

APPENDIX 501d

**POLICIES AND PROCEDURES
FOR PY 03**

**VOCATIONAL TRAINING and
IMPROVEMENT SYSTEM**

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I. VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM

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

The Vocational Reporting and Improvement System, composed of the Vocational Training Report Card, Performance Improvement Plans, and incentives and sanctions, is the new comprehensive system that will be used to measure and improve the performance of all Job Corps vocational training programs, both center-operated and National Training Contractor (NTC)-operated, beginning PY 03.

The Vocational Training Report Card continues to provide data regarding students' participation in vocational programs as well as achievement of long-term employment at sustainable earnings. The Vocational Training Report Card also supports the mission of the Career Development Services System (CDSS) and Workforce Investment Act (WIA) requirements.

Implementation of Performance Improvement Plans (PIPs), as well as incentives and sanctions, both addressed in Section D of this document, will enable the Job Corps community to more effectively monitor and continuously improve the performance of all vocational programs.

B. Changes in the Vocational Training Report Card

The following is a description of changes in the Vocational Training Report Card for PY 03.

1. **A Single System for All Vocational Programs**

The Vocational Training Report Card for PY 03 is a single evaluation system covering all Job Corps vocational training programs. There will no longer be higher goals for NTC programs. The performance for each program will be determined using the same indicators and weights.

2. **Minimum Productivity Rule**

The Minimum Productivity Rule (MPR) requires all vocational programs to place (vocational completers only) a minimum of 51% of their contracted training slots in every program year. This rule is a prerequisite that must be achieved before further analysis and evaluation of the core indicators are conducted. Programs not meeting the Minimum Productivity Rule will

automatically be ranked as grade “D,” indicating unsatisfactory performance, and be subject to sanctions.

Contracted training slots for each vocational program will be displayed on the new Vocational Training Report Card, beginning with the July 03 Report, to help implement the Minimum Productivity Rule.

3. **Core Indicators of the Vocational Training Report Card**

The PY 03 Vocational Training Report Card is composed of the following seven core indicators:

- a) Vocational Completion Rate
- b) Initial Placement Rate
- c) Job Training Match Placement Rate
- d) 6-Month Follow-up Placement Rate
- e) 6-Month Follow-up Average Weekly Earnings
- f) 12-Month Follow-up Placement Rate
- g) 12-Month Follow-up Average Weekly Earnings

4. **Redistribution of Weights**

To further emphasize the importance of achieving long-term labor market attachment for graduates, weights have been changed, as follows:

- Initial Wage and Job Training Match Wage are not assigned a weight. However, these results will continue to be recorded on the Report Card for information purposes.
- Job Training Match Placement increases from 15% to 20%.
- The weight for each of the four long-term indicators (6-and 12-month placement and earnings) increases from 7.5% to 10%.

5. **Goals for 6 and 12-Month Weekly Earnings**

For each individual center, 2 model-based goals have been established, applicable to all vocational training programs. One goal applies to the 6-month average weekly earnings; the other goal applies to the 12-month

average weekly earnings. These goals are the same as those established for the PY 03 Outcomes Measurement System (OMS).

6. Rating Formula Simplified

The program score for each core indicator will be based on actual performance. However, each indicator will be capped at 100%, resulting in the capping of the total score at 100%. For example: carpentry graduates from XYZ center report earning an average of \$400/week at 6-months following separation, exceeding the center's model-based goal of \$355. Although the \$400 will be displayed on the Vocational Training Report Card, this particular carpentry program cannot earn more than 100% for this indicator. Likewise, this program's overall score, composed of the score for this core indicator, as well as the scores of other core indicators, cannot exceed 100%.

C. Vocational Training Report Card Indicators

Students who separate as a ZT Level One 05.1A or 05.2B in 30 days or less, or who separate as a ZT Level One 05.2A in 45 days or less under Job Corps' Zero Tolerance Policy will not be included in the Vocational Training Report Card. Level One 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, all Level One ZT terminations are considered neither former enrollees nor graduates, and are therefore excluded from all post-center pools since they are ineligible for post-center services.

1. Vocational Completion

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

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

Weight: 20%

Formula:
$$\frac{\text{Number of terminees who completed a vocational training program}}{\text{Number of terminees who were assigned to a vocational program}}$$

2. Initial Placement

Pool: All vocational completers whose initial placement records are due or received¹, or who transfer to an approved AT program at another center. Terminees who complete one or more trade, are assigned to the Initial Placement pool of each trade completed.

Measure: The percentage of vocational completers in the Initial Placement 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, 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.

Terminees who are in the Initial Placement pool for more than one trade shall remain in those pools, whether placed or not, and be included in the calculation for the Initial Placement measure of each of those trades.

Valid initial placements that are deemed "non-credited" by the Job Corps Data Center (JCDC) due to errors in meeting PRH requirements for verification and/or reporting timelines shall be included in the CTS Report Card reflecting regional and national totals only. However, all entities may 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 provided career

¹ 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 had expired; i.e., "due".

transition services, since their initial placements are valid, making them eligible for the full array of services afforded their separation status.

Weight: 20%

Formula: Number of vocational completers who are initially placed in a job, an education program, the military, or a job/school combination, or who transfer to an approved AT program at another center
All vocational completers whose initial placement Records are due or received or who transfer to an approved AT program at another center

3. Average Wage

Pool: All vocational completers initially placed in jobs or the military during the period as defined in PRH Chapters 4 and 6.

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

Weight: 0% (Information only)

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

4. Job-Training Match (JTM) Placement

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

Terminees who complete one or more trade are assigned to the JTM Placement pool of each trade completed.

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 indicator.

For students who complete more than one vocational offering and are placed in the military, all applicable trades receive a JTM Placement.

If a student completes more than one vocational offering and is placed in a job related to all of them, then all receive a JTM Placement. If the placement relates only to one of the vocational offerings, then only that one will be credited with a JTM Placement. Further, this same student will be removed from the JTM pool of the other vocational offering(s) completed.

If a student is placed in a job that does not match any 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.

Weight: 20%

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

5. JTM Average Wage

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

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

Weight: 0% (Information only)

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

6. 6-Month Follow-up Placement

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

Measure: The percentage of those in the above pool who are in a job, school, or the military that meets the Job Corps definition of placement. The federal minimum wage requirement also applies to this indicator.

Weight: 10%

Formula: Number of vocational completers who are in a job, school, or the military that meets the the definition of a placement as contained in the PRH
All vocational completers initially placed who complete the 6-month follow-up survey

7. **6 Months Follow-up Earnings**

Pool: All vocational completers, initially placed, who complete the 6-month follow-up survey and report working in a job or the military that meets the definition of a placement as contained in the PRH.

Measure: The average weekly earnings of those in the above pool who are working in the military or a job that meets the definition of a placement as contained in the PRH.

Weight: 10%

Formula: 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 definition
All vocational completers initially placed who complete the 6-month follow-up survey and report that they are working in a job or the military that meets the definition of a placement as contained in the PRH.

8. **12-Month Follow-up Placement**

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

Measure: The percentage of those in the above pool who are in a job, school, or the military that meets the definition of a placement as contained in the PRH, 12 months after initial placement. The federal minimum wage requirement also applies to this indicator.

Weight: 10%

Formula: Number of vocational completers who are in a job, school, or the military that meets the definition of a placement as contained in the PRH
All vocational completers initially placed who complete the 12-month follow-up survey

9. 12 Months Following Earnings

Pool: All vocational completers, initially placed, who complete the 12-month follow-up survey and report working in a job or the military that meets the definition of a placement as contained in the PRH.

Measure: The average weekly earnings of those in the above pool that meet the definition of a placement as contained in the PRH., 12 months after the initial placement.

Weight: 10%

Formula:
$$\frac{\text{The sum of weekly earnings of vocational completers who report working at 12-months following placement in the military or a job that meets the definition of a placement}}{\text{All vocational completers initially placed who complete the 12-month follow-up survey and report working in a job that meets the definition of a placement as contained in the PRH.}}$$

D. Program Performance: Incentives and Sanctions

It is important to understand that the primary purpose of the new Vocational Reporting and Improvement System is to maximize the performance of programs, not to prematurely sanction them. Consistent with this objective, newly established vocational training programs (center and NTC-operated) will be provided 36 months, from the day students first enter a new program, to achieve satisfactory results. During this period, these programs will be regularly monitored and provided technical assistance, as needed. While these programs cannot be closed during this period, or placed on probation, PIPs may be required, as warranted.

The Vocational Reporting and Improvement System is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate vocational program performance;
- recognize programs that consistently perform well;
- actively assist, at the earliest possible indication, programs that demonstrate unsatisfactory performance, and
- work to improve programs that exhibit average performance.

Based on the PY 03 Vocational Training Report Card, programs will receive a total score not to exceed 100% and be graded on the basis of the following scale:

<i>A:</i>	<i>exceptional performance</i>	<i>90 – 100%</i>
<i>B:</i>	<i>above average performance</i>	<i>80 – 89%</i>
<i>C:</i>	<i>average performance</i>	<i>70 – 79%</i>
<i>D:</i>	<i>unsatisfactory performance</i>	<i>0 – 69%</i>

Beginning PY 04, the Vocational Training Report Card will display each program's total score and grade for the preceding program year.

1. **Grade “A” (Exceptional Performance)**

Vocational programs in Grade “A” for two or more consecutive program years will be recognized by the national office, based on recommendations from regional offices, as follows:

- Two consecutive years of performance in Grade “A”: Silver recognition
- Three consecutive years or more of performance in Grade “A”: Gold recognition

2. **Grade “B” (Above Average Performance)**

Vocational programs in the “B” Grade will not be subject to incentives or sanctions.

3. **Grade “C” (Average Performance)**

Regional offices may require programs with performance in Grade “C” (including NTC programs), to have a Performance Improvement Plan (PIP), especially those that repeatedly have scores in the low 70's. PIPs will be developed, implemented, regularly monitored, and, as necessary, adjusted, by all entities involved with the vocational program (i.e., regional office, center, and, as appropriate, NTC).

4. **Grade “D” (Unsatisfactory Performance)**

First Year of Grade ‘D’ Performance:

Beginning with receipt of the PY 03 Vocational Training Report Card, and for each program year thereafter, regional offices will identify all vocational programs in Grade ‘D’ and initiate an Appeals Process. This process will provide operators/center directors and, as applicable, NTCs, an

opportunity (within 20 business days) to present valid, mitigating circumstances that they believe have caused the unsatisfactory performance. For NTC programs, operators/center directors and NTCs are encouraged to jointly develop and submit a single Appeal; however, where this is not possible, separate Appeals may be submitted to the regional office.

Following the regional office-administered Appeals Process, which includes a thorough analysis of all Appeals submitted, regional offices will notify center operators/directors and, as appropriate, NTC officials, of vocational programs that will:

- serve probation and require a PIP;
- not serve probation, but require a PIP, or
- neither serve probation nor require a PIP.

Regional offices will submit to the national office (ATTN: Division of Program Planning and Development) a composite list of those programs designated to serve probation.

All vocational programs designated to serve probation by the regional office will be required to have a Performance Improvement Plan. The center, regional project manager and, as appropriate, NTC, will work together to develop, implement, and monitor a Performance Improvement Plan. During routine monitoring, if it is determined that planned improvements are not effective, the PIP should be modified to achieve desired results.

Second Year of Grade 'D' Performance for Programs Having Served One Year of Probation:

At the end of the program year in which probation was served, if the program remains in Grade 'D,' it will be subject to an Appeals Process administered by the national office, as follows:

- National office formally notifies regional directors and, as applicable, NTCs, of programs that were on probation but continued to perform in Grade 'D.'
- Regional directors/NTCs will have 20 business days to submit Appeals to the National Office of Job Corps (ATTN: Division of Program Planning and Development). For NTC programs, regional directors and NTCs are encouraged to jointly develop and submit a

single Appeal; however, where this is not possible, separate Appeals may be submitted to the national office.

- National office staff will thoroughly review all Appeals, consult with regional directors and NTCs, as necessary, and recommend to the national director one of the following actions for each program:
 - closure/slot reduction;
 - probation for another program year (this would also require the development of another PIP or modification of the existing PIP, as warranted);
 - no sanctions but require a PIP; or
 - no sanctions or PIP.
- The national director will make final decisions regarding all Appeals submitted in response to the national office-administered Appeals Process, and formal notification will be transmitted to appropriate entities.

E. Implementation Timeline for the Vocational Reporting and Improvement System

7/03	The Vocational Reporting and Improvement System takes effect.
Monthly	Regional office project managers, agency/center operators and directors, center vocational managers/instructors and, as applicable, NTC officials/staff, monitor performance of vocational programs and, as appropriate, coordinate responses to emerging performance issues.
7/04	Regional offices analyze PY 03 annual performance data, when published, following the guidelines described in Section D. While no program will face closure/slot reduction as a result of PY 03 performance, Grade 'D' performing programs can be designated by the regional director to serve probation after the regional office-administered Appeals Process.
7/05	Closures/slot reductions may occur at the close of PY 04 for programs that were on probation in PY 03 but continued to perform at Grade 'D,' without justification, following the national office-administered Appeals Process.

II. ROLES AND RESPONSIBILITIES

A. National Office

The national office will be responsible for:

- establishing overall policy regarding the Vocational Reporting and Improvement System, as well as the weight structure for the Vocational Training Report Card, each program year;
- administering the national office Appeals Process for programs subject to closure/slot reduction, and
- providing training to appropriate regional office, NTC, and center staff regarding the interpretation and effective utilization of Report Card data.

B. Regional Offices

Regional offices will be responsible for:

- monitoring the performance of all vocational programs monthly, using the Vocational Training Report Card; administering the regional office Appeals Process and, as justified, placing programs on probation, including NTC programs;
- assisting in the development, implementation, and monitoring of Performance Improvement Plans for all programs in Grade 'D' and those in Grade 'C,' as determined by the regional office;
- participating in the national office-administered Appeals Process, and
- developing, as needed, vocational change recommendations and related vocational modernization plans, in cooperation with centers, Industry Councils and, as applicable, NTCs.

C. Center Operators/Directors

Center operators/directors will be responsible for:

- ensuring, in cooperation with Industry Councils and regional offices, the most meaningful and productive trade-mix using relevant, local labor market supply and demand data and related information;
- coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve vocational training program performance, based on the data contained in the monthly Report Card;

- participating, as applicable, in the regional office-administered Appeals Process;
- providing staff training, monitoring performance regularly, and working with Regional office staff and, as applicable, NTC staff, to develop, implement, and monitor Performance Improvement Plans, and
- initiating, in coordination with the regional office, organizational, operational, and other significant changes that are designed to achieve long-term job retention and economic self-sufficiency for students/graduates.

D. National Training Contractors

NTCs, working closely with the NTC National Government Authorized Representative (GAR), and center staff, will be responsible for:

- coordinating with regional offices, operators, and center staff to implement the new Vocational Training Report Card; initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates;
- participating in the regional office-administered, and national office-administered Appeals Process, as applicable, and
- providing training to NTC staff regarding the interpretation and effective utilization of Report Card data, monitoring NTC performance frequently, and working with Regional office and center staff to develop, implement, and regularly monitor Performance Improvement Plans for NTC programs.

Attachments

- | | |
|---------------|--|
| Attachment 1: | Performance Improvement Plan |
| Attachment 2: | Regional Office Appeals Form |
| Attachment 3: | Vocational Training Report Card Matrix |
| Attachment 4: | Post-Placement Appeal Process |

JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM
PERFORMANCE IMPROVEMENT PLAN (PIP)

I. Program Information

Vocational Program:	Slots:	Basic <input type="checkbox"/>	AT <input type="checkbox"/>	NTC <input type="checkbox"/>	OCT <input type="checkbox"/>	ACT <input type="checkbox"/>
Center:	Number of Instructors:					

II. Program Performance Status

A. The Most Immediately Completed Program Year PY:
Failed to Meet MPR ¹ <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Overall Program Score:
Program was on Performance Improvement Plan : No <input type="checkbox"/> Yes <input type="checkbox"/> Was Significant Improvement Achieved? Yes <input type="checkbox"/> No <input type="checkbox"/>
B. The Program Year Preceding the Most Immediately Completed Program Year² PY:
Failed to Meet MPR <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Overall Program Score:

III. Performance Improvement Plan (chart may be expanded)

Unsatisfactory Performance Area	Cause(s)	Action(s)
Minimum Productivity Rule		
Vocational Completion Rate		

¹ MPR--Minimum Productivity Rule. If this box is checked, the 'D' box should also be checked.

² Do not complete this section for PIPs initiated as a result of performance at the close of PY 03 as the PY 02 Vocational Training Report Card operated under a different performance measurement system. This section first becomes effective for PIPs required as a result of performance in PY 04.

Unsatisfactory Performance Area	Cause(s)	Action(s)
Initial Placement Rate		
JTM Placement Rate		
6-month Follow-up Placement Rate		
6-month Follow-up Average Weekly Earnings		
12-month Follow-up Placement Rate		
12-month Follow-up Average Weekly Earnings		
Other		

IV. The Following Individuals Have Contributed to Developing This PIP.

_____ Signature _____ Date: _____
 Vocational Instructor

 _____ Signature _____ Date: _____
 Vocational Manager

 _____ Signature _____ Date: _____
 Center Director

 _____ Signature _____ Date: _____
 National Training Contractor (if applicable)

 _____ Signature _____ Date: _____
 Regional Office Project Manager³

³ By signing here, the Regional Office Project Manager is also approving the PIP.

JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM
REGIONAL OFFICE APPEALS FORM

I. Program Information

Vocational Program:	Slots:	Basic <input type="checkbox"/>	AT <input type="checkbox"/>	NTC <input type="checkbox"/>	OCT <input type="checkbox"/>	ACT <input type="checkbox"/>
Center:	Number of Instructors:					

II. Program Performance Status

A. The Most Immediately Completed Program Year PY: _____						
Failed to Meet MPR ¹ <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>	Overall Program Score: _____	
Program was on Performance Improvement Plan: No <input type="checkbox"/> Yes <input type="checkbox"/>						
Was Substantial Improvement Achieved?			Yes <input type="checkbox"/>	No <input type="checkbox"/>		

B. The Program Year Preceding the Most Immediately Completed Program Year² PY: _____						
Failed Meet MPR <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>	Overall Program Score: _____	

III. Mitigating Circumstance(s) Supporting This Appeal (only essential documents should be attached)

¹ MPR --- the Minimum Productivity Rule. If this box is checked, the 'D' box should also be checked.
² Do not complete this section for Appeals filed in response to grade 'D' performance at the close of PY 03, as the PY 02 Vocational Training Report Card operated under a different performance measurement system. This section first becomes effective for Appeals filed in response to grade 'D' performance in PY 04.

VI. Support for This Appeal

Operator/Agency Official: Name _____ Signature _____
Title _____ Date _____

NTC Official (if applicable): Name _____ Signature _____
Title _____ Date _____

REGIONAL OFFICE USE ONLY

FINAL DECISION:

- **PIP and Probation**
- **PIP Only, No Probation**
- **Neither PIP Nor Probation**

Name (print) _____ **Title** _____

Signature _____ **Date** _____

Vocational Training Report Card Matrix

Indicators	Definition	Weight	Goal
Vocational Completion Rate	<u>The number of terminees who complete a vocational training program.</u> All terminees assigned to a vocational program (excluding 30/45 day Level 1 ZTs).	20%	N/A
Initial Placement Rate	<u>The number of vocational completers who are initially placed in a job, an education program, the military, or a job/school combination, or who transfer to an approved AT program at another center.</u> All vocational completers whose initial placement records are due or received or who transfer to an approved AT program at another center.	20%	N/A
Initial Average Wage	<u>The sum of the hourly wage of vocational completers initially placed in jobs or the military.</u> All vocational completers initially placed in jobs or the military.	0% (Info. Only)	N/A
JTM Placement Rate	<u>The number of vocational completers initially placed in training-related jobs or the military.</u> All vocational completers who were initially placed in jobs or the military.	20%	N/A
Job Training Match (JTM) Wage	<u>The sum of the hourly wage of vocational completers in training-related employment or the military.</u> All vocational completers who were initially placed in jobs or the military.	0% (Info. Only)	N/A
6-month Follow-up Placement Rate	<u>The number of vocational completers who are in a job/military or school that meets the Job Corps definition of placement at 6 months after initial placement.</u> All vocational completers initially placed who complete the 6-month follow-up survey.	10%	N/A
6-month Follow-up Average Weekly Earnings	<u>The sum of weekly earnings of vocational completers who report working at 6 months following placement in a job that meets the Job Corps definition of placement.</u> All vocational completers initially placed who complete the 6-month follow-up survey and report that they are working in a job/military that meets the Job Corps definition of placement.	10%	Center, model-based goal*
12-month Follow-up Placement Rate	<u>The number of vocational completers who are in a job/military or school that meets the Job Corps definition of placement at 12 months after initial placement.</u> All vocational completers initially placed who complete the 12-month follow-up survey.	10%	N/A
12-month Follow-up Average Weekly Earnings	<u>The sum of weekly earnings of vocational completers who report working at 12 months following placement in a job that meets the Job Corps definition of placement.</u> 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 Job Corps definition of placement.	10%	Center, model-based goal*
Total:		100%	XXX

* The model-based goal for each center can be found in PY 2003 PRH Appendix 501a (OMS), Attachment 2.

<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 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 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. 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.

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 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

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: