

**APPENDIX 501c**  
**POLICIES AND PROCEDURES**  
**FOR PY 03**  
**CAREER TRANSITION SERVICES (CTS)**  
**REPORT CARD**

## TABLE OF CONTENTS

<b>I.</b>	<b>CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 03</b>	
A.	Overview .....	1
B.	Changes in Appendix 501c .....	1
	1. Former Enrollee Placement Rate .....	1
	2. Graduate Average Wage at Initial Placement Rate .....	1
	3. Graduate Average Weekly Earnings at 6 Months after Initial Placement Rate .....	1
	4. Graduate Average Weekly Earnings at 12 Months after Initial Placement Rate .....	1
	5. CTS Agencies' Credit for Placement and Earnings Outcomes.....	2
C.	Career Transition Services Measures .....	3
	Short Term	
	1. Former Enrollee Placement .....	3
	2. Graduate Assignee Placement .....	4
	3. Graduate Average Wage at Initial Placement.....	5
	Long-Term	
	1. Graduate 6-Month Follow-Up Placement Rate .....	5
	2. Graduate Average Weekly Earnings at 6 Months.....	6
	3. Graduate 12-Month Follow-Up Placement Rate .....	6
	4. Graduate Average Weekly Earnings at 12 Months .....	7
D.	Performance Goals .....	8
E.	Weights .....	8
F.	Overall Rating .....	8
<b>II.</b>	<b>Roles and Responsibilities</b>	
A.	National Office .....	9
B.	Regional Offices .....	9
C.	CTS Agencies .....	9
D.	Job Corps Centers .....	10

E. Job Corps Data Center..... 10

Attachment 1: Model-Based Goals and National Worksheets

Attachment 2: Post-Placement Appeal Process

## I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 03

***Prior to reviewing this section, please read the INTRODUCTION to Appendix 501. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 03 Performance Measurement Systems.***

- A. **Overview.** Due to WIA legislation and full implementation of the Career Development Services System (CDSS), entities with Career Transition Services (CTS) responsibilities, whether they are 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 the program.

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 agencies' 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. **Former Enrollee Placement Rate.** The weight for this measure is reduced from 15% to 10%. This slight reduction reflects an increased emphasis on graduate outcomes, while still reinforcing the importance of serving former enrollees to the fullest extent possible.
2. **Graduate Average Wage at Initial Placement Rate.** The weight for this measure is increased from 10% to 15%. This increase further emphasizes the importance of securing solid initial placements for graduates. This will continue to be a model-based goal for centers and CTS agencies, meaning that models will be used to calculate external variables that may affect each center or CTS agency's performance. As a result, individualized performance goals will be set.
3. **Graduate Average Weekly Earnings at 6 Months after Initial Placement Rate.** The national goal for this measure is increased from \$340 to \$355. Consistent with the philosophy of setting performance goals, this goal is increased since the majority of centers and CTS agencies were achieving PY 02 levels. However, the increase is modest to account for economic conditions that can impact results. This will continue to be a model-based goal for centers and CTS agencies.
4. **Graduate Average Weekly Earnings at 12 Months after Initial Placement Rate.** The national goal for this measure is increased from

\$360 to \$370. 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 CTS agencies.

5. **CTS Agencies' Credit for Placement and Earnings Outcomes.** Effective in PY 03, graduate placement and earnings (if applicable) credit shall be granted to the CTS agency to which a graduate is assigned, in accordance with PRH guidelines. This applies to initial placement, average wage at initial placement, and the 6- and 12-month measures. Previously, credit for these measures was granted to the CTS agency with initial placement responsibilities, even if a student was assigned to another CTS agency during the 6- and/or 12-month survey period. Further, this policy applies to graduates surveyed on or after July 1, 2003.

The following is a summary table outlining the PY 03 Career Transition Services (CTS) Report Card.

