

APPENDIX 501d
POLICIES AND PROCEDURES
FOR PY 02
VOCATIONAL TRAINING REPORT CARD

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I. VOCATIONAL TRAINING 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.** The Vocational Training Report Card (formerly Vocational Evaluation System) is the outcome measurement system used to measure and account for vocational performance for approximately 1,500 vocational classes operating nationwide. This accountability tool collects and evaluates data regarding students' achievement of vocational credentials. The Vocational Training Report Card is aligned with the mission of the Career Development Services System (CDSS) and Workforce Investment Act (WIA) requirements. CDSS and the WIA emphasize delivery of quality, vocational training that leads to a rewarding career path and long-term employment. In the Vocational Training Report Card, the emphasis on students' continued employment at livable wages is underscored with the addition of the 6- and 12-month placement and earnings measures.

The Vocational Training Report Card is designed to support the CDSS and training activities that occur during the Career Development Period (CDP). CDSS allows for the complete development of students so they may secure rewarding employment and begin successful career paths upon separation from Job Corps. Vocational training is a key element in this continuum of service delivery to students. In addition to the industry-specific skills acquired through vocational training, students also gain employability and personal responsibility skills that will help to keep them employed. Thus, it is critical that the training administered at Job Corps centers be top quality, keeping up with industry innovations and labor market demands.

Finally, the Vocational Training Report Card assists the national office, regional offices, centers and Industry Councils in assessing existing vocational training programs and determining the vocational programs offered at a given center in the future.

- B. **Changes in Appendix 501d.** Provided below is a description of changes to the Vocational Training Report Card for PY 02:
1. **Increase in Goal of Vocational Completer Average Wage at Initial Placement.** 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 vocational completers 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 established.

3. **Increase in Goal of Vocational Completer Average Weekly Earnings at Six Months after Initial Placement.** 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 Vocational Completer Average Weekly Earnings at Twelve Months after Initial Placement.** 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 Vocational Completer "Non-Credited" Placements in Vocational Training 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 Vocational Training 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 vocational completers, provided that they participate in the applicable follow-up surveys. These vocational completers 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 vocational completers be referred to participate in the follow-up surveys.

6. **Treatment of Job-Training-Match (JTM) Pools for Students who Complete Multiple Vocations:** The following policy applies for students who complete more than one vocation, with respect to JTM placements that may or may not occur:

- If a student completes 2 or more vocations, the student is assigned to all applicable vocational completion pools.
- If a student is placed in a job that matches none 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.
- If a student is placed in a job that matches one or more of the completed vocations, then the student is assigned to the JTM pool of the matched program(s) only, which will receive credit for the JTM placement. There is no penalty to the other vocational program(s) in which no JTM placement occurred.

7. **National Training Contractor (NTC) Vocational Training Programs to be Assessed on Training Slot Utilization:** Any NTC basic vocational program whose total number of vocational completer placements is less than half of the contracted slots (in an entire program year) shall be designated a poor performer and will be subject to corrective action and/or sanctions. For NTC advanced training (AT) programs, the number of vocational completer placements must not be less than 65% of contracted slots for each training location.

On the next page is a summary table outlining the PY 02 Vocational Training Report Card for:

- < Center-based training programs;
- < National Training Contractor (NTC) training programs;
- < Transportation Communications Union (TCU) Advanced Training Program; and
- < United Auto Workers (UAW/LETG) Advanced Training Program.

