

**APPENDIX 501c**  
**POLICIES AND PROCEDURES**  
**FOR PY 01**  
**CAREER TRANSITION SERVICES (CTS)**  
**REPORT CARD**

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## I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2001

***Prior to reviewing this section, please read the INTRODUCTION to this document. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 01 Performance Measurement Systems.***

- A. **Overview.** Due to WIA legislation and full implementation of the Career Development Services System (CDSS) within Job Corps, entities with Career Transition Services (CTS) responsibilities, whether they be center-based or contracted, play a vital role in the continuum of service delivery to students. As Job Corps moves toward utilizing long-term success as a major indicator of our program's effectiveness, these entities have primary responsibility for ensuring that graduates stay attached to the workforce after separation from Job Corps.

The CTS Report Card is the accountability tool used to measure and account for performance of all entities with CTS responsibilities. The CTS Report Card reflects CTS contractors' success in achieving specific goals and objectives pertaining to the placement of former enrollees and placement and earnings of graduates.

- B. **Changes in Appendix 501c.** Provided below is a description of major changes to the CTS Report Card:

1. **Increase in Weight of the Former Enrollee Placement Rate:** The weight of this measure is increased to emphasize our commitment to Job Corps students who stay enrolled for at least 60 days. Because 60 days is consistent with the CPP, former enrollees should have gained some basic employability skills even though they did not achieve a GED/HSD or vocational completion.
2. **Decrease in Goal of the Graduate Average Wage at Initial Placement:** The national goal (departure point upon which the models are based) is reduced to reflect new PRH policy regarding placement upgrades. Beginning in PY 01, 6- and 12-month survey responses will be used to capture improvements since initial placement.
3. **Graduate 6- and 12-Month Placement and Earnings Measures Replace the 13-Week. Placement and Earnings Measures:** These measures are being implemented as required under the WIA. See the Introduction section, where the transition to the 6- and 12-month performance measures is described.

The following is a summary table outlining the PY 01 Career Transition Services (CTS) Report Card.

Category	Definition	Goal	Weight
Former Enrollee Placement	No. of Former Enrollees <u>Placed in a Job, the Military or School</u> No. of Former Enrollees Due or Received	70%	15%
Graduate Placement Rate	No. of Graduates Initially <u>Placed in a Job, the Military or School</u> No. of Graduates Due or Received	95%	25%
Graduate Average Wage at Initial Placement*	Sum of Wages of Graduates Initially <u>Placed in a Job or the Military</u> No. of Graduates Initially Placed in Job or Military	\$7.90	10%
Graduate 6-month Follow-up Placement Rate	No. of Graduates in Job, Military, <u>or School at 6 months after Initial Placement</u> No. of Placed Graduates who Complete the 6-month Survey	80%	12.5%
Graduate Average Weekly Earnings at 6 Months*	Sum of Weekly Earnings of Graduates in a <u>Job or the Military at 6 months after Initial Placement</u> Number of Placed Graduates in a Job or the Military at 6 months after Initial Placement	\$310	12.5%
Graduate 12 Month Follow-up Placement Rate	No. of Graduates in Job, Military, <u>or School at 12 months after Initial Placement</u> No. of Placed Graduates who Complete the 12-month Survey	80%	12.5%
Graduate Average Weekly Earnings at 12 Months*	Sum of Weekly Earnings of Graduates in a <u>Job or the Military at 12 months after Initial Placement</u> Number of Placed Graduates in a Job or the Military at 12 months after Initial Placement	\$325	<u>12.5%</u> 100%
<i>*Model-based goals</i>			

C. **Career Transition Services Measures.** There are seven performance measures included in the CTS Report Card for PY 01. In order to align the goals of centers and CTS providers, these seven performance measures directly mirror the short-term and long-term post-center measures on the Center Report Card, and closely mirror measures on the Vocational Training Report Card. The goals are the same in all systems for which the measures are the same.

**Short-Term**

1. **Former Enrollee Placement:** Any student who remains on center for 60 or more days should have acquired the basic skills that allow for an effective job search. It is important to measure the initial placement success of students who stay 60 days or longer, yet do not graduate. In addition, reporting placement outcomes for former enrollees is a requirement of WIA legislation.

Pool: All former enrollees who were assigned to CTS providers and for whom placement records are due to received\*

**Measure:** The percentage of former enrollees in the pool who are placed in jobs, school programs, the military, or a job/college combination pursuant to the Job Corps placement definition in PRH Chapter 4.

**Note:** 1) A job placement must continue to meet the federal minimum wage of \$5.15 in all states (except Puerto Rico, Virgin Islands and the Trust Territories); and 2) Placements with a "date placed" entry (date the student met the placement definition) that is prior to the separation date will be rejected by CIS (formerly SPAMIS).

**Goal:** The national goal is 70%.

**Weight:** 15%

**Formula:** 
$$\frac{\text{No. of former enrollees who meet the Job Corps placement definition}}{\text{No. of former enrollees due or received}^*}$$

2. **Graduate Assignee Placement:** The graduate placement rate is required to be measured under WIA, and it also serves as a strong indicator of our program's success in preparing our graduates for work and beginning their engagement in the workforce.

**Pool:** All graduates who are assigned to a CTS provider and whose initial placement records are due or received.

**Measure:** The percentage of graduates in the 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).

**Note:** The \$5.15 per hour requirement also applies to this measure.

**Goal:** The national goal is 95%.

**Weight:** 25%

**Formula:** 
$$\frac{\text{Number of graduates who meet the Job Corps placement definition}}{\text{Number of graduates whose initial placement records are due or received}}$$

*\* In this usage, the term "due or received" refers to the sum of the number of former enrollees or graduates for whom placement information was reported, i.e., "received," plus the number of former enrollees or graduates for whom placement information was not reported and for whom the placement window expired, i.e., "due."*

3. **Graduate Average Wage at Initial Placement:** The graduate average wage at initial placement is required to be measured under WIA. CTS providers will be held accountable for their ability to secure jobs that will begin graduates on the path to economic self-sufficiency.

<u>Pool:</u>	All graduates placed in jobs or the military during the period as defined in PRH Chapter 4, Career Transition Period, and Chapter 6, Administrative Support.
<u>Measure:</u>	The average hourly wage of graduates placed in jobs or the military.
<u>Goal:</u>	A model-based goal is used for this measure. Outside factors such as economic and industry conditions that can impact centers' achievement in this measure are aggregated, and individual goals are determined for centers. See Attachment 1 for specific goals.
<u>Weight:</u>	10%
<u>Formula:</u>	$\frac{\text{Sum of wages of graduates initially placed in a job or the military}}{\text{Number of graduates initially placed in a job or military}}$

### Long-Term

4. **Graduate 6-Month Follow-Up Placement Rate:** This new measure is required under the WIA and is a program priority for the system. All phases of CDSS work toward the goal of helping Job Corps graduates achieve long-term success as a result of their participation in Job Corps.

<u>Pool:</u>	All graduates initially placed in a job, schooling program or the military, who complete the 6-month follow-up survey.
<u>Measure:</u>	The percentage of graduates in the pool who are in a job/military or in a schooling program in the 6 <sup>th</sup> month that meets the Job Corps definition of placement. <b>NOTE:</b> The \$5.15 per hour requirement also applies to this measure.
<u>Goal:</u>	The national goal is 80%.
<u>Weight:</u>	12.5%
<u>Formula:</u>	$\frac{\text{No. of initially placed graduates in the pool who meet the Job Corps definition of a placement in the 6}^{\text{th}} \text{ month}}{\text{No. of graduates initially placed who complete the 6-month follow-up survey}}$

5. **Graduate Average Weekly Earnings in the 6<sup>th</sup> Month:** This new measure is required under the WIA and also serves as a barometer to measure graduates' long-term success.

<u>Pool:</u>	All graduates initially placed who complete the 6-month follow-up survey and report a job or military placement (that meets the Job Corps definition of placement) in the 6 <sup>th</sup> month.
<u>Measure:</u>	The average weekly earnings of placed graduates who, 6 months later, are in a job that meets the placement definition in PRH Chapter 4.



Goal: Like the graduate average wage at initial placement measure, a model-based goal is used for this measure. See Attachment 1 for specific goals.

Weight: 12.5%

Formula: 
$$\frac{\text{The sum of weekly earnings of graduates who report they are working at 6 months after placement in a job that meets the Job Corps placement definition}}{\text{No. of graduates who report they are working in the 6}^{\text{th}} \text{ month after initial placement in a job that meets the Job Corps placement definition}}$$

6. **Graduate 12-Month Follow-Up Placement Rate:** This new measure is required under the WIA and continues to gauge graduates' long-term progress in their attachment to the workforce or advanced education environment.

Pool: All graduates initially placed in a job, schooling program or the military, who complete the 12-month follow-up survey.

Measure: The percentage of graduates in the pool who are in a job/military or in a schooling program in the 12<sup>th</sup> month that meets the Job Corps definition of placement.

**NOTE:** The \$5.15 per hour requirement also applies to this measure.

Goal: The national goal is 80%.

Weight: 12.5%

Formula: 
$$\frac{\text{No. of initially placed graduates in the pool who meet the Job Corps definition of a placement in the 12}^{\text{th}} \text{ month}}{\text{No. of graduates initially placed who complete the 12-month follow-up survey}}$$

7. **Graduate Average Weekly Earnings in the 12<sup>th</sup> Month:** This measure is required under the WIA and also serves as a barometer to measure graduates' long-term success.

Pool: All graduates initially placed who complete the 12-month follow-up survey and report a job or military placement (that meets the Job Corps definition of placement) in the 12<sup>th</sup> month.

Measure: The average weekly earnings of placed graduates who 12 months later are in a job that meets the placement definition in PRH Chapter 4.

Goal: Like the graduate average wage at initial placement measure, a model-based goal is used for this measure. See Attachment 2 for specific goals.

Weight: 12.5%

Formula:                    The sum of weekly earnings of graduates who report they are working at 12 months after placement in a job that meets the Job Corps placement definition  
No. of graduates who report they are working in the 12<sup>th</sup> month after initial placement in a job that meets the Job Corps placement definition

- D. **Performance Goals.** Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal (s) achieved. Thorough analysis of historical data has been conducted to assist in establishing reasonable and attainable goals for the system.

The following measures have *national* goals: former enrollee placement, graduate placement, graduate 6-month follow-up placement, and graduate 12-month follow-up placement. The following measures have *model-based* goals: graduate average wage at initial placement, graduate 6-month average weekly earnings, and graduate 12-month average weekly earnings.

- E. **Weights.** A weight is assigned to each measure to reflect areas of emphasis in CTS providers' accountability for achieving positive student outcomes, importance attached to each measure, and the number of students in the pool for each measure. As indicated in the summary table, the short-term and long-term measures are equally weighted at 50% each.

Within the short-term measures (former enrollee placement, graduate placement, and graduate average wage at initial placement), heavier emphasis is placed on graduate outcomes (35%). Due to the importance of both sustaining employment and having that employment lead to economic self-sufficiency, the long-term measures (6/12 month placement and average weekly earnings) are equally weighted at 12.5%.

- F. **Overall Rating.** The overall rating is the way in which results across each of the seven measures are aggregated to create an overall rating. CTS provider performance will be weighted among the individual measures to obtain an overall rating. These ratings will be reviewed to assess program effectiveness and will play a key role in the contract procurement process.

## II. ROLES AND RESPONSIBILITIES

- A. **National Office.** The National Office will be responsible for establishing overall policy regarding performance goals; providing annual updates of performance measures and goals; providing contractor-specific wage and earnings goals; issuing monthly reports on CTS providers' actual performance against CTS Report Card goals; providing technical assistance on the performance measurement system as needed; and establishing an administrative low rating for CTS contractors with a lack of credible data.
- B. **Regional Offices.** Regional offices will be responsible for determining that proposals, contracts and plans are consistent with program year performance goals and requirements; monitoring performance against the CTS Report Card; considering performance assessments for CTS in procurement against CTS and contract administration activities; ensuring that ALL CTS contractor RFPs issued each contract year through a unilateral modification (regardless of the base year period or the award of an option year); and issuing an amendment to the RFP or modifying the award document before execution, if the RFP is issued and new goals are established by the National Office before awarding of a contract and after the RFP is issued.

Regional Directors will notify the national office and the Job Corps Data Center (JCDC) of CTS contractor changes (locations or service) prior to implementing the change; and maintain and provide annually (or as revised) an updated list of CTS agencies, contact addresses, and codes to National Office placement staff.

Regional Directors will monitor contractor performance against goals; use CTS Report Card overall ratings when assessing performance for procurement and contract administration activities (judgment plays a part in making final decisions); if monitoring results in observations of poor performance, provide the National Office Program Accountability Unit with any contractor's explanation of poor performance; will evaluate information submitted by the placement contractor, coupled with an assessment of the contractor's compliance with all other terms and conditions of the contract or agreement. Other factors, such as Office of Inspector General (OIG) audits and special review findings, should also be taken into account in procurement related decisions.

- C. **Job Corps Data Center.** The Job Corps Data Center (JCDC) is responsible for ensuring that CTS-10 and CTS-20 reports are issued following the target release dates; coordinating specifications of these reports with the National Office staff; ensuring that the data generated in the reports accurately reflects the policy and programming design; and providing Help Desk services to the national office and regional offices regarding CTS contractor data and reporting.
- D. **CTS Contractors.** ALL contractors (SES's and private corporations) providing Career Transition services, and centers with Career Transition Contractor activities, are responsible for maintaining all documents or automated information

necessary for audits of activity; updating placement records with current contact information during the placement period (very necessary for post-placement survey support); entering valid placement data within the reporting period specified in the Policy and Requirements Handbook (PRH); correcting errors in data entry, as requested and substantiated by centers and/or National Training Contractors (NTCs), in a timely manner; ensuring the CTS system is used to provide maximum benefit to Job Corps assignees; monitoring progress against goals on an ongoing basis; sharing the information in this Appendix with staff; submitting information to regional offices regarding extenuating circumstances and/or unique factors that could possibly, temporarily, justify poor CTS Report Card performance; and implementing performance goals with their respective employees, monitoring performance, recommending corrective action as required, and submitting corrective action plans to Job Corps regional offices, if appropriate.

**NOTE:** A general failure to enter data accurately or otherwise report information to the JCDC not only negatively affects the overall performance rating of the individual agencies, but it is also negatively reflected in other Job Corps program reports and outcomes. Please pay particular attention to:

- 1) Entering “yes” or “no” in the “Apprenticeship Box” **and/or** the “Placed by NTC Box”;
- 2) Entering accurate placement O\*NET codes for the position in which the former enrollee or graduate was placed; and,
- 3) Coordinating contract updates with the Regional Office staff.

E. **Job Corps Centers.** Job Corps centers are responsible for timely and accurate transmittal of placement-related former enrollees’ and graduates’ information to placement contractors; accurate coding of placer Ids when completing the CIS/CTS (formerly SPAMIS) termination screen; and assisting placement agencies and NTCs in placing former enrollees and graduates in jobs, the military, or educational institutions and programs.

**Attachment 1**

Placement Agency Model Based Goals for PY01, Actual Performance, and Percent Goal Achieved in PY00

(Note: Actual PY00 Performance Based on Data Through Early May 2001)

Region	Code	Agency Name	Graduate Initial Wage		
			Model Based Goal	Actual PY00 Performance	Percent Goal Achieved
01		IWEP REGION 01	8.43		
01	MAAFD	FT DEVINS JC	8.66	10.19	117.7
01	NEDJR1	NEW ENGLAND	8.40	8.38	99.8
02		IWEP REGION 02	7.79		
02	NJRCED	EDISON JCC	8.19	7.94	96.9
02	NYCSDW	DELAWARE VAL	7.80	7.13	91.4
02	NYGACA	CASSADAGA JC	7.80	8.36	107.2
02	NYJCGL	GLENMONT JCC	7.80	7.61	97.6
02	NYRCSB	SOUTH BRONX	7.70	7.74	100.5
02	NYSSIR	IROQUOIS JCC	8.06	7.96	98.8
02	NYSSNY	SAT SERV NY	7.67	7.40	96.5
02	NYSSON	ONEONTA JCC	7.82	7.79	99.6
02	PRJPPR	PUERTO RICO	6.26	5.73	91.5
02	VIRCST	RES-CARE VI	6.77	7.08	104.6
03	DCMTPT	POTOMAC JCC	8.44	8.25	97.7
03	DEDSDE	DEL DESI	8.24	7.77	94.3
03	KYDSCA	PERKINS JCC	7.76	8.98	115.7
03	KYRCET	CLEMENTS JCC	7.65	8.13	106.3
03	MDAAWS	WOODSTOCK JC	8.15	8.38	102.8
03	PAJPPH	PHILA JCC	7.90	7.48	94.7
03	PAMTRR	RED ROCK JCC	8.11	8.04	99.1
03	PARCPB	PITTSBURGH J	8.28	7.85	94.8
03	VAJPOD	OLD DOMIN JC	7.77	7.26	93.4
03	WVJPCH	CHARLESTON	7.78	7.27	93.4
04		IWEP REGION 04	7.55		
04	FLJPMI	MIAMI JCC	7.57	7.90	104.4
04	GAABAT	ABC GEORGIA	7.68	7.28	94.8
04	GAJPAT	ATLANTA JCC	7.80	7.90	101.3
04	GAJPTU	TURNER JCC	7.31	6.77	92.6
04	MSJPGU	GULFPORT JP	7.55	9.02	119.5
04	NCJPKI	KITTRELL JCC	7.69	7.63	99.2
04	R4JPPA	JPPA AL/FL	7.62	7.30	95.8
04	R4SS00	SAT SERV R4	7.13	6.29	88.2
04	SCATSI	SC ATSI	7.32	6.92	94.5
04	SCJPBA	BAMBERG JCC	7.53	7.26	96.4
04	TNMNMP	MEMPHIS JCC	7.75	8.78	113.3
05		IWEP REGION 05	8.02		
05	ILDJCH	DEL-JEN INC	8.09	7.79	96.3
05	INAFPL	IND AFL-CIO	8.05	7.89	98.0
05	MIDSPL	MICH DS/PLCM	8.07	7.87	97.5

Placement Agency Model Based Goals for PY01, Actual Performance, and Percent Goal Achieved in PY00

(Note: Actual PY00 Performance Based on Data Through Early May 2001)

<u>Region</u>	<u>Code</u>	<u>Agency Name</u>	<u>Graduate Initial Wage</u>		
			<u>Model Based Goal</u>	<u>Actual PY00 Performance</u>	<u>Percent Goal Achieved</u>
05	MNJPHH	H HUMPHRY	8.04	8.82	109.7
05	OHDSOH	OHIO DESI	7.84	7.43	94.8
06	ARFSCS	CASS JCC	7.85	7.74	98.6
06	ARJPLR	LITTLE ROCK	7.60	7.65	100.7
06	LAJPNO	N ORLEANS JC	7.23	6.58	91.0
06	LAMNSP	SHREVEPORT	7.33	7.03	95.9
06	NMDJAB	ALBUQUERQUE	7.82	7.82	100.0
06	NMVNRW	ROSWELL JCC	7.60	7.91	104.1
06	OKFWTR	TREASURE LAKE	7.91	8.08	102.1
06	OKJPOC	GUTHRIE JCC	7.86	7.46	94.9
06	OKJPTL	TALKING LEAV	7.22	6.88	95.3
06	OKJPTU	TULSA JCC	7.66	7.39	96.5
06	TXJPCR	DL CARRASCO	6.96	6.59	94.7
06	TXJPLA	LAREDO JCC	6.87	6.12	89.1
06	TXJPNO	N. TEXAS JCC	8.04	7.74	96.3
06	TXMTGY	MTC GARY JCC	7.83	7.78	99.4
07		IWEP REGION 07	7.94		
07	IADS00	IOWA DESI	7.72	7.73	100.1
07	IAMTDN	DENISON JCC	7.90	7.97	100.9
07	KSMTFL	FLINT HILLS	7.83	7.63	97.4
07	MOES00	MISSOURI WD	7.94	7.62	96.0
07	MOFWMG	MINGO JCC	7.85	8.07	102.8
07	MOMNES	EX SPRINGS	7.94	8.40	105.8
07	MOMNSL	ST. LOUIS JC	8.01	7.36	91.9
07	NEDS00	NEBRASKA DES	8.06	7.57	93.9
07	NEFSPR	PINE RIDGE J	8.08	7.70	95.3
08		IWEP REGION 08	7.91		
08	CORCIO	CO/WY RCI OA	8.05	8.21	102.0
08	MTJPKH	KICKING H JP	7.59	7.42	97.8
08	NDJPBU	BURDICK OA&P	7.69	7.45	96.9
08	SDES00	SDAKOTA	7.70	7.69	99.9
08	UTDS00	UT/MT DESI	7.95	7.85	98.7
09		IWEP REGION 09	8.33		
09	AZJPFA	FRED ACOSTA	7.60	7.81	102.8
09	AZJPPX	PHOENIX JCC	8.11	8.26	101.8
09	CAJPIE	INL. EMPIRE	8.51	7.84	92.1
09	CAJPLA	LA JCC	8.37	8.00	95.6
09	CAJPLB	LONG BEACH	8.40	8.17	97.3
09	CAJPSD	S. DIEGO JCC	8.76	8.73	99.7
09	CAJPSJ	SAN JOSE JCC	8.71	9.22	105.9
09	CAJPSM	SACRMNTO JCC	8.56	8.51	99.4

Placement Agency Model Based Goals for PY01, Actual Performance, and Percent Goal  
Achieved in PY00

(Note: Actual PY00 Performance Based on Data Through Early May 2001)

<u>Region</u>	<u>Code</u>	<u>Agency Name</u>	<u>Graduate Initial Wage</u>		
			<u>Model Based Goal</u>	<u>Actual PY00 Performance</u>	<u>Percent Goal Achieved</u>
09	CARCTI	TREASURE OAP	8.87	8.80	99.2
09	HIJPHI	HAWAII JCC	7.69	7.44	96.7
09	NVJPSN	SN NEV JCC	8.21	8.02	97.7
10	AKCH00	ALASKA JCC	8.78	9.18	104.6
10	IDBRCT	CENTENNIAL J	8.26	8.31	100.6
10	ORDJ00	DEL JEN OAP	8.55	8.46	98.9
10	ORFSAN	ANGELL JCC	8.50	8.53	100.4
10	ORFSTL	TIMBER LAKE	8.82	8.90	100.9
10	ORFSWC	WOLF CREEK	8.50	8.69	102.2
10	ORMTSP	SPRINGDALE J	8.53	8.07	94.6
10	ORMTTP	TONGUE POINT	8.55	8.84	103.4
10	WABRCB	COLUMBIA BAS	8.50	8.36	98.4
10	WABRFS	FT. SIMCOE J	8.46	8.13	96.1
10	WADJ00	WASH DEL-JEN	8.34	8.22	98.6
10	WAFSCU	CURLEW JCC	8.76	9.45	107.9
10	WAMTCC	CASCADES JCC	8.65	9.48	109.6

**Attachment 2****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 15<sup>th</sup> 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. Only centers and CTS contractors may file an appeal.
4. Appeals **must** have supporting documentation.
5. Submit the appeal with documentation to the National Program Review Unit.

**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 terminated from the center.
- 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:

Type of Placement:	If Appealing:	Then Complete:
One part time or full time job	Same	Section A
School or training placement	Same	Section B
Two part time or full time jobs	Both jobs	Two forms - Section A for each
College combination placement	Both job and college	Section A and Section B

### Section A: Employment

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

Print the employer's name.

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.

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.

Use the pay stub information to enter the dollar amount of earnings in column 4. Note, the student must have earned at least \$5.15 per hour (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 a pay stub as documentation of employment information.** The pay stub must either: (1) at a minimum, include the seven day period in the survey week (it may include a more extensive period); 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.

### 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.

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**(Appeal Form on Following Page)**

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. Termination Date:		Month	Day

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)	
<input type="checkbox"/> Hourly	4. Dollar Amount: (enter earnings for unit selected)
<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):	
<input type="checkbox"/> High School	3. Enter Information on School/Training Below:
<input type="checkbox"/> Post-secondary Vocational/Technical School	Grade:
<input type="checkbox"/> College	Hours attended in week:
<input type="checkbox"/> On-the-job Training or Subsidized Employment	No. of hours attended in week:
<input type="checkbox"/> Other Training	No. of credit hours enrolled in:
4. If Other Training, specify type:	
No. of hours attended in week:	

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: