**{Operator Letterhead}**

Date: XXX

To: XXX Regional Director

From: {Operator}

Subject: **Distance Learning Plan – XXX Job Corps Center**

{Operator} is pleased to submit for approval this updated Distance Learning Plan for the XXX Job Corps Center. This plan has been updated to include all elements required in Job Corps Program Instruction Notice No. 20-04; Providing Online and Correspondence Distance Learning, which was issued on July 20, 2020.

This Distance Learning Plan meets all contract requirements and includes internal controls to support compliance and integrity. The COVID-19 pandemic is ever-evolving and has had a significant impact on the Job Corps program and the students we serve. It is our intention to update this Plan, as needed, upon the receipt of additional Program Instruction Notices, PRH Change Notices or circumstances stemming from the COVID-19 pandemic. All future updates to the Plan will be submitted to the Regional Office for review and approval.

We are available to discuss this Plan at your convenience and we look forward to your feedback and approval.

Sincerely,

{Operator Signature, Title}