Category	Definition	Goals			Weight
		Ctrs/ NTCs	TCU	UAW- LETC	
CPP/CDP Measures					
Vocational Completion Rate	No. of terminees who complete <u>vocational training</u> All assigned terminees	75%	85%	85%	20%
CTP Measures					
Vocational Completer Placement Rate	<u>No. of voc completers initially placed</u> Number due or received	95%	95%	95%	20%
Vocational Completer Average Wage at Initial Placement*	Sum of wages of voc completers' wages initially <u>placed in a job or military</u> No. initially placed in job or military	\$8.20(C)* \$8.95 (NTC)*	\$10.25 GOALS FOR AT)	\$9.25 (NATIONAL GOALS FOR AT)	5%
Vocational Completer Job Training Match (JTM) Placement Rate	No. of voc completers initially placed in job or military <u>related to vocational training</u> No. of initially placed voc completers	75%	85%	85%	15%
Vocational Completer JTM Average Wage at Initial Placement *	Sum of wages of placed voc completers' initially placed in vocational-training <u>related employment</u> No. of initially placed voc completers in vocational-training related jobs or military	\$9.20(C)* \$9.95 (NTC)*	*\$10.50 GOALS FOR AT)	\$10.00 (NATIONAL GOALS FOR AT)	10%
Vocational Completer 6-month Follow-Up Placement Rate	No. of voc completers in job, military or school at 6 months <u>after initial placement</u> No. of placed voc completers who complete the 6-month survey	80%	80%	80%	7.5%
Vocational Completer Average Weekly Earnings at 6 Months*	Sum of weekly earnings of voc completers in a job or the military <u>at 6 months after initial placement</u> No. of placed voc completers in a job or the military at 6-months after initial placement	\$340 (C) * \$370(NTC)*	\$435 GOALS FOR AT)	\$370 (NATIONAL GOALS FOR AT)	7.5%
Vocational Completer 12-month Follow-Up Placement Rate	No. of voc completers in job, military or school at 12 months <u>after initial placement</u> No. of placed voc completers who complete the 12-month survey	80%	80%	80%	7.5%
Vocational Completer Average Weekly Earnings at 12 Months*	Sum of weekly earnings of voc completers in a job or the military at <u>12 months after initial placement</u> No. of placed voc completers in a job or the military 12 months after initial placement	\$360 (C) * \$390(NTC)*	\$450 GOALS FOR AT)	\$390 (NATIONAL GOALS FOR AT)	<u>7.5%</u> 100%
<i>*Model-based measures for center-based and NTC training programs</i>					

C. **Career Preparation and Career Development Period Measures.**

Students who terminate within 30 days for violence or 45 days for drugs under Job Corps' Zero Tolerance Policy will not be included in the Vocational Training Report Card. Level 1 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, since Level 1 ZT terminations are considered neither former enrollees nor graduates and are ineligible for post-center services, they are excluded from all post-center pools.

1. **Vocational Completion:** This measure occurs during the Career Development Period (CDP) of CDSS. During this time, intensive instruction is provided to assist students in completing a vocational trade. Vocational completion is an important credential to ensure initial and long-term placement success.

Pool: All terminees assigned to a vocational program (excluding 30/45 day Level 1 ZTs). **NOTE:** Terminees who enroll in more than one vocational trade shall be placed in the pool(s) of the vocational trade they completed. Terminees who enrolled in more than one trade, but did not complete any, shall be placed in the pool of the trade in which they were enrolled the longest.

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

Goal: The national goal for center-based and NTC programs is 75%. The national goal for TCU and UAW-LETC advanced training programs is 85%.

Weight: 20%.

Formula:

$$\frac{\text{Number of terminees who Complete a vocational training program}}{\text{Number of terminees assigned to a vocational program}}$$

D. **Career Transition Period Measures.**

1. **Vocational Completer Placement:** The graduate placement rate is required to be measured under the WIA, and vocational training programs

bear specific accountability for the number of vocational completers who obtain employment after completing a vocational trade.

Pool: All vocational completers whose initial placement records are due or received*, or who transfer to an approved AT program at another center during the period.

Measure: The percentage of vocational completers in the pool who are initially 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, 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).

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.

Goal: The national goal for all training programs is 95%, the same goal for the Center and Career Transition Services (CTS) Report Cards.

Weight: 20%.

Formula:
$$\frac{\text{Number of vocational completers who meet the Job Corps placement definition or who transfer to an approved AT program at another center}}{\text{Number of vocational completers whose initial placement records are due or received* or who transfer to an approved AT program at another center}}$$

**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 expired, i.e., "due".*

2. **Vocational Completer Average Wage At Initial Placement:** Under this measure, vocational training programs are accountable for their ability to help students secure jobs that will begin the path to achieving economic self-sufficiency.

Pool: All vocational completers initially placed in jobs or the military during the period as defined in PRH Chapters 4 (Career Transition Period) and 6 (Administrative Support).

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

Goal: For centers and NTC programs, model-based goals for this measure are occupational cluster- and regionally-based, and can be found in Attachment 1 to this policy. The adjustments from the model are applied to an \$8.20 national goal to determine individualized center goals. The national goal for TCU is \$10.25. The national goal for UAW-LETC is \$9.25.

Weight: 5%.

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

3. **Vocational Completer Job-Training Match (JTM) Placement:** This measure is extremely important in assessing vocational training programs' effectiveness and relevancy in vocational completers' acquisition of employment related to their vocational training.

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

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 measure.

Goal: The national goal for center-based and National Training Contractor programs is 75%. The national goal for TCU and UAW is 85%.

Weight: 15%.

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

4. **Vocational Completer JTM Average Wage At Initial Placement:** This measure reflects the effectiveness of vocational programs in assisting vocational completers in obtaining well-paying jobs within their chosen fields of study.

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

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

Goal: For centers and NTC programs, the goal for this measure is occupational cluster- and regionally based, and can be found in Attachment 1 to this policy. The national goal for TCU is \$10.50. The national goal for UAW-LETC is \$10.00.

Weight: 10%.

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

5. **Vocational Completer 6-Month Follow-Up Placement:** The intent of this measure is to follow-up with placed vocational completers to find out if they continue to be attached to the labor market.

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

Measure: The percentage of vocational completers in the pool who are in a job, military or 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 goal is 80%, the same goal for the Center and CTS Report Cards.

Formula:
$$\frac{\text{Number of vocational completers who meet the Job Corps definition of placement 6 months after initial placement}}{\text{Number of vocational completers initially placed who complete the 6-month follow-up survey}}$$

6. **Vocational Completer Average Weekly Earnings at 6 Months After Initial Placement:** The intent of this measure is to depict whether the earnings of vocational completers who are working 6 months after initial placement are beginning to indicate a progression toward economic self-sufficiency.

Pool: All vocational completers, 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 earnings of vocational completers in the pool in a job that meets the definition of placement in PRH Chapter 4, (Career Transition Period), 6 months after initial placement.

Goal: A model-based goal is used for this measure for center and NTC programs. The adjustments from the model are applied to a \$340 national goal to determine individualized center goals. The national goal for TCU is \$435. The national goal for UAW-LETC is \$370. See Attachment 1 for specific goals. See Attachment 1 for specific goals.

Formula:
$$\frac{\text{The sum of weekly earnings of vocational completers who report they are working 6 months after placement in a job that meets the Job Corps placement definition}}{\text{Number of vocational completers who report they are working at 6 months after initial placement in a job that meets the Job Corps placement definition}}$$

7. **Vocational Completer 12-Month Follow-Up Placement:** The intent of this measure is to continue to gauge vocational completers' long term progress in their attachment to the labor market or advanced education environment.

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

Measure: The percentage of vocational completers in the pool who are in a job/military or in a schooling program that meets the Job Corps definition of placement at 12 months after initial placement. The federal minimum wage requirement also applies to this measure.

Goal: The goal is 80%, the same goal for the Center and CTS Report Cards.

Formula:

$$\frac{\text{Number of vocational completers who meet the Job Corps definition of a placement at 12 months after initial placement}}{\text{Number of vocational completers initially placed who complete the 12-month follow-up survey}}$$

8. **Vocational Completer Average Weekly Earnings at 12 Months After Initial Placement:** This measure also serves as a barometer to measure vocational completers' long-term success.

Pool: 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 the Job Corps definition of placement.

Measure: The average earnings of vocational completers in the pool in a job that meets the definition of placement in PRH Chapter 4 (Career Transition Period) 12 months after initial placement.

Goal: A model-based goal is used for this measure for center and NTC programs. The adjustments from the model are applied

- G. **Overall Rating and Assessment.** The overall rating is the way in which results across each of the measures are aggregated to create an overall rating. Vocational training program 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 procurement process where applicable.

National Training Contractor (NTC) programs will have an additional level of accountability within the measures. Specifically, all NTC programs, including AT programs, must maintain performance ratings of 90% or higher of the established goal in each measure as well as in the overall rating. NTC programs that perform below this threshold will be considered poor performers and will be subject to corrective action.