Category	Definition	Goal	Weight
<b>Short-Term Career Transition Services – 50%</b>			
Former Enrollee Placement	$\frac{\text{No. of Former Enrollees Placed in a Job, the Military or School}}{\text{No. of Former Enrollees Due or Received}}$	60%	10%
Graduate Placement Rate	$\frac{\text{No. of Graduates Initially Placed in a Job, the Military or School}}{\text{No. of Graduates Due or Received}}$	95%	25%
Graduate Average Wage at Initial Placement*	$\frac{\text{Sum of Wages of Graduates Initially Placed in a Job or the Military}}{\text{No. of Graduates Initially Placed in Job or Military}}$	\$8.20	15%
<b>Long-Term Career Transition Services – 50%</b>			
Graduate 6-month Follow-up Placement Rate	$\frac{\text{No. of Graduates in Job, Military, or School at 6 months after Initial Placement}}{\text{No. of Placed Graduates who Complete the 6-month Survey}}$	80%	12.5%
Graduate Average Weekly Earnings at 6 Months*	$\frac{\text{Sum of Weekly Earnings of Graduates in a Job or the Military at 6 months after Initial Placement}}{\text{Number of Placed Graduates in a Job or the Military at 6 months after Initial Placement}}$	\$355	12.5%
Graduate 12 Month Follow-up Placement Rate	$\frac{\text{No. of Graduates in Job, Military, or School at 12 months after Initial Placement}}{\text{No. of Placed Graduates who Complete the 12-month Survey}}$	80%	12.5%
Graduate Average Weekly Earnings at 12 Months*	$\frac{\text{Sum of Weekly Earnings of Graduates in a Job or the Military at 12 months after Initial Placement}}{\text{Number of Placed Graduates in a Job or the Military at 12 months after Initial Placement}}$	\$370	<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. In order to align the goals of centers and CTS agencies, 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.

**Short-Term**

1. **Former Enrollee Placement:** Any student who remains on center for 60 or more days should have acquired 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 WIA requirement.

Pool: All former enrollees who were assigned to CTS agencies 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: 10%

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 the 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 agency 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 the WIA. CTS agencies 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 centers' achievement in this measure are aggregated, and individual goals are determined for centers. See Attachment 1 for specific goals.

Weight: 15%

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

**NOTE:** 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 Center Report Card at the regional and national level only. Neither centers, CTS agencies, nor National Training Contractors (NTCs), where applicable, will 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.

### ***Long-Term***

1. **Graduate 6-Month Follow-Up Placement:** 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 in the 6<sup>th</sup> month 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: 
$$\frac{\text{Number of initially placed graduates in the pool who meet the Job Corps definition of a placement in the 6}^{\text{th}} \text{ month}}{\text{Number of graduates initially placed who complete the 6-month follow-up survey}}$$

2. **Graduate Average Weekly Earnings in the 6<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 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.

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. See Attachment 1 for specific goals.

Weight: 12.5%

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

3. **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 in the 12<sup>th</sup> month 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: Number of initially placed graduates in the pool who meet the Job Corps definition of a placement in the 12<sup>th</sup> month  
Number of graduates initially placed who complete the 12-month follow-up survey

4. **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  
Number 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 agencies' 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 (40%). 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 agency performance is weighted among the individual measures to obtain an overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the contract procurement process. Overall ratings are also used to determine the performance ranges for performance based service contracting.

## II. ROLES AND RESPONSIBILITIES

- A. **National Office.** The national office will be responsible for establishing national policy for the CTS outcome measurement system; providing agency-specific wage and earnings goals; monitoring the Job Corps Data Center (JCDC)'s issuance of the CTS Report Card; tracking performance of CTS agencies, distributing information, and providing technical assistance or training as needed; and establishing an administrative low rating to agencies for 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 include language that informs the agency that new goals are 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 JCDC of CTS agency 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 staff.

Regional directors will monitor CTS agency 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); provide the national office Program Accountability Unit with any agency's explanation of poor performance, if monitoring results in observations of poor performance; evaluate information submitted by the CTS agency, coupled with an assessment of the agency'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. **CTS Agencies.** ALL contractors (SESAs and private corporations) providing career transition services, and centers with career transition agency 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 in a timely manner, as requested and substantiated by centers and/or National Training Contractors (NTCs); 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 when appropriate; and implementing corrective action plans as directed.

**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.

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

E. **Job Corps Data Center (JCDC).** The JCDC is responsible for ensuring that the CTS Report Card and other reports are issued in accordance with the target release dates. JCDC coordinates specifications of the CTS Report Card report with national office staff and ensures that the data generated in the reports accurately reflect the policy and programming design. JCDC provides Help Desk services regarding CTS agency data, and reporting and oversight of CTS. Additionally, JCDC provides Help Desk services to the national office and regional offices regarding OA agency data and reporting. Finally, JCDC provides training and services to the regions on CTS.

**Attachment 1**

<b>PY 03 Initial Wage, 6-Month and 12-Month Average Weekly Earnings Model-Based Goals for CTS Agencies</b>				
		<b>Initial Wage</b>	<b>Weekly Earnings</b>	
			<b>6 Months</b>	<b>12 Months</b>
	National Total	\$8.20	\$355	\$370
MAAAFD	01 FT DEVINS JC	\$9.16	\$387	\$402
NEDJR1	01 NEW ENGLAND	\$8.85	\$382	\$397
NYJPBR	02 BROOKLYN OA&	\$7.49	\$324	\$339
NYGACA	02 CASSADAGA JC	\$8.10	\$346	\$361
NYSDSV	02 DESI D. VALL	\$7.98	\$339	\$354
NJRCED	02 EDISON JCC	\$8.61	\$368	\$383
NYEMNY	02 EEMS NEW YOR	\$8.22	\$357	\$372
NYCSGL	02 GLENMONT JCC	\$7.94	\$342	\$357
NYSSIR	02 IROQUOIS JCC	\$8.23	\$341	\$356
NYKRON	02 ONEONTA JCC	\$8.09	\$345	\$360
PRJPPR	02 RSCARE PR/VI	\$6.23	\$274	\$289
WVJPCH	03 CHARLESTON	\$8.17	\$348	\$363
KYJVEC	03 CLEMENTS JCC	\$8.11	\$349	\$364
PADSPA	03 DESI PENN/DE	\$8.72	\$375	\$390
VAJPOD	03 OLD DOMIN JC	\$8.01	\$346	\$361
KYDSCA	03 PERKINS JCC	\$8.18	\$348	\$363
PAJPPH	03 PHILA JCC	\$8.01	\$348	\$363
PARCPB	03 PITTSBURGH J	\$8.49	\$365	\$380
DCMTPT	03 POTOMAC JCC	\$8.60	\$375	\$390
PAMTRR	03 RED ROCK JCC	\$8.19	\$355	\$370
MDAAWS	03 WOODSTOCK JC	\$8.46	\$361	\$376
GAABAT	04 ABC GEORGIA	\$7.96	\$342	\$357
GAJPAT	04 ATLANTA JCC	\$8.16	\$354	\$369
SCJPBA	04 BAMBERG JCC	\$7.65	\$327	\$342
MSJPBA	04 BATESVILL JP	\$7.10	\$305	\$320
GAJPBR	04 BRUNSWICK	\$8.30	\$344	\$359
ALMNGD	04 GADSDEN PLMT	\$7.73	\$340	\$355
FLDJGI	04 GAINESVILLE	\$7.43	\$326	\$341
MSJPGU	04 GULFPORT JP	\$7.77	\$337	\$352
FLVNHS	04 HOMESTEAD JC	\$7.95	\$343	\$358
IWEP04	04 IWEP Atlanta Region	\$8.39	\$360	\$375
FLJPJA	04 JACKSONVI JP	\$7.98	\$357	\$372
R4JPPA	04 JPPA AL/FL	\$7.96	\$344	\$359
NCJPKI	04 KITTRELL JCC	\$8.02	\$348	\$363
TNMNMP	04 MEMPHIS JCC	\$7.96	\$347	\$362
FLJPMI	04 MIAMI JCC	\$7.94	\$339	\$354
MSJPMI	04 MISSISSIP JC	\$7.23	\$309	\$324
ALJPMT	04 MONTGOMERY	\$7.83	\$345	\$360

		Initial Wage	Weekly Earnings	
			6 Months	12 Months
SCATSI	04 SC ATSI	\$7.68	\$330	\$345
GAJPTU	04 TURNER JCC	\$7.56	\$336	\$351
ILDJCH	05 DEL-JEN INC	\$8.38	\$364	\$379
MIRCDT	05 DETROIT RCI	\$8.32	\$364	\$379
MNJPHH	05 H HUMPHRY	\$8.51	\$368	\$383
INAFPL	05 IND AFL-CIO	\$8.29	\$357	\$372
IWEP05	05 IWEP Chicago Region	\$8.74	\$373	\$388
OHDSOH	05 OHIO DESI	\$8.12	\$355	\$370
NMDJAB	06 ALBUQUERQUE	\$7.85	\$342	\$357
ARFSCS	06 CASS JCC	\$8.12	\$351	\$366
TXJPCR	06 DL CARRASCO	\$7.23	\$316	\$331
OKJPOC	06 GUTHRIE JCC	\$8.02	\$347	\$362
TXJPLA	06 LAREDO JCC	\$7.29	\$307	\$322
ARJPLR	06 LITTLE ROCK	\$7.70	\$328	\$343
TXMTGY	06 MTC GARY JCC	\$8.18	\$355	\$370
LAJPNO	06 N ORLEANS JC	\$7.25	\$314	\$329
TXJPNO	06 N. TEXAS JCC	\$8.17	\$351	\$366
ARFSOU	06 OUACHITA JCC	\$8.28	\$361	\$376
NMVNRW	06 ROSWELL JCC	\$7.67	\$335	\$350
LAMNSP	06 SHREVEPORT	\$7.24	\$321	\$336
OKJPTL	06 TALKING LEAV	\$7.56	\$338	\$353
OKFWTR	06 TRESURE LAKE	\$8.05	\$340	\$355
OKJPTU	06 TULSA JCC	\$7.81	\$338	\$353
IAMTDN	07 DENISON JCC	\$8.18	\$351	\$366
MOMIKC	07 EXCL SPRINGS	\$8.23	\$358	\$373
KSJPFH	07 FLINT HILLS	\$7.97	\$341	\$356
IADS00	07 IOWA DESI	\$8.38	\$359	\$374
MOFWMG	07 MINGO JCC	\$8.07	\$358	\$373
MOES00	07 MISSOURI WD	\$8.04	\$345	\$360
NEDS00	07 NEBRASKA DES	\$8.44	\$358	\$373
NEFSPR	07 PINE RIDGE J	\$8.25	\$357	\$372
MOMISL	07 ST LOUIS JCC	\$8.23	\$357	\$372
NDJPBU	08 BURDICK OA&P	\$7.83	\$347	\$362
CORCIO	08 CO/WY RCI OA	\$8.41	\$365	\$380
IWEP08	08 IWEP Denver Region	\$8.62	\$385	\$400
SDES00	08 SDAKOTA	\$7.92	\$343	\$358
UTDS00	08 UT/MT DESI	\$8.25	\$357	\$372
AZJPFA	09 FRED ACOSTA	\$7.85	\$338	\$353
HIJPHI	09 HAWAII JCC	\$7.94	\$348	\$363
CAJPIE	09 INL. EMPIRE	\$8.65	\$374	\$389
IWEP09	09 IWEP San Francisco Region	\$9.47	\$396	\$411
CAJPLA	09 LA JCC	\$8.69	\$372	\$387
CAJPLB	09 LONG BEACH	\$8.65	\$371	\$386
AZJPPX	09 PHOENIX JCC	\$8.13	\$360	\$375
CAJPSD	09 S. DIEGO JCC	\$9.06	\$394	\$409
CAJPSM	09 SACRMNTO JCC	\$8.84	\$382	\$397

