# **TABLE OF CONTENTS**

CHA	APTER 1:	OUTREACH/ADMISSIONS	
1.0		3	
1.1			
1.2		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		3	
2.1		AN	
2.2		ION TO CENTER LIFE	
2.3		SSESSMENT	
2.4		COUNSELING	
2.5		AREER PLANNING	
2.6		THE LABOR MARKET	
2.7		DEVELOPMENT SKILLS	
2.8	CAREER DE	VELOPMENT READINESS	2-21
CH	APTER 3:	CAREER DEVELOPMENT PERIOD	
3.0	<b>OBJECTIVES</b>	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		TANDARDS OF CONDUCT	
3.5	<b>EVALUATIO</b>	N OF STUDENT PROGRESS	3-16
3.6	CENTER-BA	SED LEARNING STANDARDS	3-18
3.7		ED LEARNING STANDARDS	
3.8	READING		3-26
3.9		ATION SKILLS	
3.10		CS	
3.11		OL DIPLOMA AND GED CERTIFICATE	
3.12		S A SECOND LANGUAGE (ESL)	
3.13	VOCATIONA	L TRAINING	3-39
3.14		NT VOCATIONAL TRAINING PROGRAM	
3.15		LITY SKILLS	
3.16	INFORMATION	ON TECHNOLOGY	3-49

October 5, 2005 Page i of vi

TABLE OF CONTENTS (continued)				
3.17 3.18 3.19 3.20 3.21 3.22 3.23 3.24	DIVERSITY TRAINING RESIDENTIAL LIVING WELLNESS SOCIAL SKILLS TRAINING RECREATION AND LEISURE TIME ACTIVITIES STUDENT GOVERNMENT AND LEADERSHIP DRIVER EDUCATION CAREER TRANSITION READINESS	3-52 3-54 3-56 3-60 3-63		
CHA	APTER 4: CAREER TRANSITION PERIOD			
4.0 4.1 4.2 4.3 4.4 4.5	OBJECTIVES CAREER TRANSITION SERVICES PLAN	4-2 4-4 4-6 4-10		
CHA	APTER 5: MANAGEMENT			
5.11 5.12 5.13 5.14	OBJECTIVES	5-2 5-5 5-11 5-15 5-17 5-19 5-25 5-28 5-31 5-33		
CHA	APTER 6: ADMINISTRATIVE SUPPORT			
6.0 6.1 6.2 6.3 6.4	OBJECTIVESTUDENT ATTENDANCE, LEAVE, AND ABSENCESSTUDENT ALLOWANCES AND ALLOTMENTSSTUDENT RECORDS MANAGEMENTSTUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS	6-2 6-6 6-10		

October 5, 2005 Page ii of vi

#### **TABLE OF CONTENTS (continued)** 6.5 STUDENT CLOTHING......6-19 STUDENT TRANSPORTATION ......6-22 6.6 FOOD SERVICE ......6-24 6.7 STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS, 6.8 AND LEGAL SERVICES......6-27 STUDENT SUPPORT SERVICES......6-34 6.9 STUDENT HEALTH SERVICES ......6-36 6.10 RELATED HEALTH PROGRAMS......6-41 6.11 6.12 HEALTH ADMINISTRATION ......6-50 CHILDCARE ARRANGEMENTS ......6-57 6.13

October 5, 2005 Page iii of vi

# **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

October 5, 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

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 Cognitive Disabilities – Check List
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

October 5, 2005 Page v of vi

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			

October 5, 2005 Page vi of vi