In addition, any NTC basic vocational program whose total number of vocational completer placements is less than half of the contracted slots (in an entire program year) shall be designated a poor performer and will be subject to corrective action and/or sanctions. For NTC advanced training (AT) programs, the number of vocational completer placements must not be less than 65% of contracted slots for each training location.

- H. **Vocational Training Report Card Applications.** At the end of the program year, any vocational training program receiving a particularly low rating on one or more measures, or a low overall rating, is subject to corrective action (probation, reduction, or replacement). The general rule applied to poor performing programs is to place them on probation. Placing a vocational program on probation alerts a center that the program is to be closely monitored, and corrective measures - such as replacing the instructor(s), reducing the size of the program, or revising the curriculum - are to be taken to ensure improved performance. Programs continuing to demonstrate poor performance at the close of the probation year are removed and replaced with programs having potential for higher performance outcomes.

This general rule does not prohibit more drastic and immediate action where warranted. For example, Regional Offices and/or a center and its Industry Council may wish to address extremely low program performance by removing and replacing a center-operated program before it serves a probationary period. Also, trade offerings where the demand for workers is declining may be reduced in size, or replaced with offerings having greater potential for high performance, before risking a second year of poor performance.

In the case of NTCs, the National Office conducts both ongoing and end-of-year assessments. Programs placed on probation shall submit a Corrective Action Plan (CAP) and Quarterly CAP Status Reports. CAPs shall be developed by the NTC in collaboration with the affected Regional Project Manager (PM), center staff, and Agency official. Programs continuing to perform at a substandard level while on probation may be closed.

Centers/NTCs may appeal preliminary decisions if they have evidence to dispute the data, or if they can cite valid reasons why the program should be exempted from sanctions. Time frames and procedures for appeals will be established at the time that preliminary decisions are provided.

II. ROLES AND RESPONSIBILITIES

- A. **National Office.** The national office will be responsible for establishing overall policy regarding vocational performance goals; providing annual updates of vocational performance measures and goals; providing program-specific average wage and JTM average wage goals; issuing monthly reports on vocational programs' actual performance against Vocational Training Report Card goals; providing training on the vocational performance measurement system as needed. For NTC programs, the NTC National Contracting Officer's Technical Representative (COTR) will monitor performance throughout the program year, as well as CAPs and CAP Status Reports, and, as appropriate, recommend specific corrective action measures.
- B. **Regional Offices.** Regional offices will be responsible for monitoring performance against Vocational Training Report Card goals. Further, regional offices will consider performance assessments in the Report Card in developing vocational change recommendations and related vocational modernization plans.
- C. **Center Operators.** Center operators, including the Departments of Agriculture and Interior, will be responsible for implementing Report Card goals for center-operated vocational programs at their respective centers, providing staff training, monitoring performance, recommending needed corrective action, and submitting corrective action plans to Job Corps Regional Offices when required.
- D. **National Training Contractors.** National Training Contractors (NTCs) shall be responsible for implementing Report Card goals for their programs, providing staff training, monitoring performance, and, as appropriate, submitting CAPs and CAP Status Reports to the National COTR and appropriate PM, center staff, and Agency official.

Attachment 1

PY 02 Center Report Card Pools and Credits for Graduates Transferred to Advanced Training Programs						
Event		Measure	Sending Center		AT Center	
			Pool	Credit	Pool	Credit
Graduate Transferred to AT Center		GED/HSD, VOC, or Combination Attainment Rate	As applicable	As applicable	n/a	n/a
		Graduate Placement	1	1	n/a	n/a
Graduate Placed or Placement Window Closes	Placed in Job/ Military	Graduate Placement	n/a	n/a	1	1
		Graduate Average Wage at Placement	1	add wage to total	1	add wage to total
	Placed in School	Graduate Placement	n/a	n/a	1	1
	Placed in combination of School & Job	Graduate Placement	n/a	n/a	1	1
	Not Placed	Graduate Placement	n/a	n/a	1	0
6- and 12-Month Post Program Surveys	If placed graduate and survey completed	Graduate 6- and/or 12-Month Post Placement	1 As applicable	1/0 As applicable	1 As applicable	1/0 As applicable
	If placed graduate and survey completed and student is working in a job or the military	Graduate 6- and/or 12-Month Post Placement Average Weekly Earnings	1 As applicable	add earnings to total As applicable	1 As applicable	add earnings to total As applicable