		Initial Wage	Weekly Earnings	
			6 Months	12 Months
CAJPSJ	09 SAN JOSE JCC	\$8.93	\$385	\$400
NVJPSN	09 SN NEV JCC	\$8.37	\$366	\$381
CARCTI	09 TREASURE OAP	\$9.24	\$395	\$410
AKCH00	10 ALASKA JCC	\$9.24	\$396	\$411
NWDESI	10 NW DESI OA/C	\$8.91	\$385	\$400
	Boston Region Total	\$8.85	\$381	\$396
	New York Region Total	\$7.68	\$332	\$347
	Philadelphia Region Total	\$8.18	\$353	\$368
	Atlanta Region Total	\$7.86	\$340	\$355
	Chicago Region Total	\$8.33	\$362	\$377
	Dallas Region Total	\$7.88	\$342	\$357
	Kansas City Region Total	\$8.14	\$354	\$369
	Denver Region Total	\$8.26	\$361	\$376
	San Francisco Region Total	\$8.66	\$373	\$388
	Seattle Region Total	\$8.92	\$386	\$401



<b>PY 2003 Graduate Average Initial Wage Model Worksheet - CTS Agencies</b>					
<b>National Total</b>					
Local Adjustment Factors	(1) Agency Average	(2) National Average	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.6	19.6	0.0	0.1169	0.0000
% with High School or GED at Termination	76.6	76.6	0.0	0.0049	0.0000
% with Vocational Completion at Termination	96.5	96.5	0.0	0.0058	0.0000
Average Termination Reading Score Above 520	53.8	53.8	0.0	0.0036	0.0000
Average Termination Math Score Above 510	50.2	50.2	0.0	0.0046	0.0000
% Training in Bricklayer or Cement Occs.	4.1	4.1	0.0	0.0052	0.0000
% Training in Business Occs.	22.6	22.6	0.0	-0.0051	0.0000
% Training in Carpentry Occs.	5.8	5.8	0.0	0.0066	0.0000
% Training in Construction Occs.	11.9	11.9	0.0	0.0033	0.0000
% Training in Food Service Occs.	9.6	9.6	0.0	-0.0068	0.0000
% Training in Health Occs.	13.9	13.9	0.0	-0.0020	0.0000
% Training in Service Occs.	11.0	11.0	0.0	-0.0038	0.0000
% Training in Welding Occs.	4.8	4.8	0.0	0.0036	0.0000
% Training in Other Occs.	16.4	16.4	0.0	-0.0010	0.0000
Average Wage in All Industries in County (\$1,000's)	33.4	33.4	0.0	0.0427	0.0000
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	18.0	18.0	0.0	0.0064	0.0000
Average Percent of Families in Poverty in County	10.8	10.8	0.0	-0.0434	0.0000
				Subtotal	0.00
				National Goal	\$8.20
				Model Adjusted Goal	\$8.20

<b>PY 2003 Graduate 6-Month Weekly Earnings Model Worksheet - CTS Agencies</b>					
<b>National Total</b>					
Local Adjustment Factors	(1) Agency Average	(2) National Average	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.6	19.6	0.0	5.4110	0.0000
% with High School or GED at Termination	78.3	78.3	0.0	0.1676	0.0000
% with Vocational Completion at Termination	96.3	96.3	0.0	0.1761	0.0000
Average Termination Reading Score Above 520	55.9	55.9	0.0	0.2529	0.0000
Average Termination Math Score Above 510	52.5	52.5	0.0	0.1835	0.0000
% Training in Bricklayer or Cement Occs.	3.9	3.9	0.0	0.1727	0.0000
% Training in Business Occs.	23.2	23.2	0.0	-0.2768	0.0000
% Training in Carpentry Occs.	5.8	5.8	0.0	0.3302	0.0000
% Training in Construction Occs.	11.8	11.8	0.0	0.1361	0.0000
% Training in Food Service Occs.	8.9	8.9	0.0	-0.3177	0.0000
% Training in Health Occs.	14.4	14.4	0.0	-0.1053	0.0000
% Training in Service Occs.	11.5	11.5	0.0	-0.2266	0.0000
% Training in Welding Occs.	4.9	4.9	0.0	0.2744	0.0000
% Training in Other Occs.	15.7	15.7	0.0	0.0128	0.0000
Average Wage in All Industries in County (\$1,000's)	33.1	33.1	0.0	1.8085	0.0000
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	18.9	18.9	0.0	0.2449	0.0000
Average Percent of Families in Poverty in County	10.7	10.7	0.0	-1.8721	0.0000
				Subtotal	0
				National Goal	\$355
				Model Adjusted Goal	\$355

<b>PY 2003 Graduate 12-Month Weekly Earnings Model Worksheet - CTS Agencies</b>					
<b>National Total</b>					
Local Adjustment Factors	(1) Agency Average	(2) National Average	(3) Differences (1 - 2)	(4) Weights	Effect of Factor on Expected Performance (3 x 4)
Average Age at Termination	19.6	19.6	0.0	5.4110	0.0000
% with High School or GED at Termination	78.3	78.3	0.0	0.1676	0.0000
% with Vocational Completion at Termination	96.3	96.3	0.0	0.1761	0.0000
Average Termination Reading Score Above 520	55.9	55.9	0.0	0.2529	0.0000
Average Termination Math Score Above 510	52.5	52.5	0.0	0.1835	0.0000
% Training in Bricklayer or Cement Occs.	3.9	3.9	0.0	0.1727	0.0000
% Training in Business Occs.	23.2	23.2	0.0	-0.2768	0.0000
% Training in Carpentry Occs.	5.8	5.8	0.0	0.3302	0.0000
% Training in Construction Occs.	11.8	11.8	0.0	0.1361	0.0000
% Training in Food Service Occs.	8.9	8.9	0.0	-0.3177	0.0000
% Training in Health Occs.	14.4	14.4	0.0	-0.1053	0.0000
% Training in Service Occs.	11.5	11.5	0.0	-0.2266	0.0000
% Training in Welding Occs.	4.9	4.9	0.0	0.2744	0.0000
% Training in Other Occs.	15.7	15.7	0.0	0.0128	0.0000
Average Wage in All Industries in County (\$1,000's)	33.1	33.1	0.0	1.8085	0.0000
% Placed in Job in State With Higher Minimum Wage than Federal Minimum Wage	18.9	18.9	0.0	0.2449	0.0000
Average Percent of Families in Poverty in County	10.7	10.7	0.0	-1.8721	0.0000
				Subtotal	0
				National Goal	\$370
				Model Adjusted Goal	\$370

## 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. Job Corps centers, CTS agencies and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.
5. Submit the appeal with documentation to the National Program 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 7-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.

- 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 4<sup>th</sup> to September 10<sup>th</sup>. The student is paid by the week and the pay stub covers September 6<sup>th</sup> to September 12<sup>th</sup> when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. Written documentation may include a pay stub, written statement on letterhead, or business card stamp on an employer verification form.

## Section B: Education

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

- Print the name of the school or training institution.
- 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.
- 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 7-day period covered by the survey week.**

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

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

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

Student Information: (Please Print)	Check Box for Appeal:			
1. Social Security Number	6-Month Placement <input type="checkbox"/>	6-Month Earnings <input type="checkbox"/>	12-Month Placement <input type="checkbox"/>	12-Month Earnings <input type="checkbox"/>
2. Last Name	MI		First Name	
3. Center Attended	4. 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. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved:      Date: