

November 21, 2001

DIRECTIVE: PRH CHANGE NOTICE NO. 01-02

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: PRH-6: Exhibit 6-2, Student Allowance & Allotment System

1. Purpose. To inform the Job Corps community of a change in payments to graduates for completion of the Job Corps follow-up surveys.
2. Background. The post-program survey data collection for Job Corps former enrollees and graduates has begun. This data collection will enable the Job Corps program to meet the requirements of the Workforce Investment Act and provide information needed to support continuous quality improvements throughout the system. A series of surveys will be administered, including a 90-120 day contact survey of placed former enrollees and graduates, surveys at 6 and 12 months after initial placement for graduates, and a survey of non-placed graduates at the end of the service period. PRH Chapter 6, Exhibit 6-2, Student Allowance and Allotment System (SAAS), details the schedule of compensation for graduates who complete the surveys.
3. Explanation of Change. There is a change in the payments that graduates will receive for completing the surveys, as identified in Exhibit 6-2. Instead of receiving \$20.00 for completing each survey (90-120 days, 6 months and 12 months), graduates will receive \$10.00 for the 90-120 day survey, \$15.00 for the 6-month survey, and \$20.00 for the 12-month survey.
4. Filing Instructions.

Remove from Chapter 6
Exhibit 6-2 07/01/01

Replace with Attached
Exhibit 6-2 November 21, 2001

5. Effective Date. November 21, 2001
6. Action Required. All addressees must ensure that this Change Notice is distributed to appropriate staff.
7. Inquiries. Direct any inquiries to Edna Primrose-Coates at (202) 693-3135, or email to eprimrose-coates@doleta.gov.

STUDENT ALLOWANCE AND ALLOTMENT SYSTEM (SAAS)

	ELIGIBILITY	MINIMUM PAID DAYS	AMOUNT	PAY OUT	CRITERIA	PAID BY	DEDUCTIONS
Basic Living Allowance	Program Enrollment	1 - 56 57 - 112 113 - 182 183+	\$25 per pay period \$30 per pay period \$40 per pay period \$50 per pay period	Bi-weekly in cash	AWOL and unpaid administrative leave days are not paid	Center	Collected by JCDC as payroll deductions: - payroll taxes - indebtedness Collected by the Center: - student fines - property loss/damage reimbursements
Allotments	Student with child(ren)	Student Share \$5 N/A \$10 N/A \$15 57	Matched at 5 times the student share by Job Corps	By check to designated allottees	Proof of dependency required	JCDC	Student share collected automatically by JCDC as payroll deduction.
Arrival Pay	Newly Enrolled Readmitted Reinstated Re-enrolled	N/A	\$25 (one-time payment)	Upon arrival in cash	N/A	Center	Payroll Taxes* (*applied retroactively to first regular bi-weekly allowance check by JCDC)
Transition Payment	Graduate with G.E.D. or High School Diploma completion only (attained while at Job Corps)	N/A	\$250	90% at time of departure from Center - JCDC check for balance 50% at time of departure from Center - JCDC check for balance	Hired at time of departure from Center (with valid telephone verification) Not hired at time of departure from Center	Center & JCDC	Payroll taxes Advances Student allotment share General indebtedness Other indebtedness

	ELIGIBILITY	MINIMUM PAID DAYS	AMOUNT	PAY OUT	CRITERIA	PAID BY	DEDUCTIONS
Transition Payment	Graduate with Vocational Completion only (no G.E.D. or High School Diploma attained)	N/A	\$750	90% at time of departure from Center - JCDC check for balance 50% at time of departure from Center - JCDC check for balance	Hired at time of departure from Center (with valid telephone verification) Not hired at time of departure from Center	Center & JCDC	Payroll taxes Advances Student Allotment Share General Indebtedness* Other Indebtedness * (*up to \$500)
Transition Payment	Graduate with Combination G.E.D. or High School Diploma* and Job Corps Vocational Completer (*does not require completion at Job Corps)	N/A	\$1200	90% at time of departure from Center - JCDC check for balance 50% at time of departure from Center - JCDC check for balance	Hired at time of departure from Center (with valid telephone verification) Not hired at time of departure from Center	Center & JCDC	Payroll taxes Advances Student Allotment Share General Indebtedness* Other Indebtedness * (*up to \$500)
Survey Completion Payments	Graduate	N/A	\$10 \$15 \$20	N/A	Following completion of: 90-120 day contact survey 6-month survey 12-month survey	JCDC	