC).

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4.	03/20/02	01-04	Chapter 5	Appendix 501a; Appendix 501d	App. 501a TOC; Attachment 1; App. 501d TOC; Attachment 2	To transmit 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; Ex. 1-2 page 1 Sec. 5.5 pages 5-14 – 5-15; Ex. 5-1 page 1; Ex. 5-2 pages 1 – 4 Chap.6 all pages; Ex.6-2 pages 1 – 2; App. 601 pages 1 – 4	Revised, updated disability and health policies and terminology. Made changes to Chapter 6, Student Allowance and Allotment System (SAAS). Revised 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	To inform 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; App. 501d all pages	To transmit 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.