Attachment 2

**PY 02 VES AVERAGE Initial Wage GOALS:
CENTER-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$9.05	\$8.28	\$9.09	\$8.69	\$9.48	\$10.85	\$8.88	\$8.73
2	\$8.45	\$7.89	\$8.69	\$8.29	\$8.95	\$10.55	\$8.21	\$8.16
3	\$8.16	\$7.88	\$8.47	\$8.27	\$8.64	\$10.26	\$8.29	\$8.19
4	\$8.04	\$7.65	\$8.21	\$7.95	\$8.44	--	\$7.98	\$7.92
5	\$8.52	\$8.02	\$8.77	\$8.52	\$8.92	--	\$8.45	\$8.32
6	\$8.05	\$7.58	\$8.24	\$7.90	\$8.44	--	\$7.95	\$7.89
7	--	\$7.91	\$8.40	\$8.23	\$8.66	--	\$8.21	\$7.87
8	\$8.12	\$7.92	\$8.38	\$8.26	\$8.77	\$9.82	\$8.26	\$8.10
9	\$8.74	\$8.30	\$8.91	\$8.75	\$9.42	--	\$8.73	\$8.49
10	\$8.77	\$8.40	\$9.22	\$8.94	\$9.38	\$11.02	\$8.77	\$8.72
PR	--	\$6.40	\$6.97	\$6.57	\$7.37	--	\$6.75	\$6.37

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE INITIAL WAGE GOALS:
NTC-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$9.35	--	\$9.59	--	--	--	\$9.31	--
2	--	--	\$9.02	--	--	--	--	--
3	\$8.76	\$8.15	\$8.88	\$8.61	--	\$10.71	\$8.78	\$8.50
4	\$8.20	\$7.40	\$8.56	\$7.97	\$8.33	\$10.54	--	\$7.83
5	--	--	\$9.05	\$9.06	--	\$11.02	\$8.37	--
6	--	--	\$8.49	--	--	\$10.46	--	--
7	--	--	\$8.82	\$8.67	--	\$10.60	--	--
8	--	--	\$8.93	\$8.73	--	\$10.51	--	\$8.63
9	\$9.36	--	\$9.27	\$9.22	--	\$11.37	\$9.20	--
10	--	--	\$9.52	\$9.39	--	\$11.51	\$8.83	--
PR	--	--	--	--	--	--	--	--

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE JTM Initial Wage GOALS:
CENTER-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$10.05	\$9.28	\$10.09	\$9.69	\$10.48	\$11.85	\$9.88	\$9.73
2	\$9.45	\$8.89	\$9.69	\$9.29	\$9.95	\$11.55	\$9.21	\$9.16
3	\$9.16	\$8.88	\$9.47	\$9.27	\$9.64	\$11.26	\$9.29	\$9.19
4	\$9.04	\$8.65	\$9.21	\$8.95	\$9.44	--	\$8.98	\$8.92
5	\$9.52	\$9.02	\$9.77	\$9.52	\$9.92	--	\$9.45	\$9.32
6	\$9.05	\$8.58	\$9.24	\$8.90	\$9.44	--	\$8.95	\$8.89
7	--	\$8.91	\$9.40	\$9.23	\$9.66	--	\$9.21	\$8.87
8	\$9.12	\$8.92	\$9.38	\$9.26	\$9.77	\$10.82	\$9.26	\$9.10
9	\$9.74	\$9.30	\$9.91	\$9.75	\$10.42	--	\$9.73	\$9.49
10	\$9.77	\$9.40	\$10.22	\$9.94	\$10.38	\$12.02	\$9.77	\$9.72
PR	--	\$7.40	\$7.97	\$7.57	\$8.37	--	\$7.75	\$7.37

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE JTM Initial Wage GOALS:
NTC-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$10.35	--	\$10.59	--	--	--	\$10.31	--
2	--	--	\$10.02	--	--	--	--	--
3	\$9.76	\$9.15	\$9.88	\$9.61	--	\$11.71	\$9.78	\$9.50
4	\$9.20	\$8.40	\$9.56	\$8.97	\$9.33	\$11.54	--	\$8.83
5	--	--	\$10.05	\$10.06	--	\$12.02	\$9.37	--
6	--	--	\$9.49	--	--	\$11.46	--	--
7	--	--	\$9.82	\$9.67	--	\$11.60	--	--
8	--	--	\$9.93	\$9.73	--	\$11.51	--	\$9.63
9	\$10.36	--	\$10.27	\$10.22	--	\$12.37	\$10.20	--
10	--	--	\$10.52	\$10.39	--	\$12.51	\$9.83	--
PR	--	--	--	--	--	--	--	--

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE 6-MONTH WEEKLY EARNINGS GOALS:
CENTER-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	--	\$335	\$363	\$365	\$419	--	\$371	\$344
2	\$366	\$331	\$361	\$360	\$414	\$514	\$363	\$335
3	\$344	\$320	\$352	\$352	\$386	\$484	\$356	\$329
4	\$334	\$307	\$336	\$340	\$375	--	\$341	\$314
5	\$370	\$328	\$358	\$365	\$410	--	\$363	\$334
6	\$332	\$297	\$334	\$327	\$383	--	\$331	\$312
7	--	\$320	\$320	\$355	\$381	--	\$346	\$314
8	\$347	\$317	\$338	\$359	\$394	\$494	\$348	\$321
9	\$367	\$336	\$373	\$378	\$430	--	\$375	\$342
10	\$364	\$332	\$381	\$362	\$419	\$521	\$374	\$344
PR	--	\$248	\$260	\$271	\$321	--	\$278	\$238

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE 6-MONTH WEEKLY EARNINGS GOALS:
NTC-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$405	--	\$414	--	--	--	\$408	--
2	--	--	\$394	--	--	--	--	--
3	\$377	\$356	\$386	\$390	--	\$539	\$388	\$350
4	\$359	\$338	\$369	\$364	\$402	\$514	--	\$335
5	--	--	\$394	\$404	--	\$550	--	--
6	--	--	\$361	--	--	\$518	--	--
7	--	--	\$379	\$389	--	\$524	--	--
8	--	--	\$378	\$405	--	\$530	--	\$360
9	\$404	--	\$398	\$417	--	\$557	\$408	--
10	--	--	\$402	\$420	--	\$552	--	--
PR	--	--	--	--	--	--	--	--

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE 12-MONTH WEEKLY EARNINGS GOALS:
CENTER-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	--	\$355	\$383	\$385	\$439	--	\$391	\$364
2	\$386	\$351	\$381	\$380	\$434	\$534	\$383	\$355
3	\$364	\$340	\$372	\$372	\$406	\$504	\$376	\$349
4	\$354	\$327	\$356	\$360	\$395	--	\$361	\$334
5	\$390	\$348	\$378	\$385	\$430	--	\$383	\$354
6	\$352	\$317	\$354	\$347	\$403	--	\$351	\$332
7	--	\$340	\$340	\$375	\$401	--	\$366	\$334
8	\$367	\$337	\$358	\$379	\$414	\$514	\$368	\$341
9	\$387	\$356	\$393	\$398	\$450	--	\$395	\$362
10	\$384	\$352	\$401	\$382	\$439	\$541	\$394	\$364
PR	--	\$268	\$280	\$291	\$341	--	\$298	\$258

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

Attachment 2**PY 02 VES AVERAGE 12-MONTH WEEKLY EARNINGS GOALS:
NTC-PROVIDED PROGRAMS By CLUSTER and REGION**

Region	Clusters							
	1	2	3	4	5	6	7	8
1	\$425	--	\$434	--	--	--	\$428	--
2	--	--	\$414	--	--	--	--	--
3	\$397	\$376	\$406	\$410	--	\$559	\$408	\$370
4	\$379	\$358	\$389	\$384	\$422	\$534	--	\$355
5	--	--	\$414	\$424	--	\$570	--	--
6	--	--	\$381	--	--	\$538	--	--
7	--	--	\$399	\$409	--	\$544	--	--
8	--	--	\$398	\$425	--	\$550	--	\$380
9	\$424	--	\$418	\$437	--	\$577	\$428	--
10	--	--	\$422	\$440	--	\$572	--	--
PR	--	--	--	--	--	--	--	--

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC,
Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

<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: