

**APPENDIX 501d**

**POLICIES AND PROCEDURES**  
**FOR PY 2004**  
**VOCATIONAL REPORTING AND IMPROVEMENT**  
**SYSTEM**

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## I. PY 2004 VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM

***Prior to reviewing this section, please read the INTRODUCTION to Appendix 501. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 2004 Performance Measurement Systems.***

### A. Overview

The Vocational Reporting and Improvement System (VRIS), composed of the Vocational Training Report Card (VTRC), Performance Improvement Plans, and incentives and sanctions, is a comprehensive system used to measure and improve the performance of all Job Corps vocational training programs, both center-operated and National Training Contractor (NTC)-operated.

The Vocational Training Report Card provides data regarding students' participation in vocational programs as well as achievement of long-term employment at sustainable earnings. The Vocational Training Report Card also supports the mission of the Career Development Services System (CDSS) and Workforce Investment Act (WIA) requirements.

Implementation of Performance Improvement Plans (PIPs), as well as incentives and sanctions will enable the Job Corps community to more effectively monitor and continuously improve the performance of all vocational programs.

Performance during PY 2003 indicates that the VRIS system has been effective in redirecting the focus to maximizing the student training capacity of vocational programs and increasing long-term outcomes.

### B. Changes in the Vocational Training Report Card

The following is a description of changes in the Vocational Training Report Card for PY 2004.

#### 1. **Core Indicators of the Vocational Training Report Card**

The PY 2004 Vocational Training Report Card is composed of the following six core indicators:

- 1) Vocational Completion
- 2) Initial Placement
- 3) Job Training Match Placement
- 4) 6-Month Follow-up Placement
- 5) 6-Month Follow-up Average Weekly Earnings
- 6) 12-Month Follow-up Placement

#### 2. **Redistribution of Weights**

To further emphasize the importance of achieving long-term labor market attachment for graduates, weights have been set as follows:

- Initial Average Wage, Job Training Match Average Wage, and 12-month Follow-Up Average Weekly Earnings are not assigned a weight. However, these results will continue to be recorded in the Report Card for informational purposes.
- Vocational Completion Rate decreases from 20% to 10%.
- The weights for the 6-Month Placement and 6-Month Earnings measures increase from 10% to 20%.

### **3. National Goals for 6- and 12-Month Average Weekly Earnings**

National goals and model-based goals have been established for the post-placement earnings measures. The goals for the 6-Month and 12-Month Follow-Up Average Weekly Earnings increase to \$368 and \$380 respectively.

## **C. Vocational Training Report Card Indicators**

*Students who separate as a ZT Level One 05.1A or 05.2B in 30 days or less, or who separate as a ZT Level One 05.2A in 45 days or less under Job Corps' Zero Tolerance Policy will not be included in the Vocational Training Report Card. Level One ZT terminations after 30/45 days will be included in the vocational completion pool, and credit for attainment of a vocational credential prior to departure will be recorded in this measure. However, all Level One ZT terminations are considered neither former enrollees nor graduates, and are therefore excluded from all post-center pools since they are ineligible for post-center services.*

### **1. Vocational Completion**

**Pool:** All terminees assigned to a vocational program (excluding 30/45 day Level 1 ZTs).

Terminees who were enrolled in more than one trade, but did not complete any trade, shall be included in the vocational completion pool of the trade in which they were enrolled the longest. Terminees who completed one or more trade, are assigned to the vocational completion pool of each trade completed.

**Measure:** The percentage of terminees in the pool who complete a vocational training program.

**Weight:** 10%

**Formula:** 
$$\frac{\text{Number of terminees who completed a vocational training program}}{\text{Number of terminees who were assigned to a vocational program (except those who separated due to ZT terminations within 30/45 days)}}$$

## 2. Initial Placement

**Pool:** All vocational completers whose initial placement records are due or received<sup>1</sup>, or who transfer to an approved advanced training (AT) program at another center.

Terminees who complete one or more trade, are assigned to the Initial Placement pool of each trade completed.

**Measure:** The percentage of vocational completers in the Initial Placement pool who are placed in a job, an education program, the military, or a job/school combination (according to Job Corps' placement definition in PRH Chapter 4, Career Transition Period), or who transfer to an approved AT program at another center. Further, job placements must continue, at a minimum, to meet the federal minimum wage requirement of \$5.15 in all states (except for Puerto Rico, Virgin Islands, and the Trust Territories).

Also, as the pool and measure descriptions suggest, an automatic placement education credit is given for vocational completers who transfer to an approved AT program at another center. It is important to note that the student is placed in the sending center's pool and the credit is given at the time of the transfer.

Terminees who are in the Initial Placement pool for more than one trade shall remain in those pools, whether placed or not, and be included in the calculation for the Initial Placement measure of each of those trades.

Valid initial placements that are deemed "non-credited" by the Job Corps Data Center (JCDC) due to errors in meeting PRH requirements for verification and/or reporting timelines shall be

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<sup>1</sup> In this usage, the term "due or received" refers to the sum of the number of vocational completers for whom placement information was reported; i.e., "received", plus the number of vocational completers for whom placement information was not reported and for whom the placement window had expired; i.e., "due".

included in the CTS Report Card reflecting regional and national totals only. However, all entities may receive credit for the 6- and 12-month outcomes of these graduates, provided that they participate in the applicable follow-up surveys. These graduates will also be provided career transition services, since their initial placements are valid, making them eligible for the full array of services afforded their separation status.

**Weight:** 20%

**Formula:** Number of vocational completers who are initially placed in a job, an education program, the military, or a job/school combination, or who transfer to an approved AT program at another center  
All vocational completers whose initial placement records are due or received, or who transfer to an approved AT program at another center

### 3. Initial Average Wage

**Pool:** All vocational completers initially placed in jobs or the military during the period as defined in PRH Chapters 4 and 6.

**Measure:** The average hourly wage of vocational completers initially placed in jobs or the military.

**Weight:** 0% (Information only)

**Formula:** 
$$\frac{\text{Sum of hourly wages of vocational completers initially placed in jobs or the military}}{\text{Number of vocational completers initially placed in jobs or the military}}$$

### 4. Job-Training Match (JTM) Placement

**Pool:** All vocational completers who were initially placed in jobs or the military.

Terminees who complete one or more trade are assigned to the JTM Placement pool of each trade completed.

**Measure:** The percentage of vocational completers in the pool initially placed in training-related jobs or the military. The federal minimum wage requirement also applies to this indicator.

For students who complete more than one vocational offering and are placed in the military, all applicable trades receive a JTM Placement.

If a student completes more than one vocational offering and is placed in a job related to all of them, then all receive a JTM Placement. If the placement relates only to one of the vocational offerings, then only that one will be credited with a JTM Placement. Further, this same student will be removed from the JTM pool of the other vocational offering(s) completed.

If a student is placed in a job that does not match any of the vocational programs completed, the student is entered into all programs' JTM placement pools, but no program receives credit since no JTM placement occurred.

**Weight:** 20%

**Formula:** 
$$\frac{\text{Number of vocational completers in the pool who were initially placed in training-related jobs or the military}}{\text{Number of vocational completers who were initially placed in a job or in the military}}$$

## 5. JTM Average Wage

**Pool:** All vocational completers who were initially placed in jobs or the military.

**Measure:** The average hourly wage of vocational completers initially placed in training-related jobs or the military.

**Weight:** 0% (Information only)

**Formula:** 
$$\frac{\text{Sum of hourly wages of vocational completers initially placed in training-related jobs or the military}}{\text{Number of vocational completers initially placed in training-related jobs or the military}}$$

## 6. 6-Month Follow-up Placement

**Pool:** All vocational completers initially placed in a job, school, or the military, who complete the 6-month follow-up survey.

**Measure:** The percentage of those in the above pool who are in a job, school, or the military that meets the Job Corps definition of placement 6

months after initial placement. The federal minimum wage requirement also applies to this indicator.

**Weight:** 20%

**Formula:** 
$$\frac{\text{Number of vocational completers who are in a job, school, or the military that meets the definition of a placement, as contained in the PRH, 6 months after placement}}{\text{All vocational completers initially placed who complete the 6-month follow-up survey}}$$

### 7. 6-Month Follow-up Average Weekly Earnings

**Pool:** All vocational completers, initially placed, who complete the 6-month follow-up survey and report working in a job or the military that meets the definition of a placement as contained in the PRH.

**Measure:** The average weekly earnings of those in the above pool who are working in the military or a job that meets the definition of a placement, as contained in the PRH, 6 months after initial placement.

**Weight:** 20%

**Formula:** 
$$\frac{\text{The sum of weekly earnings of vocational completers who report they are working 6 months after placement in the military or a job that meets the Job Corps definition of a placement}}{\text{All vocational completers initially placed who complete the 6-month follow-up survey and report that they are working in a job or the military that meets the definition of a placement as contained in the PRH.}}$$

### 8. 12-Month Follow-up Placement

**Pool:** All vocational completers, initially placed in a job, school, or the military, who complete the 12-month follow-up survey.

**Measure:** The percentage of those in the above pool who are in a job, school, or the military that meets the definition of a placement as contained in the PRH, 12 months after initial placement. The federal minimum wage requirement also applies to this indicator.

**Weight:** 10%



**Formula:** 
$$\frac{\text{Number of vocational completers who are in a job, school, or the military that meets the definition of a placement, as contained in the PRH 12, months after placement}}{\text{All vocational completers initially placed who complete the 12-month follow-up survey}}$$

### 9. 12-Month Follow-up Average Weekly Earnings

**Pool:** All vocational completers, initially placed, who complete the 12-month follow-up survey and report working in a job or the military that meets the definition of a placement as contained in the PRH.

**Measure:** The average weekly earnings of those in the above pool who are working in the military or a job that meets the definition of a placement, as contained in the PRH, 12 months after initial placement.

**Weight:** 0% (Information only)

**Formula:** 
$$\frac{\text{The sum of weekly earnings of vocational completers who report working 12-months following placement in the military or a job that meets the Job Corps definition of a placement}}{\text{All vocational completers initially placed who complete the 12-month follow-up survey and report working in a job that meets the definition of a placement as contained in the PRH.}}$$

### D. Rating Formula

The program score for each core indicator will be based on actual performance. However, each indicator will be capped at 100%, resulting in the capping of the total score at 100%. For example: carpentry graduates from XYZ center report earning an average of \$400/week at 6-months following separation, exceeding the \$368 National goal by 8.7%. Although the \$400 will be displayed on the Vocational Training Report Card, this particular carpentry program cannot earn more than 100% for this indicator. Likewise, this program's overall score, composed of the score for this core indicator, as well as the scores of other core indicators, cannot exceed 100%.

### E. Minimum Productivity Rule

The Minimum Productivity Rule (MPR) requires all vocational programs to place (vocational completers only) a minimum of 51% of their contracted training slots every program year. This rule is a prerequisite that must be achieved before further analysis and evaluation of the core indicators are conducted. Programs not meeting the Minimum Productivity Rule will automatically be ranked as grade 'D,' indicating unsatisfactory performance, and be subject to sanctions.

## **F. Program Performance: Incentives and Sanctions**

It is important to understand that the primary purpose of the Vocational Reporting and Improvement System is to maximize the performance of programs, not to sanction them. The system is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate vocational program performance;
- recognize programs that consistently perform well;
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance; and
- work to improve programs that exhibit average performance to prevent further decline.

Based on the PY 2004 Vocational Training Report Card, programs will receive a total score not to exceed 100% and be graded on the basis of the following scale:

<i>A:</i>	<i>exceptional performance</i>	<i>90 – 100%</i>
<i>B:</i>	<i>above average performance</i>	<i>80 – 89%</i>
<i>C:</i>	<i>average performance</i>	<i>70 – 79%</i>
<i>D:</i>	<i>unsatisfactory performance</i>	<i>0 – 69%</i>

The Vocational Training Report Card will display each program's score and grade for the preceding program year.

### **1. Grade 'A' (Exceptional Performance)**

Vocational programs in Grade 'A' for two or more consecutive program years will be recognized by the National Office, based on recommendations from Regional offices, as follows:

- Two consecutive years of performance in Grade 'A': Silver recognition
- Three consecutive years or more of performance in Grade 'A': Gold recognition

### **2. Grade 'B' (Above Average Performance)**

Vocational programs in the 'B' Grade will not be subject to incentives or sanctions.

### **3. Grade 'C' (Average Performance)**

Regional offices may require programs with performance in Grade 'C' (including NTC programs) to have a Performance Improvement Plan, especially those that repeatedly have scores in the low 70's. PIPs will be developed, implemented,

regularly monitored and, as necessary, adjusted by all entities involved with the vocational program (i.e., Regional office, center and, as appropriate, NTC).

#### **4. Grade 'D' (Unsatisfactory Performance)**

##### First Year of Grade 'D' Performance:

Utilizing the PY 2004 Vocational Training Report Card, and for each subsequent program year, Regional offices will identify all vocational programs in Grade 'D' and initiate an Appeals Process. This process will provide operators/center directors and, as applicable, NTCs, an opportunity (within 20 business days) to present valid, mitigating circumstances that they believe have caused the unsatisfactory performance. For NTC programs, operators/center directors and NTCs are encouraged to jointly develop and submit a single appeal; however, where this is not possible, separate appeals may be submitted to the Regional office.

Following the Regional office-administered Appeals Process, which includes a thorough analysis of all appeals submitted, Regional offices will notify center operators/directors and, as appropriate, NTC officials, of vocational programs that will:

- serve probation and require a PIP;
- not serve probation, but require a PIP; or
- neither serve probation nor require a PIP.

Regional offices will submit to the National Office (ATTN: Division of Program Planning and Development) a composite list of those programs designated to serve probation.

All vocational programs designated to serve probation by the Regional office will be required to have a Performance Improvement Plan. The center, Regional project manager and, as appropriate, NTC, will work together to develop, implement, and monitor Performance Improvement Plans. If necessary, PIPs should be modified to achieve desired results.

##### Second Year of Grade 'D' Performance for Programs Having Served One Year of Probation:

At the end of the program year in which probation was served, if the program remains in Grade 'D,' it will be subject to an Appeals Process administered by the National Office, as follows:

- National Office formally notifies Regional Directors and, as applicable, National Training Contractors, of programs that were on probation and continued to perform at Grade 'D.'

- Regional Directors/NTCs will have 20 business days to submit appeals to the Office of Job Corps (ATTN: Division of Program Planning and Development, Appeals). For NTC programs, Regional Directors and NTCs are encouraged to jointly develop and submit a single Appeal; however, where this is not possible, separate Appeals may be submitted to the National Office.
- National Office staff will thoroughly review all Appeals, consult with RDs and NTCs, as necessary, and recommend to the National Director one of the following actions for each program:
  - closure/slot reduction;
  - probation for another program year (this would also require the development of another PIP or modification of the existing PIP, as warranted);
  - no sanctions or PIP; or
  - no sanction but with a PIP required.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

## **II. ROLES AND RESPONSIBILITIES**

### **A. National Office**

The National Office will be responsible for:

- establishing overall policy regarding the Vocational Reporting and Improvement System, as well as the weight structure for the Vocational Training Report Card, each program year, and
- administering the National Office Appeals Process for programs subject to closure/slot reduction.

### **B. Regional Offices**

Regional offices will be responsible for:

- monitoring the performance of all vocational programs monthly, including NTC programs, using the Vocational Training Report Card and information gathered from center visits, reviews, etc;
- administering the Regional Office Appeals Process and, as justified, placing programs on probation;

- assisting in the development, implementation, and monitoring of Performance Improvement Plans for all programs in Grade 'D' and, as determined by the Regional office, those in Grade 'C';
- participating in the National Office-administered Appeals Process; and
- developing, as needed, vocational change recommendations and related vocational modernization plans, in cooperation with centers, Industry Councils and, as applicable, NTCs.

**C. Center Operators/Directors**

Center operators/directors will be responsible for:

- ensuring, in cooperation with Industry Councils, the most meaningful and productive trade-mix using relevant local labor market supply and demand data and other economic information;
- coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve vocational training program performance, based on data contained in the monthly Report Card;
- participating, as applicable, in the Regional office-administered Appeals Process;
- providing staff training, monitoring performance regularly, and working with Regional office staff and, as applicable, NTC staff, to develop, implement, and monitor Performance Improvement Plans; and
- initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

**D. National Training Contractors**

NTCs, working closely with the NTC National Government Authorized Representative (GAR), and center staff, will be responsible for:

- coordinating with Regional office staff, operators, and center staff to implement the new Vocational Training Report Card; initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates;
- participating in the Regional office-administered, and National Office-administered Appeals Process, as applicable; and

- providing NTC staff training, monitoring NTC performance frequently, and working with Regional office and center staff to develop, implement, and regularly monitor Performance Improvement Plans for NTC programs.

**Attachment 1**

**JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM**

**PERFORMANCE IMPROVEMENT PLAN (PIP)**

**I. Program Information**

<b>Vocational Program:</b>	<b>Slots:</b>	<input type="checkbox"/> <b>Basic</b>	<input type="checkbox"/> <b>AT</b>	<input type="checkbox"/> <b>NTC</b>	<input type="checkbox"/> <b>OCT</b>	<input type="checkbox"/> <b>ACT</b>
<b>Center:</b>			<b>Region (name):</b>			

**II. Program Performance Status**

<b>Performance Status in Most Immediately Completed PY</b> _____: <input type="checkbox"/> <b>Failed to Meet MPR<sup>2</sup></b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>D</b> <b>Overall</b> <b>Score<sup>3</sup></b> _____	<b>Performance Status in Preceding PY:</b> <input type="checkbox"/> <b>Failed to Meet MPR</b> <input type="checkbox"/> <b>A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>D</b> <b>Overall Score:</b> _____ <input type="checkbox"/> <b>N/A<sup>4</sup></b>
<b>Program was on Performance Improvement Plan in Most Immediately Completed PY:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Substantial Improvement from Preceding PY:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**III. Performance Improvement Plan (expand the table if necessary)**

<b>Unsatisfactory Performance Area</b>	<b>Cause(s)</b>	<b>Action(s)</b>
<b>Minimum Productivity Rule</b>		

<sup>2</sup> MPR--Minimum Productivity Rule

<sup>3</sup> Leave blank if program failed to meet the Minimum Productivity Rule

<sup>4</sup> Use N/A if the preceding Program Year is before PY 03.

Unsatisfactory Performance Area	Cause(s)	Action(s)

**IV. The Following Individuals Have Contributed to Developing this PIP.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Vocational Instructor**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Vocational Manager**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Center Director**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**National Training Contractor (if applicable)**

**V. Regional Office Approval**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Attachment 2**

**JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM**

**APPEALS FORM**

**I. Program Information**

<b>Vocational Program:</b>	<b>Slots:</b>	<input type="checkbox"/> Basic	<input type="checkbox"/> AT	<input type="checkbox"/> NTC	<input type="checkbox"/> OCT	<input type="checkbox"/> ACT
<b>Center:</b>		<b>Region (name):</b>				

**II. Program Performance Status**

<b>Performance Status in Most Immediately Completed PY ____:</b> <input type="checkbox"/> Failed to Meet MPR <sup>5</sup> <input type="checkbox"/> C <input type="checkbox"/> D Overall Score <sup>6</sup> _____	<b>Performance Status in Preceding PY:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Overall Score: _____ <input type="checkbox"/> N/A <sup>7</sup>
<b>Program was on Performance Improvement Plan in Most Immediately Completed PY:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Substantial Improvement from Preceding PY:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**III. Mitigating Circumstance(s) Supporting This Appeal (Only essential documents should be attached)**

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<sup>5</sup> MPR means the Minimum Productivity Rule.

<sup>6</sup> Leave blank if program failed to meet the Minimum Productivity Rule.

<sup>7</sup> Use N/A if the preceding Program Year is before PY'03.



Attachment 3

**Vocational Training Report Card Matrix**

<b>Indicators</b>	<b>Definition</b>	<b>Weight</b>	<b>Goal</b>
<b>Vocational Completion</b>	The number of terminees who complete a vocational training program. <hr/> All terminees assigned to a vocational program (excluding 30/45 day Level 1 ZTs).	20%	N/A
<b>Initial Placement</b>	The number of vocational completers who are initially placed in a job, an education program, the military, or a job/school combination, or who transfer to an approved AT program at another center. <hr/> All vocational completers whose initial placement records are due or received or who transfer to an approved AT program at another center.	20%	N/A
<b>Initial Average Wage</b>	The sum of the hourly wage of vocational completers initially placed in jobs or the military. <hr/> All vocational completers initially placed in jobs or the military.	0% (Info. Only)	N/A
<b>JTM Placement</b>	The number of vocational completers initially placed in training-related jobs or the military. <hr/> All vocational completers who were initially placed in jobs or the military.	20%	N/A
<b>Job Training Match (JTM) Wage</b>	The sum of the hourly wage of vocational completers in training-related employment or the military. <hr/> All vocational completers who were initially placed in jobs or the military.	0% (Info. Only)	N/A
<b>6-month Follow-up Placement</b>	The number of vocational completers who are in a job/military or school that meets the Job Corps definition of placement at 6 months after initial placement. <hr/> All vocational completers initially placed who complete the 6-month follow-up survey.	10%	N/A
<b>6-month Follow-up Average Weekly Earnings</b>	The sum of weekly earnings of vocational completers who report working at 6 months following placement in a job that meets the Job Corps definition of placement. <hr/> All vocational completers initially placed who complete the 6-month follow-up survey and report that they are working in a job/military that meets the Job Corps definition of placement.	10%	\$355 (National Goal)
<b>12-month Follow-up Placement</b>	The number of vocational completers who are in a job/military or school that meets the Job Corps definition of placement at 12 months after initial placement. <hr/> All vocational completers initially placed who complete the 12-month follow-up survey.	10%	N/A
<b>12-month Follow-up Average Weekly Earnings</b>	The sum of weekly earnings of vocational completers who report working at 12 months following placement in a job that meets the Job Corps definition of placement . <hr/> All vocational completers initially placed who complete the 12-month follow-up survey and report they are working in a job or the military that meets Job Corps definition of placement.	10%	\$370 (National Goal)
<b>Total:</b>		<b>100%</b>	

## Attachment 4

### Instructions for Filing an Appeal of 6 or 12 Month Follow-up Survey Data

#### **GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for 6-month or 12-month survey data.
2. The appeal must be filed by the last day of the month following the month in which the student's record first appears on the Center OMS-20 or the CTS OMS-20.
3. Job Corps centers, CTS agencies and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.
5. Submit the appeal with documentation to the National Program Accountability Unit, National Office of Job Corps.

#### **INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

##### ***Check Box for Appeal***

1. Check the appropriate boxes to indicate the survey (6 or 12 month) and the type of appeal you are filing.
2. You may file an appeal for placement only, the amount of earnings only, or for both placement and earnings. If you are appealing an education placement, mark the placement box for the appropriate survey. If you are only appealing the earnings reported, mark the earnings box for the appropriate survey. If you are appealing a job placement, mark both the placement box and the earnings box for the appropriate survey.

##### ***Student Information***

1. Check one box to indicate which survey you are appealing.  
Enter the student's nine-digit social security number in the boxes.
2. Print the student's name, last name first, followed by first name and middle initial.
3. Print the name of the center from which the student terminated.
4. Record the month, day and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in SPAMIS/CIS, for the student whose data you are appealing. Query the

information by entering the student's SSN. Record the start and end date in the appropriate boxes in #5 and #6.

**Use the table below to determine which sections to complete for different types of placements:**

<b>Type of Placement:</b>	<b>If Appealing:</b>	<b>Then Complete:</b>
One part time or full time job	Same	Section A
School or training placement	Same	Section B

### **Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Print the employer's name.
2. Enter the total number of hours in the boxes that the student worked in the relevant week. The student must have worked the minimum number of hours required for a valid Job Corps placement during the seven-day period represented by the survey week for the job(s) to qualify for credit.
3. Use the pay stub information to check one box in column 3 to indicate how the student was paid, i.e., hourly, weekly, monthly, etc.
4. Use the pay stub information to enter the dollar amount of earnings in column 4. Note, the student must have earned at least federal minimum wage (the Federal Minimum Wage) for this to qualify as a Job Corps Job Placement.
5. If the student earns other payments from this job, enter the weekly amount of those payments in column 4.

**You must attach written documentation of employment information.** Pay information must either: (1) at a minimum, include the seven day period prior to the date surveyed, but a more expansive period may be covered; or (2) show that the student worked a minimum of 20 hours during the dates that cover the survey week. For example: the survey week is from September 4<sup>th</sup> to September 10<sup>th</sup>. The student is paid by the week and the pay stub covers September 6<sup>th</sup> to September 12<sup>th</sup> when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. Written documentation may include a pay stub, written statement on letterhead, or business card stamp on an employer verification form.

### **Section B: Education**

If you are appealing data on education status, complete Section B.

1. Print the name of the school or training institution.

2. Check the type of school/training program or college the student attends. **Note:** in order to qualify, this schooling/training must meet the Job Corps requirements for a school/training placement.
3. Enter information on attendance/enrollment in this column.

If the student...

- a. is enrolled in high school, **enter the grade level in the box and the number of hours the student attended during the survey week.** The student must be enrolled in 9<sup>th</sup> grade or higher to qualify.
  - b. was enrolled in a post-secondary vocational or technical school, enter the **number of hours the student attended during the survey week.**
  - c. was enrolled in college, record the number of **course credit hours** the student was **registered** to take for the period that includes the dates of the survey week.
  - d. was enrolled in an on-the-job-training program or was working in a subsidized job, enter the **number of hours the student worked during the survey week.**
  - e. was enrolled in an “other” program (e.g., a program to obtain a GED, etc), enter the **number of hours the student attended during the survey week.**
4. Enter the type of “other” program on the line.

**You must attach a letter from the school or training program or college documenting that the student was enrolled/attending during the seven-day period covered by the survey week.**

***Information about You (Bottom of Form)***

- 1-2. Print your name and sign the form in the appropriate boxes.
3. Record the name of the center or placement agency where you work and the 6-digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Enter the date you are submitting the appeal.

**U.S. Department of Labor – Employment and Training Administration**  
**JOB CORPS APPEAL FORM FOR 6- or 12-MONTH SURVEY DATA**

Student Information: (Please Print)				Check Box for Appeal:				
1. Social Security Number				6-Month Placement <input type="checkbox"/>	6-Month Earnings <input type="checkbox"/>	12-Month Placement <input type="checkbox"/>	12-Month Earnings <input type="checkbox"/>	
2. Last Name		MI	First Name					
3. Center Attended				4. Date Reported to Initial Placement (Work or School):		Month	Day	Year

**Query SPAMIS-CIS to Get the Correct Start and End Dates for the Appropriate Survey Week and Enter Dates Below**

5. Start Date of Week:	Month	Day	Year	6. End Date of Week:	Month	Day	Year

**Complete Section A or Section B Below:**

**Section A: Complete this section if appeal is for employment during the week. Attach a pay stub for the time-period that includes the start and end dates.**

1. Enter Employer's Name:	
2. Enter Total Hours: (worked during the week in question)	
3. Enter Earnings* Unit: (check one)	4. Dollar Amount: (enter earnings for unit selected)
<input type="checkbox"/> Hourly	\$
<input type="checkbox"/> Weekly	\$
<input type="checkbox"/> Monthly	\$
<input type="checkbox"/> Daily	\$
5. Enter any other weekly payments (e.g. bonuses, tips, commissions, etc.)	\$

\* Earnings per hour must equal or exceed the Federal Minimum Wage to qualify as a valid placement.

**Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student was enrolled/attended for the minimum hours required for a valid Job Corps placement during the week.**

1. Enter Name of School/Training Institution:	
2. Type of School/Training Program (check one):	3. Enter Information on School/Training Below:
<input type="checkbox"/> High School	Grade: _____ Hours attended in week: _____
<input type="checkbox"/> Post-secondary Vocational/Technical School	No. of hours attended in week: _____
<input type="checkbox"/> College	No. of credit hours enrolled in: _____
<input type="checkbox"/> On-the-job Training or Subsidized Employment	No. of hours attended in week: _____
<input type="checkbox"/> Other Training	No. of hours attended in week: _____
4. If Other Training, specify type: _____	

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6 Digit ID Code):	4. Your Telephone: (       )
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved:       Date:

