TABLE OF CONTENTS

CHA	APTER 1:	OUTREACH/ADMISSIONS			
1.0		3			
1.1	OUTREACH1-				
1.2	ELIGIBILITY DETERMINATION AND SCREENING FACTORS				
1.3	INFORMATION	ON TO APPLICANTS	1-14		
1.4		ON			
1.5		ASSIGNMENTS			
1.6	ENROLLMEN	NT READINESS	1-21		
CHA	APTER 2:	CAREER PREPARATION PERIOD			
2.0	OBJECTIVES	5	2-1		
2.1		AN			
2.2	INTRODUCT	ION TO CENTER LIFE	2-4		
2.3	STUDENT AS	SSESSMENT	2-7		
2.4	PERSONAL	COUNSELING	2-9		
2.5		AREER PLANNING			
2.6		THE LABOR MARKET			
2.7		DEVELOPMENT SKILLS			
2.8	CAREER DE	VELOPMENT READINESS	2-21		
CHA	APTER 3:	CAREER DEVELOPMENT PERIOD			
3.0	OBJECTIVES	8	3-1		
3.1		AN			
3.2		ATION AND MANAGEMENT OF CAREER			
	DEVELOPME	ENT SERVICES	3-5		
3.3	PERSONAL A	AND CAREER COUNSELING	3-9		
3.4	STUDENT ST	TANDARDS OF CONDUCT	3-11		
3.5	EVALUATIO	N OF STUDENT PROGRESS	3-16		
3.6	CENTER-BA	SED LEARNING STANDARDS	3-18		
3.7	WORK-BASE	ED LEARNING STANDARDS	3-22		
3.8	READING		3-26		
3.9	COMMUNICA	ATION SKILLS	3-30		
3.10	MATHEMATI	CS	3-32		
3.11	HIGH SCHO	OL DIPLOMA AND GED CERTIFICATE	3-34		
3.12	ENGLISH AS	A SECOND LANGUAGE (ESL)	3-37		
3.13	VOCATIONA	L TRAINING	3-39		
3.14	CONCURRE	NT VOCATIONAL TRAINING PROGRAM	3-42		
3.15		LITY SKILLS			
3.16	INFORMATION	ON TECHNOLOGY	3-49		

February 11, 2005

TABLE OF CONTENTS (continued)			
3.17 3.18	DIVERSITY TRAININGRESIDENTIAL LIVING	3-52	
3.19 3.20	WELLNESSSOCIAL SKILLS TRAINING	3-56	
3.21 3.22	RECREATION AND LEISURE TIME ACTIVITIESSTUDENT GOVERNMENT AND LEADERSHIP		
3.23 3.24	DRIVER EDUCATION	3-66 3-67	
CHA	APTER 4: CAREER TRANSITION PERIOD		
4.0	OBJECTIVES	4-1	
4.1	CAREER TRANSITION SERVICES PLAN	4-2	
4.2 4.3 4.4 4.5	ELIGIBILITY FOR SERVICES	4-6 4-10	
CHA	APTER 5: MANAGEMENT		
5.0 5.1 5.2 5.3	OBJECTIVES PROGRAM MANAGEMENT PERSONNEL STAFF TRAINING	5-2 5-5	
5.4 5.5	PERSONAL SAFETY AND SECURITY	5-11	
5.6 5.7	PROCUREMENT AND PROPERTY MANAGEMENTFINANCIAL MANAGEMENT	5-17	
5.8	ESTABLISHMENT OF JOB CORPS CENTERS	5-23	
	FACILITY STANDARDSFACILITY IMPROVEMENTS	5-28	
	FACILITY MAINTENANCE AND PROTECTION ENERGY AND WATER CONSERVATION		
	ENVIRONMENTAL HEALTHSAFETY AND OCCUPATIONAL HEALTH		
CHA	APTER 6: ADMINISTRATIVE SUPPORT		
6.0	OBJECTIVE	6-1	
6.1 6.2	STUDENT ATTENDANCE, LEAVE, AND ABSENCESSTUDENT ALLOWANCES AND ALLOTMENTS		
6.3	STUDENT RECORDS MANAGEMENT	6-10	

February 11, 2005 Page ii of vi

TABLE OF CONTENTS (continued) 6.5 STUDENT CLOTHING......6-19 STUDENT TRANSPORTATION6-22 6.6 FOOD SERVICE6-24 6.7 STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS, 6.8 NON-DISCRIMINATION, AND LEGAL SERVICES6-27 STUDENT SUPPORT SERVICES......6-33 6.9 STUDENT HEALTH SERVICES6-35 6.10 RELATED HEALTH PROGRAMS......6-40 6.11 6.12 HEALTH ADMINISTRATION6-49 CHILDCARE ARRANGEMENTS6-56 6.13

February 11, 2005 Page iii of vi

EXHIBITS

Exhibit 1-1	Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements
Exhibit 1-2	<u>Documentation Requirements for Assessment of Applicant Health Needs</u>
Exhibit 1-3	Authorization for Use and Disclosure of Your Health Information
Exhibit 1-4	Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment
Exhibit 1-5	Records Release Authorization
Exhibit 3-1	Infraction Levels and Appropriate Center Actions
Exhibit 3-2	Requirements for the Conduct of Fact Finding Boards and Behavior Review Panels
Exhibit 4-1	Placement Definitions
Exhibit 4-2	Placement Verification and Documentation Requirements
Exhibit 5-1	Standard Operating Procedures
Exhibit 5-2	Plan and Report Submission Requirements
Exhibit 5-3	Minimum Staff Requirements
Exhibit 5-4	Required Staff Training
Exhibit 6-1	Duty/Pay/Leave Status Chart
Exhibit 6-2	Student Allowance and Allotment System (SAAS)
Exhibit 6-3	Student Transportation
Exhibit 6-4	Job Corps Basic Health Care Responsibilities
Exhibit 6-5	Center Health Services Staffing Requirements
Exhibit 6-6	Proposal Outline for On-Site Child Development Centers and Residential Parent/Child Programs

February 11, 2005 Page iv of vi

EXHIBITS (continued)

Exhibit 6-7	Use of Job Corps Funds for Child Development Centers and Parent/Child Programs
Exhibit 6-8	Child Development Center Minimum Staff Qualifications
Exhibit 6-9	Facility Requirements for Child Development Centers and Residential Parent/Child Programs
Exhibit 6-10	How Medical Information About You May Be Used and Disclosed, and How You Can Get Access to This Information

APPENDICES

Appendix 101	Definitions of Family and Family Income
Appendix 102	Admissions Counselor's Assessment Tool
Appendix 103	Guidelines for Reviewing Applicant Files
Appendix 301	Tests of Adult Basic Education (TABE) Requirements and Instructions for TABE 7/8
Appendix 302	Memorandum of Understanding Between the NTC and Center Contractor
Appendix 303	Vocational Skills Training
Appendix 304	Guidelines for the Accreditation of Job Corps' High School Programs
Appendix 401	Job Corps Job Training Match (JTM) Crosswalk
Appendix 501	<u>Introduction</u>
Appendix 501a	Policies and Procedures for Job Corps PY 2004 – Center Report Card and Center Quality Report Card
Appendix 501b	Policies and Procedures for Job Corps PY 2004 – Outreach and Admissions (OA) Report Card
Appendix 501c	Policies and Procedures for Job Corps PY 2004 – Career Transition Services (CTS) Report Card

February 11, 2005 Page v of vi

APPENDICES (continued)

Appendix 501d	Policies and Procedures for Job Corps PY 2004 – Vocational Reporting and Improvement System
Appendix 502	Financial Reporting
Appendix 503	Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements
Appendix 504	Taxation of Job Corps Contractors by States or Subdivisions Thereof
Appendix 505	Job Corps Safety and Occupational Health Program
Appendix 601	Student Rights to Privacy and Disclosure of Information
Appendix 602	Civil Rights and Non-Discrimination
Appendix 603	HIV Infection/AIDS Policy
Appendix 604	Job Corps Child Development Programs

February 11, 2005 Page vi of vi