

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 31-10
	<b>DATE</b> March 29, 2011

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE INVESTMENT BOARDS  
STATE ONE-STOP CAREER CENTER SYSTEM LEADS

**FROM:** JANE OATES  
Assistant Secretary

*Jane Oates*

**SUBJECT:** Veterans Career Transition Project at Select Job Corps Centers

- 1. Purpose.** To inform the public workforce system about the career transition pilot demonstration project available for veterans, ages 20-24, at select Job Corps centers and to encourage eligible veterans to access training opportunities at these sites. In the one-year demonstration project sponsored by the Employment and Training Administration (ETA), Office of Job Corps (OJC); and the Veterans' Employment and Training Service (VETS), veterans receive training with an opportunity to earn a credential or certificate. Project participants receive a stipend, housing, meals, assistance with employment and post-employment support. This project is an important resource for veterans transitioning from military service, who may have barriers to employment such as being at risk of homelessness, or lacking postsecondary credentials, and other young veterans who need additional education and training.
- 2. Background.** The unemployment rate for veterans, 20-24 years of age, consistently and significantly exceeds that for non-veterans. In 2009, the unemployment rate for veterans, 20-24 years of age, was 21 percent, which translates to an estimated 50,000 unemployed young veterans.

Transitioning from military service and starting a new civilian career can be challenging. Through this pilot, young veterans have access to a program which recognizes the maturity and life experiences that veterans gained from their military service. Job Corps employs a holistic career development training approach that teaches academic, vocational and employability skills, and social competencies in an integrated manner through a combination of classroom and applied learning experiences to prepare participants for stable, long-term, and high-paying jobs. An important outcome is that participants obtain skills and an industry-recognized credential.

Each of the three Job Corps centers selected as a demonstration project center, based on available bed space, current linkages with the military branches, and the variety of career training offerings available, dedicated 100 slots for veterans. Selected centers are as follows:

**EMPLOYMENT AND TRAINING ADMINISTRATION  
U.S. DEPARTMENT OF LABOR  
WASHINGTON, D.C. 20210**

- Earle C. Clements - Morganfield, KY (near Evansville, IN)
- Excelsior Springs - Excelsior Springs, MO (near Kansas City)
- Atterbury - Edinburg, IN (between Indianapolis and Louisville)

Once identified and enrolled into the project, participants select one of the three Job Corps training centers. Enrollment is open and continuous until each center reaches its capacity for 100 veterans at any one time. Although OJC set aside 300 project slots, actual participation during the year may exceed that number due to the continuous open enrollment.

- 3. Benefits for Participating Veterans.** Veterans receive priority access to this fully-funded project that is offered at no cost to the veteran. The project pays for the accepted veteran's transportation costs to the Job Corps center and transportation back home after training is completed; housing; meals; basic medical services; academic and career technical training; a bi-weekly living allowance; job placement; and post-graduation support.

A key benefit is post-graduation support. When veterans are ready to begin transitioning into their career, OJC staff provides job search assistance, resume writing, and job interviewing skills. Graduates receive transition services for up to 21 months after graduation, including assistance with housing, transportation, and other supportive services. Upon completion of training, veterans are assigned to a career transition counselor to assist them with job placement or enrollment in a postsecondary education program.

- 4. Actions.** Program operators are encouraged to make the attached promotional materials and information available to veterans and refer interested veterans, between the ages of 20-24, to this demonstration project. Veterans can enroll in the Job Corps program or obtain more information about this project by calling the toll-free information line 24 hours a day, seven days a week at (800) 733-JOBS or visit the OJC recruitment Web site at: [www.Recruiting.JobCorps.gov](http://www.Recruiting.JobCorps.gov).


- 5. Inquiries.** Please phone the national VETS point of contact, Tim Winter, (202) 693-4705, or the national OJC point of contact, Maria Temiquel, (202) 693-3118, for additional information.

- 6. Attachment(s).** Collateral materials for posting and sharing in One-Stop Resource rooms: Informational Poster, Informational One-Pager, Tri-Fold Brochure, and Frequently Asked Questions (FAQs).

## Career Technical Training Areas



*Not every center offers each of these career technical training areas. Please check with your admissions counselor to see which training programs are offered at the different Job Corps centers.*

 These career areas offer training in the latest green technology and industry-based practices to prepare graduates for careers in the green economy.

### ADVANCED MANUFACTURING

Welding

### AUTOMOTIVE AND MACHINE REPAIR

Automobile Technician  
Collision Repair and Refinish

### CONSTRUCTION

Bricklaying  
Carpentry  
Cement Masonry  
Electrical  
Facilities Maintenance  
Heating, Ventilation, and Air Conditioning  
Painting  
Plumbing

### FINANCE AND BUSINESS

Accounting Services  
Office Administration

### HEALTH CARE

Clinical Medical Assistant  
Licensed Practical/Vocational Nurse  
Medical Office Support  
Nurse Assistant/Home Health Aide  
Pharmacy Technician

### HOMELAND SECURITY

Security and Protective Services

### HOSPITALITY

Culinary Arts  
Hotel and Lodging

### INFORMATION TECHNOLOGY

Computer Technician  
Network Cable Installation

### RENEWABLE RESOURCES

Landscaping  
Urban Forestry

### RETAIL SALES AND SERVICES

Retail Sales

### TRANSPORTATION

Heavy Equipment Operations  
Material and Distribution Operations

... AND MANY MORE!



## Why Job Corps?

### Because Success Lasts A Lifetime

To enroll in the VETS/Job Corps demonstration project, call the Job Corps toll-free admissions line 24 hours a day, 7 days a week at:

**(800) 733-JOBS/5627**

[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)  
<http://mifuturo.jobcorps.gov> (español)

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

# VETS & JOB CORPS

HELPING VETERANS  
START A  
NEW CAREER



**(800) 733-JOBS/5627**

[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)

# What is Job Corps?



Transitioning from the military and starting a new career can be challenging. Let Job Corps help. At Job Corps, you can train for a new and rewarding career alongside other Veterans. After training, our staff will work with you to find a job for up to 21 months.

Job Corps offers hands-on training to eligible 16- through 24-year-olds in America's fastest-growing careers. Each year Job Corps provides training and support services to more than 100,000 young people in more than 100 career areas at 123 centers across the nation. No matter where you are coming from or where you want to go, there is a Job Corps center near you.



**And the best part? It's FREE.**

**(800) 733-JOBS/5627**  
[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)



## What does Job Corps offer to Veterans?

Veterans receive priority enrollment at all Job Corps centers. While you may attend any Job Corps center in the nation, there are three centers that offer dorm areas exclusively for Veterans. You will be living among other Veterans who are also transitioning from the military to civilian life. Those centers are:

- Atterbury Job Corps Center in Edinburgh, Indiana
- Earle C. Clements Job Corps Center in Morganfield, Kentucky
- Excelsior Springs Job Corps Center in Excelsior Springs, Missouri

For a map of all centers, visit [www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov).



## Starting a new career?

One of the program's biggest benefits is its post-graduate support. When you are ready to start looking for a job, staff will work with you to find job openings and submit resumes. Job Corps will help you for up to 21 months after you graduate to connect with housing, transportation, and day care resources.



## What happens at Job Corps?

While most of your time on center will be devoted to career training, you may spend some time taking academic classes. When you arrive you will be required to take a test to assess your academic skill level. Although you already have your high school diploma or GED, you may need to take additional classes in subjects such as math and English to prepare you for your career area.

You will have the chance to train with Job Corps employer partners on actual work sites. Job Corps has partners in every corner of the country who are looking for qualified people to train and hire.

Once the training day is over, you may need to study or have chores to complete. In addition, there's time to relax and enjoy recreational activities. You're also eligible for weekend passes to go home and visit family and friends, or family can visit you at the center.

# VETS & JOB CORPS

Success Lasts A Lifetime

## Frequently Asked Questions

### General

#### What is the demonstration project between Job Corps and VETS?

Job Corps has partnered with VETS to offer Veterans the opportunity to train for a new and rewarding career alongside other Veterans. Three Job Corps centers provide dorm areas exclusively for Veterans so you may live among others who are also transitioning from the military to civilian life.

#### What benefits do I get by attending one of the three demonstration centers for Veterans?

At these three centers, you will be given priority in enrolling in the career technical training area of your choice and will have the opportunity to live in a dorm area exclusively for Veterans. The three demonstration centers for Veterans are:

- Atterbury Job Corps Center in Edinburgh, Indiana
- Earle C. Clements Job Corps Center in Morganfield, Kentucky
- Excelsior Springs Job Corps Center in Excelsior Springs, Missouri

#### May I attend any of the 123 Job Corps centers?

While the demonstration project for Veterans is offered only at the three centers listed above, you may attend any of the 123 Job Corps centers provided space is available and you are deemed eligible.

#### Does it cost anything?

No. Job Corps has no cost to its students or their families.

#### Do I get paid while I am at Job Corps?

Throughout your training, you will receive a basic living allowance. As your training progresses, your living allowance will increase. After you graduate, Job Corps will provide you with a transition allowance based on your academic and career skills achievement while in the program.

#### Does enrollment in Job Corps affect my unemployment insurance benefits?

Unemployment insurance policies vary by state. Some states allow Job Corps participants to collect benefits while enrolled, but you will need to consult your unemployment insurance representative.

#### How long do I have to stay at Job Corps?

Job Corps is a self-paced program. That means you learn at your own pace. Depending on the career area you choose and the learning pace you set for yourself, training can take from 8 months to 2 years to complete. Job Corps recommends that you remain on center for at least 1 year to gain the knowledge and social skills needed for your new career.

#### May I leave Job Corps if I don't like it?

Yes. No one will force you to stay if you're not happy at Job Corps. You must be committed to the program to benefit from it. We promise you this: It will be difficult at times, and it will challenge you. But if you don't quit on us, we won't quit on you.

#### Is there a penalty for withdrawing from Job Corps?

There is no penalty for withdrawing from the program; however, those participants who complete the program have higher job placement rates and higher average wages than those who withdraw.

#### How do I enroll in Job Corps?

A Job Corps representative at your Transition Assistance Program site can direct you to the admissions counselor in your area. Additionally, you can call our toll-free admissions line 24 hours a day, 7 days a week at (800) 733-JOBS/5627.

#### What documents should I bring with me to enroll in Job Corps?

If you graduated from high school, please bring a copy of your diploma or official transcripts indicating graduation. If you received your GED, bring a copy of your certificate or official test scores. Other documents you must bring are your Social Security card or your U.S. Citizenship and Immigration Services (USCIS) alien registration card, and your immunization records.

If you have a driver's license, medical insurance card, food stamps, public assistance documentation, or Temporary Assistance for Needy Families (TANF) documentation, please bring them with you.



To enroll in the VETS/Job Corps demonstration project, call toll-free (800) 733-JOBS/5627. Operators are available 24 hours a day, 7 days a week.

or

Visit us online at  
[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)  
<http://mifuturo.jobcorps.gov> (español)

## Life on Center

### Do I have to live at the center?

Most students live on center, but some centers serve nonresidential students as well. Nonresidential policies vary at each center, so check with your admissions counselor for details.

### Will I have a roommate?

Yes. Depending on the center, you can have anywhere from one to seven roommates. Centers offer separate male and female dormitories.

### What are the rules at Job Corps?

Job Corps centers have rules and regulations to provide the safest possible learning environment for students. Job Corps has a Zero Tolerance Policy against violence and drugs. Any student who violates this policy will be removed from the Job Corps program.

### Is there a curfew?

Each center has a curfew. Your admissions counselor can provide you with additional details for your center.

### May I bring my spouse to Job Corps?

Your spouse may accompany you only if he or she is also enrolled in the program. A spouse would have to meet Job Corps' eligibility requirements. Please note that married couples do not share a room and must abide by the same rules as other Job Corps students.

### May I bring my child to Job Corps?

Job Corps offers child-care assistance at some center locations. Students may also contribute a portion of their biweekly allowance to fund off-site child care. Your admissions counselor will explain what options are available to you.

### May my family visit me on center?

Yes. You may have family visit you at the center. Please have them contact the center in advance of their visit.

### When can I go home to visit?

Passes may be given for weekend visits with family, overnight trips off center, holidays, and emergency situations. Job Corps will provide your transportation for your initial trip to the center and your return home when you leave the program. In addition, transportation will be provided to and from your home during the winter and summer breaks. Any other trips home must be arranged and paid for by the student.

### What do I have to wear?

You are responsible for providing your own everyday clothes. Individual centers have rules about personal appearance. Generally, articles of clothing with offensive wording, large amounts of jewelry, or any items that promote drugs, alcohol, tobacco, or violence are not allowed. Many centers require students to wear uniforms during the training day. If that applies to you, a uniform will be provided.

### May I take personal belongings to Job Corps?

Students are expected to bring personal care and grooming items. However, students should not bring expensive video and audio equipment, computers, or similar items. Your admissions counselor can help you determine what items are appropriate to bring on center.

## Career Technical Training and Education

### What kind of training is available through Job Corps?

Job Corps offers career technical training in more than 100 career areas, including green job training in advanced manufacturing, automotive and machine repair, and construction careers. Students also receive academic training, including basic reading and math, GED attainment, college preparatory courses, and Limited English Proficiency courses. Courses in independent living, employability skills, and social skills are offered in order to help students transition into the workplace.

### What else does Job Corps have to offer?

Job Corps offers career planning and job placement services, on-the-job training, residential housing, food service, driver's education, basic health and dental care, a biweekly basic living allowance, and a clothing allowance. Some centers offer child care programs as well.

### Am I guaranteed a certification?

Job Corps' career training provides students with the knowledge and skills to receive a certification upon completion of their training. However, a certificate is not guaranteed.

### Will I get credit for my military experience?

No, you will not receive credit for military experience. However, the skill sets you have earned in the military will help your career training advance quickly.

### How long will my training last?

The length of training varies for each student. Training may range from 8 months to 2 years based on the level of training and industry certification the student desires.

### Can Job Corps help me get into college after I graduate from the program?

Some Job Corps centers have cooperative agreements with community colleges or related institutions to teach specific career area courses or to have individual students take courses for college credit. Job Corps will work with students to help them transfer into college programs, when appropriate.

### What happens after I graduate from Job Corps?

Even before graduation, a Job Corps career transition specialist will assist you in conducting a job search and direct you to social services such as health care, housing, legal assistance, and child care. For up to 21 months after you graduate, a Job Corps career transition specialist will stay in touch with you to make sure things are going well in your new career.



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# VETS & JOB CORPS

**Helping  
Veterans Start  
A New Career**

## What is Job Corps?

- Career training
- Industry certifications
- Academic classes
- Job-search assistance



## What does Job Corps offer to Veterans?

- Opportunity to train for a rewarding new career alongside other Veterans
- Priority enrollment at all Job Corps centers
- Three centers that offer dorm areas exclusively for Veterans



**(800) 733-JOBS/5627**

[www.recruiting.jobcorps.gov](http://www.recruiting.jobcorps.gov)

<http://mifuturo.jobcorps.gov> (español)

**FREE!**  
Eligible 16- through  
24-year-olds  
100 career areas  
124 centers nationwide

# JOB CORPS

Success Lasts  
A Lifetime

## JOB CORPS AND VETS: HELPING VETERANS START A NEW CAREER

### What is Job Corps?

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Want to learn more about Job Corps? Visit us at [www.jobcorps.gov](http://www.jobcorps.gov).

### Career Technical Training Areas

**ADVANCED  
MANUFACTURING**   
Welding

**AUTOMOTIVE AND  
MACHINE REPAIR**   
Automobile Technician  
Collision Repair and Refinish

**CONSTRUCTION**   
Bricklaying  
Carpentry  
Cement Masonry  
Electrical  
Facilities Maintenance  
Heating, Ventilation, and Air  
Conditioning  
Painting  
Plumbing

**FINANCE AND BUSINESS**  
Accounting Services  
Office Administration

**HEALTH CARE**  
Clinical Medical Assistant  
Licensed Practical/Vocational  
Nurse  
Medical Office Support  
Nurse Assistant/Home Health  
Aide  
Pharmacy Technician

**HOMELAND SECURITY**  
Security and Protective  
Services

**HOSPITALITY**  
Culinary Arts  
Hotel and Lodging

**INFORMATION TECHNOLOGY**  
Computer Technician  
Network Cable Installation


**RENEWABLE RESOURCES**  
Landscaping  
Urban Forestry

**RETAIL SALES AND SERVICES**  
Retail Sales

**TRANSPORTATION**  
Heavy Equipment Operations  
Material and Distribution  
Operations

... AND MANY MORE!

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(800) 733-JOBS  
[www.jobcorps.gov](http://www.jobcorps.gov)



# JOB CORPS

(800) 733-JOBS

www.jobcorps.gov

## JOB CORPS CENTER LOCATIONS



**Centers with Dorms for Veterans:**  
 Atterbury Job Corps Center - Edinburg, Indiana  
 Earle C. Clements Job Corps Center - Morganfield, Kentucky  
 Excelsior Springs Job Corps Center - Excelsior Springs, Missouri



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