

APPENDIX 501c
POLICIES AND PROCEDURES
FOR PY 02
CAREER TRANSITION SERVICES (CTS)
REPORT CARD

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I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 02

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 02 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. **Decrease in Goal of Former Enrollee Placement Rate.** The national goal for this measure is reduced from 70% to 60%. This reduction reflects the decision to set a more reasonable and attainable benchmark, while still emphasizing the importance of serving former enrollees to the fullest extent possible.
 2. **Increase in Goal of Graduate Average Wage at Initial Placement Rate.** The national goal for this measure is increased from \$7.90 to \$8.20 to align it with Job Corps' PY 02 GPRA performance goal for this outcome. This will continue to be a model-based goal for centers and contractors, meaning that models will be used to calculate external variables that may affect each center or contractor's performance. As a result, individualized performance goals will be set.
 3. **Increase in Goal of Graduate Average Weekly Earnings at Six Months after Initial Placement Rate.** The national goal for this measure is increased from \$310 to \$340. There were no baseline data upon which to establish the national goal in PY 02. Now that data are available for performance in this measure, a more accurate benchmark can be established. This will continue to be a model-based goal for centers and contractors.
 4. **Increase in Goal of Graduate Average Weekly Earnings at Twelve**

Months after Initial Placement Rate. The national goal for this measure is increased from \$325 to \$360. The benchmark is being adjusted for the same reason as the six-month measure, and will continue to be a model-based goal for centers and contractors.

5. **Treatment of Graduate “Non-Credited” Placements in CTS Report Card:** Valid initial placements that are deemed “non-credited” by the Job Corps Data Center (JCDC) due to errors in meeting PRH-specified verification and/or reporting timelines shall be included in the CTS Report Card at the regional and national level only. Centers, CTS providers, and NTC contractors (where applicable) will not receive credit for these initial placements. However, all entities will have an opportunity to 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 referred for career transition services; since their initial placements are valid, they are eligible for the full array of services afforded to their separation status.

NOTE: This policy does not apply to placements in which the “date reported to work” exceeds the 12-month placement service period. Placements that exceed this period will not be included in the Report Card, nor will these graduates be referred to participate in the follow-up surveys.

The following is a summary table outlining the PY 02 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	60%	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	\$8.20	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	\$340	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	\$360	<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 02. 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. Further, job placements must, at a minimum, continue to meet the federal minimum wage requirement of \$5.15 in all states (except for Puerto Rico, Virgin Islands, and the Trust Territories).

Goal: The national goal is 60%.

Weight: 15%

Formula:
$$\frac{\text{Number of former enrollees who meet the Job Corps placement definition}}{\text{Number of former enrollees due or received}^*}$$

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). The federal minimum wage 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.

Pool: 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.

Measure: The average hourly wage of graduates placed in jobs or the military.

Goal: A model-based goal is used for this measure. Outside factors such as economic and industry conditions that can impact CTS providers' achievement in this measure are aggregated, and individual goals are determined for agencies. The adjustments from the model are applied to an \$8.20 national goal to determine individualized agencies' goals. See Attachment 1 for specific goals.

Weight: 10%

Formula:
$$\frac{\text{Sum of wages of graduates initially placed in a job or the military}}{\text{Number of graduates initially placed in a job or military}}$$

Long-Term

4. **Graduate 6-Month Follow-Up Placement Rate:** This 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.

Pool: All graduates initially placed in a job, schooling program or the military, who complete the 6-month follow-up survey.

Measure: The percentage of graduates in the pool who are in a job/military or in a schooling program that meets the Job Corps definition of placement at 6 months after initial placement. The federal minimum wage requirement also applies to this measure.

Goal: The national goal is 80%.

Weight: 12.5%

Formula: Number of initially placed graduates in the pool who meet
 The Job Corps definition of a placement at 6 months
 Number of graduates initially placed who complete
 the 6-month follow-up survey

5. **Graduate Average Weekly Earnings at 6 Months After Initial Placement:** 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 6-month follow-up survey and report they are working in a job or the military that meets the Job Corps definition of placement.

Measure: 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. The adjustments from the model are applied to a \$340 national goal to determine individualized center goals. See Attachment 1 for specific goals.

Weight: 12.5%

Formula: 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
 Number of graduates who report they are working at 6 months after initial placement
 in a job that meets the Job Corps placement definition

6. **Graduate 12-Month Follow-Up Placement:** This 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 at 12 months after initial placement that meets the Job Corps definition of placement. The federal minimum wage requirement also applies to this measure.

Goal: The national goal is 80%.

Weight: 12.5%

Formula:
$$\frac{\text{Number of initially placed graduates in the pool who meet the Job Corps definition of a placement at 12 months}}{\text{Number of graduates initially placed who complete the 12-month follow-up survey}}$$

7. **Graduate Average Weekly Earnings at 12 Months After Initial Placement:** 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 they are working in a job or the military that meets the Job Corps definition of placement.

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. The adjustments from the model are applied to a \$360 national goal to determine individualized center goals. Attachment 2 for specific goals.

Weight: 12.5%

Formula:
$$\frac{\text{The sum of weekly earnings of graduates who report they are working at 12 months after placement in a job that meets the Job Corps placement definition}}{\text{Number of graduates who report they are working at 12 months after initial placement in a job that meets the Job Corps placement definition}}$$

- 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

**PY 2002 CTS Agency Model-Based Goals for Initial Wage
and 6- and 12- Month Weekly Earnings**

Agency ID	Agency Name	Initial	Weekly Earnings	
		Wage	6 Months	12 Months
	Overall	\$8.20	\$340	\$360
IWEP01	IWEP01	\$8.75	\$367	\$387
MAAAFD	FT DEVINS JC	\$9.08	\$370	\$390
NEDJR1	NEW ENGLAND	\$8.74	\$358	\$378
IWEP02	IWEP02	\$8.35	\$366	\$386
NJRCED	EDISON JCC	\$8.64	\$367	\$387
NYCSDW	DELAWARE VAL	\$8.12	\$332	\$352
NYCSGL	GLENMONT JCC	\$8.09	\$333	\$353
NYEMNY	EEMS NEW YOR	\$8.32	\$349	\$369
NYGACA	CASSADAGA JC	\$8.05	\$342	\$362
NYJPBR	BROOKLYN OA&	\$7.76	\$326	\$346
NYKRON	ONEONTA JCC	\$8.17	\$346	\$366
NYSSIR	IROQUOIS JCC	\$8.42	\$340	\$360
PRJPPR	RSCARE PR/VI	\$6.20	\$238	\$258
DCMTPT	POTOMAC JCC	\$8.79	\$371	\$391
KYDSCA	PERKINS JCC	\$8.06	\$324	\$344
KYRCET	CLEMENTS JCC	\$8.08	\$338	\$358
MDAAWS	WOODSTOCK JC	\$8.45	\$352	\$372
PADSPA	DESI PENN/DE	\$8.94	\$369	\$389
PAJPPH	PHILA JCC	\$8.26	\$349	\$369
PAMTRR	RED ROCK JCC	\$8.28	\$345	\$365
PARCPB	PITTSBURGH J	\$8.46	\$352	\$372
VAJPOD	OLD DOMIN JC	\$7.99	\$331	\$351
WVJPCH	CHARLESTON	\$8.12	\$334	\$354
FLJPJA	JACKSONVI JP	\$8.10	\$339	\$359
FLJPMI	MIAMI JCC	\$8.02	\$317	\$337
GAABAT	ABC GEORGIA	\$8.00	\$330	\$350
GAJPAT	ATLANTA JCC	\$8.26	\$351	\$371
GAJPTU	TURNER JCC	\$7.72	\$310	\$330
IWEP04	IWEP04	\$8.35	\$353	\$373
MSJPGU	GULFPORT JP	\$7.62	\$303	\$323
NCJPKI	KITTRELL JCC	\$8.06	\$331	\$351
R4JPPA	JPPA AL/FL	\$7.94	\$324	\$344
SCATSI	SC ATSI	\$7.60	\$309	\$329
SCJPBA	BAMBERG JCC	\$7.67	\$321	\$341
TNMNMP	MEMPHIS JCC	\$8.02	\$335	\$355
ILDJCH	DEL-JEN INC	\$8.37	\$352	\$372
INAFLP	IND AFL-CIO	\$8.28	\$345	\$365
IWEP05	IWEP05	\$8.58	\$371	\$391
MIDSPL	MICH DS/PLCM	\$8.34	\$347	\$367
MNJPHH	H HUMPHRY	\$8.45	\$349	\$369
OHDSOH	OHIO DESI	\$8.22	\$335	\$355
ARFSCS	CASS JCC	\$8.13	\$339	\$359
ARFSOU	OUACHITA JCC	\$8.26	\$339	\$359

Attachment 1

**PY 2002 CTS Agency Model-Based Goals for Initial Wage
and 6- and 12- Month Weekly Earnings**

Agency ID	Agency Name	Initial	Weekly Earnings	
		Wage	6 Months	12 Months
ARJPLR	LITTLE ROCK	\$7.53	\$306	\$326
LAJPNO	N ORLEANS JC	\$7.30	\$290	\$310
LAMNSP	SHREVEPORT	\$7.36	\$302	\$322
NMDJAB	ALBUQUERQUE	\$7.75	\$331	\$351
NMVNRW	ROSWELL JCC	\$7.77	\$322	\$342
OKFWTR	TRESURE LAKE	\$7.95	\$333	\$353
OKJPOC	GUTHRIE JCC	\$7.96	\$332	\$352
OKJPTL	TALKING LEAV	\$7.53	\$293	\$313
OKJPTU	TULSA JCC	\$7.77	\$310	\$330
TXJPCR	DL CARRASCO	\$7.21	\$296	\$316
TXJPLA	LAREDO JCC	\$6.97	\$285	\$305
TXJPNO	N. TEXAS JCC	\$8.20	\$335	\$355
TXMTGY	MTC GARY JCC	\$8.11	\$343	\$363
IADS00	IOWA DESI	\$8.27	\$337	\$357
IAMTDN	DENISON JCC	\$8.10	\$336	\$356
KSJPFH	FLINT HILLS	\$7.88	\$321	\$341
MOES00	MISSOURI WD	\$7.87	\$323	\$343
MOFWMG	MINGO JCC	\$8.12	\$329	\$349
MOMIKC	EXCL SPRINGS	\$8.23	\$344	\$364
MOMISL	ST LOUIS JCC	\$8.40	\$350	\$370
NEDS00	NEBRASKA DES	\$8.23	\$343	\$363
NEFSPR	PINE RIDGE J	\$8.30	\$335	\$355
CORCIO	CO/WY RCI OA	\$8.30	\$347	\$367
IWEP08	IWEP08	\$9.06	\$382	\$402
MTJPKH	KICKING H JP	\$7.83	\$320	\$340
NDJPBU	BURDICK OA&P	\$7.96	\$326	\$346
SDES00	SDAKOTA	\$7.96	\$322	\$342
UTDS00	UT/MT DESI	\$8.27	\$342	\$362
AZJPFA	FRED ACOSTA	\$7.80	\$317	\$337
AZJPPX	PHOENIX JCC	\$8.25	\$347	\$367
CAJPIE	INL. EMPIRE	\$8.91	\$361	\$381
CAJPLA	LA JCC	\$8.71	\$359	\$379
CAJPLB	LONG BEACH	\$8.84	\$366	\$386
CAJPSD	S. DIEGO JCC	\$9.13	\$378	\$398
CAJPSJ	SAN JOSE JCC	\$9.07	\$379	\$399
CAJPSM	SACRMNTO JCC	\$8.94	\$368	\$388
CARCTI	TREASURE OAP	\$9.15	\$370	\$390
HIJPHI	HAWAII JCC	\$7.82	\$340	\$360
IWEP09	IWEP09	\$9.48	\$370	\$390
NVJPSN	SN NEV JCC	\$8.51	\$349	\$369
AKCH00	ALASKA JCC	\$9.27	\$368	\$388
IDBRCT	CENTENNIAL J	\$8.57	\$354	\$374
ORDJ00	DEL JEN OAP	\$8.89	\$358	\$378
ORFSAN	ANGELL JCC	\$9.06	\$369	\$389
ORFSTL	TIMBER LAKE	\$9.15	\$387	\$407

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**PY 2002 CTS Agency Model-Based Goals for Initial Wage
and 6- and 12- Month Weekly Earnings**

Agency ID	Agency Name	Initial Wage	Weekly Earnings	
			6 Months	12 Months
ORFSWC	WOLF CREEK	\$8.99	\$365	\$385
ORMTSP	SPRINGDALE J	\$8.94	\$364	\$384
ORMTTP	TONGUE POINT	\$8.87	\$373	\$393
WABRCB	COLUMBIA BAS	\$8.79	\$371	\$391
WABRFS	FT. SIMCOE J	\$8.64	\$353	\$373
WADJ00	WASH DEL-JEN	\$8.65	\$378	\$398
WAFSCU	CURLEW JCC	\$9.26	\$400	\$420
WAMTCC	CASCADES JCC	\$9.06	\$363	\$383

Attachment 1

PY 2002 Graduate Initial Wage Model Worksheet for CTS Agencies National

Local Adjustment Factors	(1) CTS Averages	(2) National Averages	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.4	19.4	0.0	0.1135	0.00
% GED or High School Diploma at Termination	90.5	90.5	0.0	0.0011	0.00
% With Reading Literacy at Termination	53.1	53.1	0.0	0.0043	0.00
Average Termination Reading Score Above 520	86.1	86.1	0.0	0.0007	0.00
% With Math Numeracy at Termination	49.2	49.2	0.0	0.0043	0.00
% with Vocational Completion at Termination	94.6	94.6	0.0	0.0077	0.00
% with High School or GED at Termination	74.9	74.9	0.0	0.0042	0.00
% Training in Bricklayer or Cement Occs	4.4	4.4	0.0	0.0062	0.00
% Training in Business Occs	21.9	21.9	0.0	-0.0053	0.00
% Training in Carpentry Occs.	6.3	6.3	0.0	0.0065	0.00
% Training in Construction Occs.	11.5	11.5	0.0	0.0033	0.00
% Training in Food Service Occs.	9.3	9.3	0.0	-0.0069	0.00
% Training in HealthOccs.	13.5	13.5	0.0	-0.0030	0.00
% Training in Service Occs.	10.5	10.5	0.0	-0.0035	0.00
% Training in Welding Occs.	5.2	5.2	0.0	0.0032	0.00
% Training in Other Occs.	16.0	16.0	0.0	-0.0005	0.00
Average Wage in All Industries in County (\$1,000's)	32.1	32.1	0.0	0.0425	0.00
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	16.9	16.9	0.0	0.0059	0.00
Average Percent of Families in Poverty in County	11.5	11.5	0.0	-0.0375	0.00
				Subtotal	0
				National Goal	\$8.20
				Model Adjusted Goal	\$8.20

PY 2002 Graduate Weekly Earnings Model at Six Months Worksheet for CTS Agencies National

