

**APPENDIX 501d**

**POLICIES AND PROCEDURES**  
**FOR PY 2005**  
**VOCATIONAL REPORTING AND IMPROVEMENT**  
**SYSTEM**

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## I. PY 2005 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 2005 Outcome Measurement Systems (OMS).***

### A. Overview

The Vocational Reporting and Improvement System (VRIS), composed of the Vocational Training Report Card (VTRC), Performance Improvement Plans (PIPs), and incentives and sanctions, is a comprehensive system used to measure and improve the performance of all Job Corps vocational training programs, both center-operated and National Training Contractor (NTC)-operated.

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

Implementation of PIPs, as well as incentives and sanctions, 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 VTRC for PY 2005.

#### 1. **Core Indicators of the Vocational Training Report Card**

The PY 2005 VTRC is composed of the following six core indicators:

- Vocational Completion Rate
- Vocational Completer Placement Rate
- Job Training Match Placement Rate
- 6-Month Follow-up Placement Rate
- 6-Month Follow-up Average Weekly Earnings
- 12-Month Follow-up Placement Rate

#### 2. **Redistribution of Weights**

The weights on the VTRC have not been redistributed in PY 2005. The weights are set as follows:

- Average Wage at Placement and Job Training Match Average Wage are not assigned a weight. However, these results will

continue to be recorded in the Report Card for informational purposes.

- The Vocational Completion Rate and the 12-Month Follow-up Placement Rate are each assigned 10% of the overall weight; the remaining measures (Vocational Completer Placement Rate, Job Training Match [JTM] Placement Rate, 6-Month Follow-Up Placement Rate and 6-Month Average Weekly Earnings) are each allocated 20% of the weight.

### **3. National Goal for 6-Month Average Weekly Earnings**

The National goal for the 6-Month Follow-Up Average Weekly Earnings was increased from \$368 to \$380 for PY 2005. Model-based goals have been established for each center.

## **C. Vocational Training Report Card Indicators**

Students who separate as a Zero Tolerance (ZT) Level 1 05.1A or 05.2B in 30 days or less, or who separate as a ZT Level 1 05.2A in 45 days or less under Job Corps' Zero Tolerance Policy will not be included in the VTRC. Students who exit the program for Level 1 ZT violations after 30/45 days will be included in all pools for all center measures, and credit will be given for vocational credentials earned prior to separation. However, students who exit for Level 1 ZT violations are considered neither former enrollees nor graduates, and are excluded from all post-center pools since they are ineligible for post-center services.

The following criteria pertain to the short-term placement measures, as applicable:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, Virgin Islands, and the Trust Territories) to all these measures;
- The wage associated with an initial placement upgrade that occurred during the placement window for graduates and former enrollees will be credited when applicable. See Attachment 2 for a chart outlining the upgrade hierarchy;
- An automatic placement education credit is given to the sending center for graduates who transfer to an approved AT program at another center. See Attachment 5 for a chart outlining allowable center credits for AT transfers; and

- Valid 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 VTRC regional and national totals only. However, all entities may receive credit for the 6- and 12-month outcomes of these graduates, provided they participate in the applicable follow-up surveys. These graduates will also receive career transition services since their placements are valid making them eligible for the full array of services afforded their separation status.

## 1. Vocational Completion Rate

Pool: All separated students who were assigned to a vocational program (excluding 30/45 day Level 1 ZTs).

Students who were 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. Students who completed one or more trade, are assigned to the vocational completion pool of each trade completed.

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

Weight: 10%

Formula: 
$$\frac{\text{Number of Students Who Complete a Vocational Training Program}}{\text{Number of Separated Students Assigned to a Vocational Program}}$$

## 2. Vocational Completer Placement Rate

Pool: All vocational completers whose initial placement records are due or received<sup>1</sup>, or who transfer to an approved Advanced Training (AT) program at another center.

Separated students who complete one or more trades are assigned to the placement pool of each trade completed.

Measure: The percentage of vocational completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (according to Job Corps' placement

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<sup>1</sup> 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”.

definition in PRH Chapter 4, Exhibit 4-1), or who transfer to an approved AT program at another center.

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

Weight: 20%

Formula: 
$$\frac{\text{Number of Vocational Completers Who are Placed in a Job, the Military, an Educational Program, or a Job/School Combination, or Who Transfer to an Approved AT Program at Another Center}}{\text{Number of Vocational Completers Whose Initial Placement Records are Due or Received, or Who Transfer to an Approved AT Program at Another Center}}$$

### 3. Vocational Completer Average Wage at Placement

Pool: All vocational completers placed in a job or the military according to the Job Corps placement definition.

Measure: The average hourly wage of vocational completers in the pool associated with their initial or upgrade placement in a job or the military.

Weight: 0% (Information only)

Formula: 
$$\frac{\text{Sum of Hourly Wages of Vocational Completers Placed in a Job or the Military}}{\text{Number of Vocational Completers Placed in a Job or the Military}}$$

### 4. Vocational Completer Job Training Match Placement Rate

Pool: All vocational completers who are placed in a job or the military.

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

Measure: The percentage of vocational completers in the pool who are initially placed, or have a placement upgrade, in a training-related job or the military.

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

If a student completed 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: 
$$\frac{\text{Number of Vocational Completers Placed in a Training-Related Job or the Military}}{\text{Number of Vocational Completers Placed in a Job or the Military}}$$

#### **5. Job Training Match Average Wage**

Pool: All vocational completers who were placed in a job or the military.

Measure: The average hourly wage of vocational completers in the pool.

Weight: 0% (Information only)

Formula: 
$$\frac{\text{Sum of Hourly Wages of Vocational Completers Placed in Training-Related Jobs or the Military}}{\text{Number of Vocational Completers Placed in Training-Related Jobs or the Military}}$$

#### **6. 6-Month Follow-up Placement Rate**

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

Measure: The percentage of vocational completers in the pool who, report they are employed or enrolled in an educational program according to the Job Corps placement definition.

Weight: 20%

Formula: 
$$\frac{\text{Number of Initially Placed Vocational Completers Who Report they are in a Job, the Military, an Educational Program, or a Job/School Combination in the 6}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Initially Placed Vocational Completers Who Complete the 6-Month Follow-Up Survey}}$$

## 7. **6-Month Follow-up Average Weekly Earnings**

Pool: All initially placed vocational completers who complete the 6-month follow-up survey and report in the survey they are working in a job or the military (that meets the Job Corps definition of placement).

Measure: The average weekly earnings of placed vocational completers in the pool.

Weight: 20%

Formula: 
$$\frac{\text{Sum of Weekly Earnings of Vocational Completers Who Report they are in a Job or the Military in the 6}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Vocational Completers Who Report they in a Job or the Military in the 6}^{\text{th}} \text{ Month After Initial Placement}}$$

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

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

Measure: The percentage of vocational completers in the pool who report they are employed or enrolled in an educational program according to the Job Corps placement definition.

Weight: 10%

Formula: 
$$\frac{\text{Number of Initially Placed Vocational Completers Who Report they are in a Job, the Military, an Educational Program, or a Job/School Combination in the 12}^{\text{th}} \text{ Month After Initial Placement}}{\text{Number of Initially Placed Vocational Completers Who Complete the 12-Month Follow-Up Survey}}$$

## D. **Rating Formula**

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 per week when responding to the 6-month follow-up survey, exceeding the \$380 per week National goal by 5.3%. Although the \$400 will be displayed on the VTRC, 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%.

#### **E. 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 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.

#### **F. Program Performance: Incentives and Sanctions**

It is important to understand that the primary purpose of the VRIS is to maximize the performance of programs, not to sanction them. The 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 indication, programs that demonstrate unsatisfactory performance; and,
- work to improve programs that exhibit average performance to prevent further decline.

Based on the PY 2005 VTRC, programs will receive a total score not to exceed 100% and be graded on the basis of the following scale:

A	<i>Exceptional performance</i>	90 – 100%
B	<i>Above average performance</i>	80 – 89%
C	<i>Average performance</i>	70 – 79%
D	<i>Unsatisfactory performance</i>	0 – 69%

The VTRC will display each program's 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 of Job Corps, 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 '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 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:

Utilizing the PY 2005 VTRC, and for each subsequent program year, 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 operators/Center 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 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 PIP. The center, Regional Project Manager and, as appropriate, NTC, will work together to develop, implement, and monitor PIPs. If necessary, PIPs 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 of Job Corps, as follows:

- National Office of Job Corps formally notifies Regional Directors and, as applicable, NTCs, of programs that were on probation and continued to perform at Grade 'D.'
- Regional Directors/NTCs will have 20 business days to submit appeals to the National Office of Job Corps, Division of Program Planning and Development, Appeals). 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 of Job Corps.
- National Office staff will thoroughly review all appeals, consult with Regional Directors and NTCs, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
  - closure/slot reduction;
  - probation for another program year (which would also require the development of another PIP or modification of the existing PIP, as warranted);
  - no sanctions or PIP; or,

- no sanction; however, a PIP would be required.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

## II. ROLES AND RESPONSIBILITIES

### A. National Office

The National Office of Job Corps will be responsible for:

- establishing overall policy regarding the VRIS, as well as the weight structure for the VTRC, each program year, and,
- administering the National Office Appeals Process for programs subject to closure/slot reduction.

### B. Regional Offices

Regional Offices will be responsible for:

- Monitoring the performance of all vocational programs monthly, including NTC programs, using the VTRC and information gathered from center visits, reviews, etc.;
- Administering the Regional Office Appeals Process and, as justified, placing programs on probation;
- Assisting in the development, implementation, and monitoring of Performance Improvement Plans for all programs in Grade 'D' and, as determined by the Regional Office, those in Grade 'C';
- 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, the most meaningful and productive trade-mix using relevant local labor market supply and demand data and other economic information;
- coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve vocational training program performance, based on 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 PIPs; and,
- initiating organizational, operational, and other changes that help 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 Office staff, operators, and center staff to implement the new VTRC; 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 NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor PIPs for NTC programs.

Attachment 1

JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM

PERFORMANCE IMPROVEMENT PLAN (PIP)

**I. Program Information**

Vocational Program:	Slots:	<input type="checkbox"/> Basic	<input type="checkbox"/> AT	<input type="checkbox"/> NTC	<input type="checkbox"/> OCT	<input type="checkbox"/> ACT
Center:			Region (name):			

**II. Program Performance Status**

Performance Status in Most Immediately Completed PY _____: <input type="checkbox"/> Failed to Meet MPR <sup>2</sup> <input type="checkbox"/> C <input type="checkbox"/> D                      Overall Score <sup>3</sup> _____	Performance Status in Preceding PY: <input type="checkbox"/> Failed to Meet MPR <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Overall Score: _____ <input type="checkbox"/> N/A <sup>4</sup>
Program was on Performance Improvement Plan in Most Immediately Completed PY: <input type="checkbox"/> Yes <input type="checkbox"/> No	Substantial Improvement from Preceding PY: <input type="checkbox"/> Yes <input type="checkbox"/> No

**III. Performance Improvement Plan (expand the table if necessary)**

Unsatisfactory Performance Area	Cause(s)	Action(s)
Minimum Productivity Rule		

<sup>2</sup> MPR--Minimum Productivity Rule

<sup>3</sup> Leave blank if program failed to meet the Minimum Productivity Rule

<sup>4</sup> Use N/A if the preceding Program Year is before PY 03.

Unsatisfactory Performance Area	Cause(s)	Action(s)

**IV. The Following Individuals Have Contributed to Developing this PIP.**

\_\_\_\_\_ **Vocational Instructor** **Date:** \_\_\_\_\_

\_\_\_\_\_ **Vocational Manager** **Date:** \_\_\_\_\_

\_\_\_\_\_ **Center Director** **Date:** \_\_\_\_\_

\_\_\_\_\_ **National Training Contractor (if applicable)** **Date:** \_\_\_\_\_

**V. Regional Office Approval**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Attachment 2**

**JOB CORPS VOCATIONAL REPORTING AND IMPROVEMENT SYSTEM**

**REGIONAL OFFICE APPEALS FORM**

**I. Program Information**

<b>Vocational Program:</b>	<b>Slots:</b>	<input type="checkbox"/> Basic	<input type="checkbox"/> AT	<input type="checkbox"/> NTC	<input type="checkbox"/> OCT	<input type="checkbox"/> ACT
<b>Center:</b>		<b>Region (name):</b>				

**II. Program Performance Status**

<b>Performance Status in Most Immediately Completed PY ____:</b> <input type="checkbox"/> Failed to Meet MPR <sup>5</sup> <input type="checkbox"/> C <input type="checkbox"/> D      Overall Score <sup>6</sup> _____	<b>Performance Status in Preceding PY:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Overall Score: _____ <input type="checkbox"/> N/A <sup>7</sup>
<b>Program was on Performance Improvement Plan in Most Immediately Completed PY:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Substantial Improvement from Preceding PY:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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

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<sup>5</sup> MPR means the Minimum Productivity Rule.  
<sup>6</sup> Leave blank if program failed to meet the Minimum Productivity Rule.  
<sup>7</sup> Use N/A if the preceding Program Year is before PY'03.





Attachment 3

**Vocational Training Report Card Matrix**

Indicators	Definition	Weight
<b>Vocational Completion Rate</b>	$\frac{\text{Number of students who complete a vocational training program}}{\text{Number of separated students assigned to a vocational program (excluding 30/45 day Level 1 ZTs)}}$	10%
<b>Vocational Completer Placement Rate</b>	<p>Number of vocational completers who are placed in a job, the military, school, or a job/school combination, or who <u>transfer to an approved AT program at another center</u></p> $\frac{\text{Number of vocational completers whose initial placement records are due or received or who transfer to an approved AT program at another center}}{\text{Number of vocational completers placed in a job or the military}}$	20%
<b>Average Wage at Placement</b>	$\frac{\text{Sum of hourly wages of vocational completers placed in a job or the military}}{\text{Number of vocational completers placed in a job or the military}}$	0% (Info. Only)
<b>JTM Placement Rate</b>	$\frac{\text{Number of vocational completers placed in a training-related job or the military}}{\text{Number of vocational completers placed in a training-related job or the military}}$	20%
<b>JTM Average Wage</b>	$\frac{\text{Sum of hourly wages of vocational completers in a training-related job or the military}}{\text{Number of vocational completers placed in a training-related job or the military}}$	0% (Info. Only)
<b>6-Month Follow-up Placement Rate</b>	<p>Number of vocational completers who report they are in a job, the military, school, or a job/school combination <u>6 months after initial placement</u></p> $\frac{\text{Number of initially placed vocational completers who complete the 6-month follow-up survey.}}{\text{Number of initially placed vocational completers who complete the 6-month follow-up survey.}}$	20%
<b>6-Month Follow-up Average Weekly Earnings</b>	$\frac{\text{Sum of weekly earnings of vocational completers who report they are in a job or the military 6 months after initial placement}}{\text{Number of vocational completers who report they are in a job or the military 6 months after initial placement.}}$	20%
<b>12-Month Follow-up Placement Rate</b>	<p>Number of vocational completers who report they are in a job, the military, school, or a job/school combination <u>12 months after initial placement</u></p> $\frac{\text{Number of initially placed vocational completers who complete the 12-month follow-up survey}}{\text{Number of initially placed vocational completers who complete the 12-month follow-up survey}}$	10%
<b>Total:</b>		<b>100%</b>

**Attachment 4**

<b>INITIAL PLACEMENTS AND ALLOWABLE UPGRADES</b>	
<b>INITIAL PLACEMENT CATEGORY</b>	<b>ALLOWABLE UPGRADES</b>
A. Full-time JTM	<ul style="list-style-type: none"> <li>• Full-time JTM with Wage Increase</li> </ul>
B. Other Full-time Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> <li>• Full-time Job with Wage Increase</li> </ul>
C. Full-time Job/College Combination	<ul style="list-style-type: none"> <li>• Any Full-time Job Placement</li> </ul>
D. School/Training	<ul style="list-style-type: none"> <li>• Any Full-time Job Placement</li> </ul>
E. Part-time JTM	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> </ul>
F. Non-JTM Part-time Job Placement	<ul style="list-style-type: none"> <li>• Any Full-time Job Placement with same or higher wage</li> <li>• Part-time Job:               <ul style="list-style-type: none"> <li>- JTM with same or higher Wage</li> <li>- Wage Increase</li> </ul> </li> </ul>
G. Part-time Job/College Combination	<ul style="list-style-type: none"> <li>• Any Full-time Placement</li> <li>• Any Part-time Job Placement</li> </ul>

**Attachment 5**

PY 2005 VTRC Pools and Credits for Vocational Completers Transferred to Advanced Training Programs						
Event		Measure(s)	Sending Center		AT Center	
			Pool	Credit	Pool	Credit
Vocational Completer Transferred to AT Center		Vocational Completion	1	1	n/a	n/a
		Vocational Completer Placement	1	1	n/a	n/a
		JTM Placement	0	0	n/a	n/a
Vocational Completer Separates from AT Center		Vocational Completion	n/a	n/a	1	1/0 As applicable
Vocational Completer Placed or Placement Window Closes	Placed in Job/ Military	Vocational Completer Placement	n/a	n/a	1	1
		JTM Placement	1	1/0 As applicable	1	1/0 As applicable
		JTM Wage	1 As applicable	Add wage to total As applicable	1 As applicable	Add wage to total As applicable
	Placed in School	Vocational Completer Placement	n/a	n/a	1	1
	Placed in combination of School & Job	Vocational Completer Placement	n/a	n/a	1	1
	Not Placed	Vocational Completer Placement	n/a	n/a	1	0
	6- and 12- Month Follow-up Surveys	If placed vocational completer and survey completed	Graduate 6- and/or 12-Month Follow-up Placement	1 As applicable	1/0 As applicable	1 As applicable
If placed vocational completer and 6-month survey completed and student is working in a job or the military		Graduate 6-Month Average Weekly Earnings	1 As applicable	add earnings to total As applicable	1 As applicable	add earnings to total As applicable

## Attachment 6

<b>Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data</b>
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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 within 90 days of the month in which the student's record first appears on the Center OMS-20, VES-20, or 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 Office of Job Corps Program Accountability Unit.

### **INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

#### ***Check Box for Appeal***

1. Check the appropriate box(es) 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. Enter the student's nine-digit social security number in the boxes.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in 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.

\*Insert and set the next line apart from the above information if space allows. If no survey record appears in CIS, then an appeal cannot be filed.

**Use the table below to determine which sections to complete for different types of placements:**

<b>Type of Placement:</b>	<b>If Appealing:</b>	<b>Then Complete:</b>
One part time or full time job	Same	Section A
School or training placement	Same	Section B

### **Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Print the employer's name.
2. Enter the total number of hours that the student worked in the survey 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.
3. Use the pay stub information to check one box in item 3 to indicate how the student was paid, (i.e., hourly, weekly, monthly, etc.).
4. Use the pay stub information to enter the dollar amount of earnings in item 4. Note: The student must have earned at least 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 item 4.

**You must attach written documentation of employment information.** Pay information must either: (1) at a minimum, include the 7 day period prior to the date surveyed, but a more expansive period may be covered; 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 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” training 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 six-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 form.

**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. Date Reported to Initial Placement (Work or School):		Month	Day

**Query 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. Employer's Name:	
2. Total Hours: (worked during the week in question)	
3. 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. 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:	

**INFORMATION OF PERSON COMPLETING THE FORM:**

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: