

## TABLE OF CONTENTS

### CHAPTER 1: OUTREACH/ADMISSIONS

1.0	OBJECTIVES .....	1-1
1.1	OUTREACH .....	1-2
1.2	ELIGIBILITY DETERMINATION AND SCREENING FACTORS.....	1-8
1.3	INFORMATION TO APPLICANTS.....	1-14
1.4	READMISSION .....	1-16
1.5	APPLICANT ASSIGNMENTS .....	1-18
1.6	ENROLLMENT READINESS.....	1-21

### CHAPTER 2: CAREER PREPARATION PERIOD

2.0	OBJECTIVES.....	2-1
2.1	CENTER PLAN .....	2-2
2.2	INTRODUCTION TO CENTER LIFE .....	2-4
2.3	STUDENT ASSESSMENT .....	2-7
2.4	PERSONAL COUNSELING .....	2-9
2.5	STUDENT CAREER PLANNING .....	2-12
2.6	NAVIGATING THE LABOR MARKET .....	2-17
2.7	PERSONAL DEVELOPMENT SKILLS .....	2-19
2.8	CAREER DEVELOPMENT READINESS.....	2-21

### CHAPTER 3: CAREER DEVELOPMENT PERIOD

3.0	OBJECTIVES.....	3-1
3.1	CENTER PLAN .....	3-2
3.2	ADMINISTRATION AND MANAGEMENT OF CAREER DEVELOPMENT SERVICES.....	3-5
3.3	PERSONAL AND CAREER COUNSELING.....	3-9
3.4	STUDENT STANDARDS OF CONDUCT .....	3-11
3.5	EVALUATION OF STUDENT PROGRESS .....	3-16
3.6	CENTER-BASED LEARNING STANDARDS.....	3-18
3.7	WORK-BASED LEARNING STANDARDS .....	3-22
3.8	READING.....	3-26
3.9	COMMUNICATION SKILLS .....	3-30
3.10	MATHEMATICS .....	3-32
3.11	HIGH SCHOOL DIPLOMA AND GED CERTIFICATE .....	3-34
3.12	ENGLISH AS A SECOND LANGUAGE (ESL) .....	3-37
3.13	VOCATIONAL TRAINING .....	3-39
3.14	CONCURRENT VOCATIONAL TRAINING PROGRAM .....	3-42
3.15	EMPLOYABILITY SKILLS.....	3-47
3.16	INFORMATION TECHNOLOGY .....	3-49

**TABLE OF CONTENTS (continued)**

3.17 DIVERSITY TRAINING .....3-51  
3.18 RESIDENTIAL LIVING .....3-52  
3.19 WELLNESS.....3-54  
3.20 SOCIAL SKILLS TRAINING.....3-56  
3.21 RECREATION AND LEISURE TIME ACTIVITIES.....3-60  
3.22 STUDENT GOVERNMENT AND LEADERSHIP .....3-63  
3.23 DRIVER EDUCATION .....3-66  
3.24 CAREER TRANSITION READINESS.....3-67

**CHAPTER 4: CAREER TRANSITION PERIOD**

4.0 OBJECTIVES.....4-1  
4.1 CAREER TRANSITION SERVICES PLAN .....4-2  
4.2 ELIGIBILITY FOR SERVICES .....4-4  
4.3 CAREER TRANSITION SERVICES FOR GRADUATES.....4-6  
4.4 CAREER TRANSITION SERVICES FOR FORMER ENROLLEES .....4-12  
4.5 DOCUMENTATION, REPORTING AND VERIFICATION.....4-13

**CHAPTER 5: MANAGEMENT**

5.0 OBJECTIVES.....5-1  
5.1 PROGRAM MANAGEMENT .....5-2  
5.2 PERSONNEL .....5-5  
5.3 STAFF TRAINING.....5-9  
5.4 PERSONAL SAFETY AND SECURITY .....5-11  
5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS....5-15  
5.6 PROCUREMENT AND PROPERTY MANAGEMENT .....5-17  
5.7 FINANCIAL MANAGEMENT .....5-19  
5.8 ESTABLISHMENT OF JOB CORPS CENTERS.....5-23  
5.9 FACILITY STANDARDS .....5-25  
5.10 FACILITY IMPROVEMENTS .....5-28  
5.11 FACILITY MAINTENANCE AND PROTECTION .....5-31  
5.12 ENERGY AND WATER CONSERVATION .....5-33  
5.13 ENVIRONMENTAL HEALTH .....5-34  
5.14 SAFETY AND OCCUPATIONAL HEALTH .....5-41

**CHAPTER 6: ADMINISTRATIVE SUPPORT**

6.0 OBJECTIVE .....6-1  
6.1 STUDENT ATTENDANCE, LEAVE, AND ABSENCES .....6-2  
6.2 STUDENT ALLOWANCES AND ALLOTMENTS .....6-6  
6.3 STUDENT RECORDS MANAGEMENT.....6-10  
6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS.....6-14

**TABLE OF CONTENTS (continued)**

6.5 STUDENT CLOTHING.....6-19  
6.6 STUDENT TRANSPORTATION .....6-22  
6.7 FOOD SERVICE .....6-24  
6.8 STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS,  
AND LEGAL SERVICES.....6-27  
6.9 STUDENT SUPPORT SERVICES.....6-33  
6.10 STUDENT HEALTH SERVICES .....6-35  
6.11 RELATED HEALTH PROGRAMS.....6-40  
6.12 HEALTH ADMINISTRATION .....6-49  
6.13 CHILDCARE ARRANGEMENTS .....6-56

## EXHIBITS

- Exhibit 1-1 Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements
- Exhibit 1-2 Documentation Requirements for Assessment of Applicant Health Needs
- 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

## **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
- Exhibit 6-11 Equal Opportunity Notice

## **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 305 Tests of Adult Basic Education Exemption for Students with Documented Learning Disabilities
- Appendix 401 Job Corps Job Training Match (JTM) Crosswalk
- Appendix 501 Introduction
- Appendix 501a Policies and Procedures for Job Corps PY 2005 – Center Report Card and Center Quality Report Card

## **APPENDICES (continued)**

Appendix 501b	Policies and Procedures for Job Corps PY 2005 – Outreach and Admissions (OA) Report Card
Appendix 501c	Policies and Procedures for Job Corps PY 2005 – Career Transition Services (CTS) Report Card
Appendix 501d	Policies and Procedures for Job Corps PY 2005 – 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
Appendix 605	Definitions and Documentation Requirements Related to Reasonable Accommodations for Applicants and Students with Disabilities