Attachment 1

Local Adjustment Factors	(1) CTS Averages	(2) National Averages	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.5	19.5	0.0	9.8565	0.00
% With Reading Literacy at Termination	92.3	92.3	0.0	0.0723	0.00
Average Termination Reading Score Above 520	55.1	55.1	0.0	0.2450	0.00
% With Math Numeracy at Termination	88.6	88.6	0.0	0.1361	0.00
Average Termination Math Score Above 510	51.5	51.5	0.0	0.1290	0.00
% with Vocational Completion at Termination	95.4	95.4	0.0	0.3428	0.00
% with High School or GED at Termination	77.7	77.7	0.0	0.1267	0.00
% Training in Bricklayer or Cement Occs	4.9	4.9	0.0	0.3151	0.00
% Training in Business Occs	22.9	22.9	0.0	-0.3730	0.00
% Training in Carpentry Occs.	5.5	5.5	0.0	0.1829	0.00
% Training in Construction Occs.	11.2	11.2	0.0	0.1653	0.00
% Training in Food Service Occs.	8.9	8.9	0.0	-0.3859	0.00
% Training in HealthOccs.	14.3	14.3	0.0	-0.0830	0.00
% Training in Service Occs.	10.5	10.5	0.0	-0.3041	0.00
% Training in Welding Occs.	4.9	4.9	0.0	0.5499	0.00
% Training in Other Occs.	15.7	15.7	0.0	-0.0672	0.00
Average Wage in All Industries in County (\$1,000's)	32.6	32.6	0.0	2.8097	0.00
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	18.7	18.7	0.0	0.1613	0.00
Average Percent of Families in Poverty in County	11.2	11.2	0.0	-1.6459	0.00
				Subtotal	0
				National Goal	\$340
				Model Adjusted Goal	\$340

Attachment 1

PY 2002 Graduate Weekly Earnings Model at Twelve Months Worksheet for CTS Agencies National

Local Adjustment Factors	(1) CTS Averages	(2) National Averages	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.5	19.5	0.0	9.8565	0.00
% With Reading Literacy at Termination	92.3	92.3	0.0	0.0723	0.00
Average Termination Reading Score Above 520	55.1	55.1	0.0	0.2450	0.00
% With Math Numeracy at Termination	88.6	88.6	0.0	0.1361	0.00
Average Termination Math Score Above 510	51.5	51.5	0.0	0.1290	0.00
% with Vocational Completion at Termination	95.4	95.4	0.0	0.3428	0.00
% with High School or GED at Termination	77.7	77.7	0.0	0.1267	0.00
% Training in Bricklayer or Cement Occs	4.9	4.9	0.0	0.3151	0.00
% Training in Business Occs	22.9	22.9	0.0	-0.3730	0.00
% Training in Carpentry Occs.	5.5	5.5	0.0	0.1829	0.00
% Training in Construction Occs.	11.2	11.2	0.0	0.1653	0.00
% Training in Food Service Occs.	8.9	8.9	0.0	-0.3859	0.00
% Training in HealthOccs.	14.3	14.3	0.0	-0.0830	0.00
% Training in Service Occs.	10.5	10.5	0.0	-0.3041	0.00
% Training in Welding Occs.	4.9	4.9	0.0	0.5499	0.00
% Training in Other Occs.	15.7	15.7	0.0	-0.0672	0.00
Average Wage in All Industries in County (\$1,000's)	32.6	32.6	0.0	2.8097	0.00
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	18.7	18.7	0.0	0.1613	0.00
Average Percent of Families in Poverty in County	11.2	11.2	0.0	-1.6459	0.00
				Subtotal	0
				National Goal	\$360
				Model Adjusted Goal	\$360

<p style="text-align: center;">Instructions for Filing an Appeal of 6 or 12 Month Follow-up Survey Data</p>
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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 15th 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 contractors and NTC contractors may file an appeal.
4. Appeals **must** be submitted with 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 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 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 4th to September 10th. The student is paid by the week and the pay stub covers September 6th to September 12th 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 9th 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.
6. Enter your mailing street address or P.O. Box.
7. Enter your mailing city, state and zip code.

**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	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. Your Street Address:	
Reviewed by:		6. City, State, Zip code:	
<input type="checkbox"/> Approved:	<input type="checkbox"/> Not Approved:	Date:	7. Date Form Submitted: