

# POLICY AND REQUIREMENTS HANDBOOK

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## CHAPTER 6

### ADMINISTRATIVE SUPPORT



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## **6.0 OBJECTIVES**

To ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program.

To establish uniform systems to account for and document the participation and achievement of program participants.

## **6.1 STUDENT ATTENDANCE, LEAVE, AND ABSENCES**

### **PURPOSE**

- P1. To establish a uniform system to account for and document the whereabouts and participation of students during their Job Corps enrollment.
- P2. To establish criteria and systems to grant leaves to students during their Job Corps enrollment.
- P3. To establish a uniform system to report and respond to unauthorized student absences.

### **REQUIREMENTS**

#### R1. Student Attendance

Centers shall:

- a. Establish and implement a system that tracks and documents the whereabouts of each student to include the following elements:
  - 1. Morning attendance check conducted by 9 a.m. to establish a student's present for duty status. Documentation shall be authenticated by the signature of a staff member.
  - 2. Attendance records for all scheduled career development activities including academic and vocational classes, group activities, and off-center trips.
  - 3. Method to document student arrivals and departures from the campus. Departure records shall indicate student destination and estimated and actual time of return.
  - 4. For residential students, a minimum of two bed checks each night.
  - 5. For nonresidential students, a daily sign-in roster to establish present for duty status.
  - 6. For new enrollees and transfer students, sign-in procedures immediately upon arrival.
- b. Report each student's duty status in CIS using the guidelines shown in Exhibit 6-1, Duty/Pay/Leave Status Chart, and the procedures stated in the CIS documentation.



- c. Pay/leave status changes shall be documented with the reason for such change recorded in the student's personnel file.
- d. Develop a system for daily notification of center staff of each student's duty status.
- e. Maintain documentation of class attendance and duty status for a minimum of 3 years.
- f. Establish and implement a system to encourage and promote regular attendance, and identify and remediate chronic absences, missed appointments, and tardiness.
- g. Monitor and document student attendance at off-center training activities, including work-based learning, off-center training (OCT), ACT, and other center sponsored events.

## R2. Authorized Absences

Centers shall:

- a. Grant the following types of breaks and leaves to students based on the criteria shown in Exhibit 6-1.
  - 1. Winter/Summer Breaks
  - 2. Emergency leave
  - 3. Administrative leave with pay
  - 4. Administrative leave without pay
  - 5. Pass

Except in the case of emergencies and the Winter/Summer breaks, all leaves shall be requested and approved in advance. Leave shall not be granted as a means of artificially postponing the student's separation date.
- b. Designate, in writing, staff members who are authorized to approve student leave and passes.
- c. Approve leave or overnight passes for minor students only with the written consent of the minor's parent or legal guardian. Pass consents must include, at a minimum, information specified on the Job Corps Parental Consent Form, (see the Forms Handbook).

- d. Document all leave requested by students on a leave request form. Such documentation shall include all items listed below. For Winter/Summer breaks, the documentation requirements apply only to items 1, 2, 3, 6 (if applicable), 7, 8, and 9.
1. Student name
  2. Student Identification Number (assigned by the automated Job Corps data system)
  3. Type of leave or break
  4. Number of leave days available
  5. Number of leave days requested
  6. Justification for requested leave or for alternative student winter/summer break period due to activity schedule conflict.
  7. Destination address and phone number
  8. Date of departure and expected return
  9. Government-furnished transportation authorized and/or requested
  10. Government-furnished transportation chargeable to student
  11. Signature of approving official
  12. If disapproved, reason for disapproval
- e. Charge a student leave days only for absence during scheduled center training days (not weekend, holiday, other non-training days, or while in transit for the most direct route).
- f. Authorize overnight passes with the following restrictions:
1. Only for periods that do not conflict with scheduled classes.
  2. For minors, only to destinations authorized by written parental consent.
- g. Report each student's leave status in CIS according to procedures shown in the CIS documentation.
- h. Maintain documentation of leave requests in the student's personnel file.

- i. Develop a system to identify students who are approaching maximum thresholds in leave and absence categories.

### R3. Unauthorized Absences

Centers shall:

- a. Identify and report as AWOL:
  1. Any residential student who has failed to report for two consecutive daily morning attendance checks.
  2. Any nonresidential student who misses one morning attendance check and fails to sign in during the training day, or make contact with the center to explain the absence.
- b. Develop and implement procedures to locate and contact the student.
- c. For minor students, contact the parents/guardian within 18 hours to inform them of the absence.
- d. Document in the student's personnel file all attempts to locate/contact the student.
- e. Assist the student in arranging return transportation at the student's request and expense.
- f. Notify probation or parole officers, if applicable.

### **QUALITY INDICATOR (S)**

- Q1. Students can articulate the importance of regular attendance and understand the consequences of absences.
- Q2. Staff actions encourage, support, and enforce center attendance rules.
- Q3. The center's responsibility to safeguard minor students is achieved through granting leaves and passes in accordance with the limitations established by their parents/guardians.

## **6.2 STUDENT ALLOWANCES AND ALLOTMENTS**

### **PURPOSE**

- P1. To provide students with an allowance to defray the cost of incidental personal expenses while enrolled.
- P2. To establish a uniform system for issuing student allowances and transition payments earned through participation and achievement.
- P3. To provide a means for Job Corps students to defray the costs of dependent care during enrollment.

### **REQUIREMENTS**

#### **R1. Allowances**

Centers shall:

- a. Issue pay allowances to students in accordance with the procedures specified in a separate Student Allowance and Allotment System (SAAS) Handbook.
- b. Ensure the physical security and financial accountability of payroll funds pending disbursement to students.
- c. Notify all students upon enrollment that they shall receive allowances as follows:
  - 1. Paid bi-weekly, in cash, for all days in paid status in amounts specified in Exhibit 6-2 (Student Allowance and Allotment System (SAAS)).
  - 2. For re-enrolled students, paid at base allowance levels as if they were newly enrolled (including students with prior fraudulent enrollments).
  - 3. For reinstated and re-established students, paid at their previous base allowance levels.
  - 4. Increases in base allowance levels paid automatically, when criteria relating to the number of days in paid status are satisfied, unless denied by the center director.
  - 5. Arrival pay in amounts specified in Exhibit 6-2.

- d. Advise students that arrival pay, basic living allowance, transition payment, and other benefits are taxable and subject to withholding as described in the SAAS Handbook.
- e. Ensure that an income tax withholding form W-4 is completed for each new enrollee and, as required by the tax code, at the start of each new tax year for current enrollees.
- f. Ensure that wage and tax statements, W-2 forms, received by the center from the Job Corps Data Center (JCDC) are immediately distributed to all enrolled students or forwarded directly to separated students.

## R2. Transition Payments

- a. Outreach and Admission Contractors shall notify all applicants upon enrollment and centers shall notify all students upon arrival that they may become eligible, at the time of graduation to receive the following:
  - 1. A transition payment as designated in Exhibit 6-2, to assist financially in the transition into the workforce
  - 2. Transitional support as designated in Chapter 4.3. R.4, including but not limited to the referral of housing, transportation, and healthcare services to the graduate.
- b. At the time of separation, students shall be notified that they must provide forwarding information to ensure proper delivery of the transition payments.
- c. Students shall be notified that failure to cash a received transition payment check or failure to report non-receipt of a check within twelve months of the date of separation will result in forfeiture of the payment.
- d. Students who re-enroll will be considered newly enrolled for transition payment purposes. However, there is one exception: The cost of transportation to the Job Corps center for a re-enrolled student will be deducted from the student's transition payment.
- e. For students who are reinstated or re-established, paid days from periods of prior enrollment shall be organized in the current period of enrollment.
- f. Centers shall disburse partial transition payments to graduated students at time of departure as shown in Exhibit 6-2 and in accordance with procedures in the SAAS Handbook.

- g. Students separated with reinstatement rights are entitled to receive their transition payments at the time of separation or may have these monies held in their accounts pending final separation.

### R3. Advances and General Indebtedness

- a. Centers may issue personal advances to students to help satisfy pressing financial obligation(s), such as court fine, bail bond, clothing, or other personal needs. Such advances shall not exceed \$250 at any given time. A personal advance may be issued only upon determination by the center director or designee that: practical alternatives are not available to the student; that failure to satisfy the financial obligation would unduly interfere with the student's successful enrollment in Job Corps; and that there is a reasonable expectation that the student will be able to repay the advance. SAAS will promptly reimburse a center for its disbursement of allowable personal advances to students.
- b. Centers shall ensure that the following instances of student indebtedness to Job Corps are promptly and accurately recorded in SAAS and also documented and maintained in the student's personnel records. Items of student indebtedness that must be recorded in SAAS include:
  - 1. Personal advance.
  - 2. The cost of Government furnished travel needed by the student to return to the center from AWOL.
  - 3. The cost of Government furnished travel based upon misrepresentation by the student.
  - 4. Student's share of dependent's allotment.
- c. Students shall repay their indebtedness to Job Corps. Repayment of indebtedness recorded in SAAS shall be initiated through automatic SAAS deductions from basic living allowances. In no case shall indebtedness deductions from basic living allowances exceed 50% of the basic living allowance. For students separating from the program prior to full reimbursement of indebtedness, the outstanding balance shall be collected automatically by SAAS from any transition payment monies available at the time of separation. Any outstanding student indebtedness, which is un-collectible at time of separation, shall be established as a receivable against the student's account, to be collected if the student re-enters the program. Such receivables shall be written off as un-collectible upon the student's 25<sup>th</sup> birthday (i.e., when the student is no longer age-eligible to re-enroll).

- d. Centers shall recover Other Student Indebtedness as specified below and in R3.c. above.
  1. Reimbursement for lost or damaged Government property, with total indebtedness against a student not to exceed \$500. Student reimbursement for property loss or damage shall not exceed 50% per pay period as a deduction against student's basic living allowance. Center operators shall apply such student reimbursements as offsets to be credited to the contract or interagency Agreement, and used to repair and replace damaged property or for other allowable costs. Any balance remaining due from the student at time of separation may be deducted from any transition payment due to the student. Thereafter, any remaining balance due shall be treated as uncollectible.
  2. Center imposed disciplinary fines may be collected from the student after the student receives his or her bi-weekly living allowance, not to exceed \$5 per pay period. Such fines shall be paid to the student benefit fund. Disciplinary fines may not be collected from any source other than a student's bi-weekly living allowance.

#### R4. Allotments

Centers shall initiate allotments for those students who desire to make a support payment for dependents in accordance with Exhibit 6-2 (Student Allowance and Allotment Systems (SAAS)) and the following criteria:

- a. An allotment may be initiated by a student who has a child(ren) who draws substantial support from the student. The student must provide proof of dependency.
- b. Allotment amounts shall be matched by the Government at 5 times the amount of the allotment.
- c. Allotments shall be paid according to procedures specified in the SAAS Handbook.
- d. Students shall be advised that the basic living allowance and transition payment will be reduced by the amount of their designated allotment(s).
- e. Students shall be advised that a yearly 1099 will be issued to all allottees who received allotments in which the government contribution for a calendar year is equal to or in excess of \$600 total.

**QUALITY INDICATOR (S)**

- Q1. Students can explain the allowance system and the relationship of their achievements to the transition payment they may receive at separation.
- Q2. Students understand what they must achieve to be eligible to receive a transition payment.
- Q3. Students are aware of the requirements to avoid forfeiture of a transition payment.



## 6.3 STUDENT RECORDS MANAGEMENT

### PURPOSE

- P1. To ensure accurate documentation of the services provided, skills acquired, and benefits provided to students.
- P2. To establish uniform systems for the maintenance and disposition of student records.
- P3. To ensure that students rights to privacy are safeguarded.

### REQUIREMENTS

#### R1. Records System

Centers shall develop and maintain a uniform records system to accurately document and regularly update the following types of information, services, and accomplishments for each student during enrollment as specified in the designated chapter:

Administrative Records (enrollment data, allowances and allotments, leaves and absences)	Chapter 6
Career Preparation and Development Records	Chapter 2 Chapter 3
Health History and Services	Chapter 6
Personal and Social Development Records	Chapter 3
Career Transition Information	Chapter 4

#### R2. Student Personnel File

Centers shall maintain a student personnel file for each student throughout enrollment, which includes the following documents:

- a. Folder Inventory Form
- b. Student Job Corps Data Sheet (ETA 6-52)<sup>1</sup> and required enrollment forms
- c. Travel Authorization (ETA 6-28)<sup>1</sup>

<sup>1</sup> Forms generated through OASIS (Outreach and Admissions Student Input System). For Forms requiring signature, a signed copy shall be maintained in the student personnel file.

- d. Job Corps Enrollee Allotment Determination (ETA 6-58)<sup>1</sup>
- e. Request for Readmission (ETA 6-60)
- f. Record of Clothing Issued and Taxable Transportation (ETA 6-105)
- g. Designation of Beneficiary (SF 1152)
- h. Personal Contact Form
- i. Zero Tolerance for Violence and Drugs Certifications
- j. All documentation related to pay and leave status, including leave request forms and parental pass consents for minors
- k. Job Corps Consent Form
- l. Equal Opportunity Notice (Exhibit 6-11)

### R3. Separation

At the time of a student's separation from Job Corps, centers shall:

- a. Combine all records listed below pertaining to that student into a single record and store it in a central location on center. Electronic records shall be printed and maintained in hard copy in the student's personnel record. Records of separated students shall contain documents as specified below:
  - 1. All records indicated in R2 above
  - 2. Placement and Assistance Record (ETA 6-78)
  - 3. Health Record (SF 93)
  - 4. Copy of official GED certificate or if not available, passing scores, or High School Diploma earned while in Job Corps
  - 5. Notice of Termination (ETA 6-61)
  - 6. Training Achievement Record (TAR)
  - 7. TABE Answer Sheets

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<sup>1</sup> Forms generated through OASIS (Outreach and Admissions Student Input System). For Forms requiring signature, a signed copy shall be maintained in the student personnel file.

8. Documentation supporting disciplinary separation
  9. Personal Career Development Plan
- b. Provide a copy of the student's TAR, resume, career transition assessment, and Job Corps consent for release of information to the career transition contractor within 5 working days of separation. Information from confidential files shall not be released to career transition contractors.
  - c. Maintain records of separated students on center for at least 3 years, at which time they will be retired to the Federal Records Center as directed by the regional office.

#### R4. Student Death

In the event of a student's death, centers shall forward the entire record to the national office of Job Corps within 10 days. The record shall include the sealed health record, death certificate, relevant counseling notes and records, and autopsy and chemical analysis report if received.

#### R5. Confidentiality of Student Records

Centers and OA/CTS contractors shall safeguard and ensure the confidentiality of student personal information contained in records as well as verbal and written communications, in accordance with federal, state, and local law, and as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information).

#### R6. Access to Student Records

Centers and OA/CTS contractors shall provide students and parents/guardians of minors with access to their records on request, with the exception of medical records, which may be released only to medical professionals.

#### R7. Release of Information

Centers and OA/CTS providers shall respond to requests from former students or third parties for information concerning their enrollments, upon receipt of a written, signed release of information, and in accordance with provisions of Appendix 601. This shall apply as long as the center has custody of the record.

#### R8. Freedom of Information Act Requirements

Centers and OA/CTS contractors shall respond to requests for disclosure of personal information about students in accordance with the Freedom of Information Act as specified in Appendix 601.

R9. Subpoenas for Student Records

Centers and OA/CTS contractors shall forward all subpoenas to produce a student record or to testify regarding a student record to the regional office.

**QUALITY INDICATOR (S)**

- |  |
|--|
| <p>Q1. Students and staff understand and respect confidentiality of student information.</p> <p>Q2. Requests for information are responded to in a timely and professional manner.</p> <p>Q3. Student records accurately identify and document student progress and achievement.</p> |
|--|

## **6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS**

### **PURPOSE**

- P1. To establish a uniform system which enables centers to enroll new students and account for the transfer of students from one Job Corps center to another.
- P2. To establish criteria for the transfer of students between centers.
- P3. To establish a standard system which clearly defines the types of separation codes to be used for record keeping and data processing at the end of a student's enrollment in the program.

### **REQUIREMENTS**

#### **R1. Enrollments**

Centers shall:

- a. Accept for enrollment all assigned new or transfer students who arrive at the designated arrival point or who report to the center. Students who depart for the assigned center on government-furnished transportation and do not reach the center, are not considered arrivals.
- b. Upon arrival, enroll the student by creating a student record in CIS in accordance with procedures in the CIS documentation. The enrollment date is the scheduled date of departure, provided that the student followed his or her travel itinerary. If the student intentionally changed the itinerary, the date of enrollment shall be the date of arrival on center.

#### **R2. Transfers**

Centers shall:

- a. By mutual agreement with another center and with notification of the regional office, arrange for the transfer of a student, including travel arrangements, if the student meets one or more of the following conditions:
  - 1. Is interested and qualified for a training program not available at the current center.
  - 2. A change in environment or associations for the student will enhance the changes for graduation.

3. Appeal of a disciplinary discharge is upheld and the regional director requests a transfer.
  4. Has medical needs that cannot be met at the current center, and facilities and services are available at another center.
- b. The transferring center remains accountable for the student until the day he or she arrives at the receiving center.

### R3. Enrollment Extensions

Center shall:

- a. Grant extensions of up to one additional calendar year of enrollment (not to exceed 3 calendar years total) to students enrolled in designated advanced programs (advanced career training or advanced training).
- b. Request regional office approval to extend a student's 2-year enrollment limit for up to 6 months for the student to qualify for graduation. Maintain documentation of approval in the student's personnel folder.

### R4. Separations

- a. Centers shall establish an orderly system to process students separating from the Job Corps program which includes at a minimum:
  1. Update of all student accomplishments in the Center Information System (CIS), including attainment of GED and/or vocational completion.
  2. Documentation of the reasons for the student's separation approved by the center director or designee and included in the student's personnel file.
  3. Arrangements for transportation for the student to the appropriate destination.
  4. Notification of the parents/guardians of minor students regarding the student's separation status, date, and scheduled time of arrival home. Such notification must be documented.
  5. A system to provide separating students with originals of any credentials earned, documentation of accomplishments, and contact information for career transition specialists and support staff at the student's destination.

6. Assignment of the student to a career transition service provider in the locale to which the student will return.
  7. Written notification to the student of name, location, and phone number of career transition service providers.
  8. Notification and transmission of student separation data to the Job Corps Data Center within 2 working days of the student's separation, in accordance with procedures in the CIS documentation.
  9. Verification and update of student address and alternate contacts.
- b. Each student's separation status and eligibility for Career Transition Services shall be determined automatically by the CIS based upon data entered regarding the student's accomplishments while enrolled, and in accordance with criteria shown in Section 4.2, Eligibility for Services.
- c. Centers shall enter separation codes for students in accordance with the following definitions and separation codes listed in the CIS documentation:
1. Orderly separation – Student has separated as scheduled, and none of the following codes apply.
  2. Maximum benefits separation – Formal determination has been reached through the student performance evaluation process that the student has achieved as much benefit from the Job Corps program as his or her abilities will allow.
  3. Resignation separation – Student freely decides to quit the Job Corps. Resignations must be accepted at any time a student requests unless he or she is pursuing it as a means of avoiding a disciplinary discharge. Students in AWOL status may not resign unless they return to center.
  4. Disciplinary separation – Student has committed a behavioral infraction or has an accumulation of behavioral infractions of such gravity that it disqualifies him or her from further enrollment in Job Corps.
  5. Medical separation – Student is no longer able to participate in Job Corps due to medical, dental, or mental health reasons. The student's medical condition must be documented, and a decision made to indicate whether or not the student is eligible for reinstatement, medical separation with reinstatement (MSWR), if the medical condition is resolved.

6. Withdrawal of parental consent separation – The legally responsible parent/guardian withdraws permission/consent for enrollment of a minor student. The center must verify and document that the requesting parent has legal responsibility for the student.
7. Death separation – Student dies while enrolled in Job Corps.
8. Fraudulent enrollment separation – A determination has been reached, with the approval of the regional director or designee, that the student was ineligible for enrollment or that he or she became enrolled as the result of a significant screening error.
9. AWOL separation – A student is absent without leave for 6 consecutive training days, or 12 training days within a 180-day period. The effective date of separation is on the 6<sup>th</sup> or 12<sup>th</sup> day of absence, as applicable.

#### R5. Re-enrollments

Centers shall effect reinstatements or re-establishments of students according to the following:

- a. Reinstatement shall be used to expedite the return to active participation of a student who was separated for medical reasons with reinstatement rights. Reinstatement is a resumption of the previous enrollment, not a new enrollment. Reinstatement is effective the date the student physically reports back to the center. To qualify a student must:
  1. Provide documentation showing resolution of the medical condition and ability to participate in the program.
  2. Return within 180 days from separation date.
- b. Re-establishment, with or without pay, at the discretion of the regional office will be effective the date the student physically reports back to the center, documented in the student's personnel file and used for students who:
  1. Receive disciplinary discharges that are overturned by the regional office.
  2. Are separated because of clerical errors.



3. Are separated due to arrest for a felony or misdemeanor charge and are later exonerated.

**QUALITY INDICATOR (S)**

Q1. Student separation transactions are processed in a timely and accurate manner.

## 6.5 STUDENT CLOTHING

### PURPOSE

- P1. To ensure that students are adequately clothed to participate in the Job Corps program.
- P2. To assist students in building a wardrobe that will be suitable for their chosen career fields.

### REQUIREMENTS

#### R1. Student Clothing

Centers shall:

- a. Issue, at no cost to the student, uniforms, specialized and safety equipment, and clothing necessary for a student to participate in vocational training. Such clothing and equipment shall meet safety and health requirements and industry standards so that the student is able to function comfortable and effectively in all weather conditions.
- b. Issue, but retain as Government property, such clothing and safety equipment that is determined to be serviceable and that can be sanitized.
- c. Issue, for retention by the student, safety shoes and other items that cannot be sanitized.

#### R2. Cash Clothing Allowance

Centers shall establish a system to provide clothing allowances to students in the amounts indicated and according to the time schedule shown below:

Time Period	Amount
Between 30 – 90 days	\$100
Between 90 – 270 days	\$100 additional
Between 270 – 365 days	\$117 additional
<b>TOTAL FOR YEAR 1</b>	<b>\$317</b>
Between 14 – 18 months	\$103 additional
<b>TOTAL FOR YEAR 2</b>	<b>\$103</b>

Time Period	Amount
Between 26-30 months	\$103 additional
<b>TOTAL FOR YEAR 3</b>	<b>\$103</b>

- a. Students transferred to advanced programs before the end of the first year of enrollment shall receive the balance of first year cash clothing allowance prior to transfer. Students transferred after the start of the second year of enrollment shall receive the balance of the second year cash clothing prior to transfer.
- b. For students reinstated less than 1 year after the prior separation, the amount of clothing allowance previously provided shall be subtracted from the maximum allowance authorized during the current enrollment. Students reinstated after one year shall be considered new enrollees for clothing allowance purposes.

### R3. Emergency Clothing

Centers shall provide for emergency clothing needs and deduct the amount provided from the student's clothing allowance.

### R4. Clothing Selection

Centers shall provide guidance to students regarding appropriate types of clothing for the workplace in their chosen career fields and encourage purchases of interview and work appropriate clothing with clothing allowances.

### R5. Documentation

Centers shall maintain records and receipts in each student's personnel file for each clothing purchase. Such records shall include a signed receipt for all clothing allowances issued to the student. Form ETA 6-105 may be used for this purpose. The purchased amount shall be entered into the student's record in CIS.

### R6. Inventory

Centers shall:

- a. Conduct and record an inventory of clothing and other personal effects when a student enters the residential program, and update the inventory after each clothing issue or purchase.

- b. Inventory and secure a student's clothing and personal effects when the student is absent from the center without permission for more than 24 hours.

R7. Welcome Kit

Upon arrival, centers shall provide each residential student with the following personal items at no cost to the student:

- a. Towels and wash cloths
- b. Laundry bag
- c. Toiletries

**QUALITY INDICATOR (S)**

- Q1. Students are able to describe appropriate attire for their career fields.
- Q2. Student clothing purchases are appropriate for career and leisure time needs.
- Q3. Center record keeping systems appropriately account for disbursement, receipt, and proper expenditure of clothing allowance funds.
- Q4. Student clothing inventories accurately reflect student belongings.

## 6.6 STUDENT TRANSPORTATION

### PURPOSE

- P1. To establish a system to provide students with economical and expedient transportation while enrolled in the program.

### REQUIREMENTS

R1. Government-Furnished Transportation

Centers shall provide Job Corps students with government-furnished transportation in accordance with procedures issued by the regional office, under the conditions and circumstances shown on Exhibit 6-3 (Student Transportation).

R2. Travel Costs

Centers shall develop a system to provide economical transportation to students while enrolled which includes the following features:

- a. Use of federal credit cards, or other means as prescribed by the regional office to assure students arrive at their scheduled destinations using the safest, most economical mode of travel.
- b. Provide students with meal money in the amount of \$5 for each 6 hours of expected travel status. Reimbursement shall be requested in accordance with procedures issued by the regional office.

R3. Unused Ticket Recovery

Centers shall develop a system to promptly identify and report any unused, lost, or stolen travel tickets in accordance with regional office direction. Such tickets shall be returned to the issuing agency for credit to the Government travel account. When tickets are not returned or used, the center shall document the amount of the ticket that is to be deducted from the student's allowance.

R4. Local Transportation

Centers shall:

- a. Provide transportation to and from the center daily for nonresidential students.
- b. Provide transportation to and from the center's designated arrival point for students using Government-paid transportation.

- c. Provide transportation for students to and from off-center training, work-based learning and off-center activities.

R5. Staff Travel

Centers shall ensure that staff travel expenses for escorts and other purposes are paid from center operating funds.

R6. Transportation for Dependent Children

Centers shall provide government-paid transportation to and from home to children who participate in Job Corps Residential Parent/Child programs. Such transportation shall be authorized to the same extent as it is allowed for their parents.

R7. Student Vehicles

Centers shall not permit residential students to keep personal vehicles at Job Corps centers.

**QUALITY INDICATOR (S)**

- Q1. Unused student travel tickets are recovered and credited to the government account.
- Q2. Travel arrangements do not require students to travel in unsafe situations.

## 6.7 FOOD SERVICE

### PURPOSE

- P1. To ensure that students receive well-balanced, nutritious meals, which enable them to remain healthy throughout their participation in the program.

### REQUIREMENTS

R1. Meal Service

Centers shall provide food services to students, to include:

- a. Three meals per day, except on holidays and weekends, when two meals are acceptable. No more than 14 hours shall elapse between meal services.
- b. Snacks available to students on weekends and holidays.
- c. Meals that meet daily nutritional guidelines and include at a minimum:
  1. Choice of two entrees at lunch and supper of protein foods.
  2. Five servings of vegetables and/or fruits daily.
  3. Four servings of grain products.
  4. Four servings of milk.
  5. Two vitamin C foods and sources of iron daily, and one vitamin A food every other day.
- d. A minimum of a 28-day cycle cafeteria menu.
- e. Meals and food items that meet the dietary needs and desires of diverse population, including ethnic, vegetarian, low-fat alternatives, etc.
- f. Meal service to accommodate students with special needs.
- g. Meal service consistent with schedules for work-based learning, off-center activities, late arrivals, etc.

## R2. Dining Environment

Centers shall:

- a. Operate a dining room and serving and meal preparation areas that are clean, attractive, and comply with state local (whichever is stricter) food handling and sanitation standards for the food service industry.
- b. Post the most recent environmental health inspection report at the serving line entrance.

## R3. Food Service Staff Health

Centers shall ensure that kitchen and dining hall staff comply with state or local food handling requirements, per PRH 5.13, R4.

## R4. Food Service Management and Control

Centers shall develop procedures for ordering, purchasing, receiving, storing, inventorying, and issuing food products that ensure:

- a. Prevention of fraud and abuse.
- b. Protection of food and food preparation equipment and areas from contaminants, insects, and rodents.
- c. Safe and sanitary handling and storage of food.

## R5. Student Input

Centers shall develop procedures to obtain student input into the planning and evaluation of the content and quality of the meals and service provided.

## R6. Staff/Visitor Meals

Centers shall provide staff and visitors access to meal service during regularly scheduled serving periods. All non-students shall be charged (unless prior regional office approval is granted) a price, which covers cost of food and its preparation.



**QUALITY INDICATOR (S)**

- Q1. The dining hall is clean and well maintained and provides a pleasant dining atmosphere.
- Q2. Students have input into meal planning.
- Q3. Students are satisfied with the center food service.

## **6.8 STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS, AND LEGAL SERVICES**

### **PURPOSE**

- P1. To ensure the protection of students' civil rights, including religious rights, and promote an environment free from discrimination and harassment.
- P2. To provide students with access to legal assistance.
- P3. To provide students with the opportunity to exercise their religious rights.

### **REQUIREMENTS**

#### **R1. Student Rights**

- a. Centers and OA/CTS contractors shall inform all applicants and students of their rights and protections regarding civil rights, including disability accommodations (see R.2. below), sexual harassment (see R3 below), religious rights (see R4. below), and nondiscrimination (see Appendix 602). At a minimum, centers and contractors must provide applicants and students with the equal opportunity notice set forth in 29 CFR 37.30 (See Exhibit 6-11). The notice must be included in each student's file, and provided in alternate formats upon request to applicants and students with visual impairments. Where an alternate-format notice has been provided, a record that such a notice has been given must also be made a part of the student's file.

#### **b. Staff Training**

Job Corps centers must ensure that all Job Corps center staff are fully apprised of, and annually trained in, requirements regarding civil rights, including religious rights. See Exhibit 5.4

#### **R2. Disability Accommodations**

- a. Accommodations for applicants and students with disabilities. All applicants and students with disabilities must be provided the opportunity to request and receive reasonable accommodation in accordance with Section 188 of the Workforce Investment Act of 1998, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations.

- b. Definition of disability. For accommodation purposes, a disability is defined as a physical or mental impairment that substantially limits one or more of a person's major life activities.<sup>2</sup> Appendix 605 contains information explaining this definition, and related requirements, in detail. Whether a particular person has an impairment that satisfies this definition, and whether a specific accommodation is appropriate for a particular person, must be determined on a case-by-case basis, by someone with appropriate expertise in the field.

### R3. Sexual Harassment Training

Centers shall provide students regular proactive education on sexual harassment, appropriate behavior, appropriate staff/student boundaries, and consequences.

### R4. Religious Activities / Treatment of Religious Organizations

Job Corps places a high value on the right of students in the Job Corps to exercise their religious freedom. As detailed in Sections a-h, below, Job Corps centers are required to allow students to engage in religious activities on center.

In implementing this requirement, Job Corps centers must not discriminate among students on the basis of religion, religious belief, or lack thereof. Therefore, Job Corps centers must remain neutral in their treatment of various religions, must not require, or, based on religion, prohibit participation by any student in religious activities, and must neither encourage students in, nor discourage students from, belief in religion generally, or in any particular religion.

#### a. Respect for religious rights

Job Corps centers must ensure that each student has the right to worship, or not worship, as he or she chooses.

#### b. Religious activities permitted on center

1. Job Corps centers must permit students to express their views related to religion and to exercise their right to religious freedom. Job Corps centers must permit residents to engage in voluntary religious activities, including holding religious services, on center. Reasonable time, place and manner restrictions may be imposed, however.

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<sup>2</sup> Applicants and students who have a record of a disability, or who are regarded as having a disability, are protected from discrimination by federal disability nondiscrimination laws. However, the laws do not entitle these people to the positive actions, such as reasonable accommodations, that must be provided to applicants and students with actual, current disabilities.

2. Job Corps centers must inform students about their rights to engage in religious activities on center. To the extent applicable, centers must also develop, and inform students about, procedures for scheduling (and monitoring, where appropriate) religious activities to ensure equitable allocation of space and other center resources. In preparing the calendar of recreational events and activities required by Chapter 3.21 (Recreational and Leisure Time Activities), Section R.1.a, Centers must include those on center religious services that are open to all students and/or supervised by Job Corps staff.

c. Religious Accommodations

1. Centers must develop, and inform students how to access, procedures for requesting religious accommodations (for example, special diet or exemption from Center activities or rules for religious reasons).
2. If a Center denies a request for a religious accommodation, the Center must:
  - (a) Explain to the student the reason for the denial, and any appeal rights and procedures; and
  - (b) Create and keep a record describing the request, indicating that the request was denied, and explaining the reason for the denial.

d. Transportation to local religious facilities

Job Corps centers may provide students with transportation to and from local religious facilities. The decision whether to provide transportation to a particular facility must not be based on religion. However, Job Corps centers may impose reasonable time, place, and manner restrictions. For example, a Job Corps center may decide that it will provide transportation only to facilities that are located within a particular distance from the center. If Job Corps centers choose to provide transportation to religious facilities, these centers must develop, and inform students about procedures for requesting such transportation. Note: Providing such transportation does not relieve Job Corps centers of the obligation in paragraph (b) to permit students to engage in voluntary religious activities on center.

e. No discrimination on the basis of religion

In providing Job Corps services, Job Corps centers must not discriminate against or favor a current or prospective student on the basis of religion or religious belief or lack thereof. This requirement does not preclude Job Corps centers from accommodating religion or religious belief (e.g., permitting exemptions from certain Job Corps center rules for students based on religious reasons) nor does it require Job Corps centers to give similar treatment or exemptions to students who desire “accommodations” for reasons unrelated to religion or disability (See R2, above, for information about accommodating students with disabilities). Job Corps centers are permitted to supervise on-center religious activities as appropriate to maintain good order and discipline, so long as Job Corps centers do not rely upon the religious (or non-religious) nature of an activity, or student gathering, in choosing which activities or gatherings to supervise.

f. Prohibited activities

The following activities are always prohibited on center, regardless of any religious motivation.

1. Acts of violence
2. Animal sacrifice
3. Performance of curses, hexes, or other rituals, or actions intended to harm others
4. Public nudity
5. Acts of self-mutilation or infliction of bodily harm
6. Use or display of weapons
7. Exclusion by race, ethnicity, color, or national origin
8. Sexual acts
9. Use, possession, or sale of controlled substances as defined under the Controlled Substances Act. Being under the influence of, using, or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines. Operating a motor vehicle while under the influence of alcoholic beverages, and being under the influence of or using alcoholic beverages.
10. Possession of unauthorized goods, as defined in the Job Corps regulations at 20 CFR 670.120, which include:
  - (a) Firearms and ammunition
  - (b) Explosives and incendiaries

- (c) Knives with blades longer than 2 inches
- (d) Homemade weapons
- (e) All other weapons and instruments used primarily to inflict personal injury
- (f) Stolen property
- (g) Drugs, including alcohol, marijuana, depressants, stimulants, hallucinogens, tranquilizers, and drug paraphernalia except for drugs and/or paraphernalia that are prescribed for medical reasons
- (h) Any other goods prohibited by a center operator in a student handbook

11. Coercion or harassment of anyone based on religion or lack thereof

g. When Federal support may be used to support inherently religious activity.

Except as described in this PRH, Job Corps centers must not use direct federal support for inherently religious activities such as worship, religious instruction, or proselytization.

At Job Corps facilities where there is such a degree of government control over the program environment that religious exercise would be significantly burdened absent affirmative steps by Job Corps operators (such as at isolated Job Corps facilities), program officials may take affirmative steps to ensure that program beneficiaries are able to exercise their religious freedom, including the use of direct federal support to provide access to religious services and activities where necessary to ensure the opportunity for exercise of religious rights. Indirect federal support – e.g., support received due to the exercise of genuine and independent choice by a Job Corps student – is not subject to these restrictions on providing Department of Labor (DOL) support to inherently religious activities.

**Note:** Center supervision of students engaged in religious activities and gatherings, to the extent such supervision occurs in a manner consistent with center supervision of students engaged in nonreligious activities and gatherings, does not constitute federal “support” for religious activities.

h. Religious organizations must be treated on a basis equal to that of other organizations.

Religious organizations are eligible on the same basis as any other organization to participate in Job Corps programs or activities. Job Corps centers must not discriminate against or favor an organization on the basis of the organization’s religious character or affiliation or lack thereof.

Religious organizations that participate in Job Corps programs must be permitted to maintain their religious identity. Religious organizations are permitted to use their facilities to provide services to Job Corps without removing or altering religious art, icons, scriptures, or other religious symbols from those facilities.

#### R5. Applicant/Student Complaints

Job Corps centers must develop and implement systems to respond to complaints of discriminatory treatment of students or applicants, or violation of civil or religious rights (including religious rights), which includes the following features:

- a. A designated, trained equal opportunity officer who will:
  1. Assist students and applicants in filing complaints with the center or with the DOL CRC.
  2. Attempt to informally resolve complaints filed with the Job Corps center.
  3. Document all complaints filed with the Job Corps center (including keeping a complaint log) and all actions taken in connection with complaints.
  4. Provide center-wide training and publicity.
  5. Ensure that student complainants are not subjected to retaliation or other adverse treatment.
  6. Provide written notice of students' right to file complaints, and written guidance to assist students in filing complaints.
  7. Advise students of appeal rights and procedures.
  8. Serve as the center's liaison with CRC.
  9. Monitor and investigate the Job Corps center's activities to make sure the center is complying with its nondiscrimination and equal opportunity obligations.
  10. Report directly to the appropriate official about equal opportunity matters.
  11. Undergo training to maintain competency.

- b. Complaint resolution procedures as specified in Appendix 602 (Civil Rights, including Religious Rights, and Non-Discrimination.)

R6. Access to Legal Services

Job Corps centers must provide students with information about the availability of legal assistance within the community at no cost to Job Corps, for those charged with a felony or misdemeanor.

R7. Student Legal Obligations

Job Corps centers must assist students in resolving minor legal obligations and civil fines or court-ordered restitution.

R8. Student Tort Claims

Job Corps centers must:

- a. Advise students of their status as Federal employees for purposes of the Federal Tort Claims Act, 28 CFR Part 15 and 20 CFR 670.905.
- b. Assist students in submitting claims to the regional office for damage, loss, or destruction of personal property, when the property is under the control and custody of the center, in accordance with the Federal Tort Claims Act, 28 CFR Part 15, in accordance with procedures described in Appendix 602.

**QUALITY INDICATOR(S)**

- Q1. The environment is free of harassment, intimidation, and discrimination.
- Q2. Students understand their rights and can describe the process for making a complaint of discrimination or harassment.
- Q3. Students understand and are satisfied with their ability to exercise their rights to religious freedom on and off-center.



## **6.9 STUDENT SUPPORT SERVICES**

### **PURPOSE**

- P1. To provide students with the opportunity to exercise their voting rights.
- P2. To ensure that students receive basic support services necessary for a comfortable enrollment.

### **REQUIREMENTS**

#### **R1. Voting Rights**

Centers shall develop and implement procedures to assist students to vote locally or by absentee ballot.

#### **R2. Use of Students During Emergencies**

Job Corps centers shall, as necessary, provide emergency assistance if requested by public officials when there is a threat of or an actual natural disaster.

All students used during these situations must be volunteers and be at least 18 years old or have parental consent to participate.

- a. Except during community-wide relief activities, no student shall participate in emergency relief on private property or where the actions would result in private profit.
- b. No student shall participate in emergency relief connected with labor shortages, strikes, riots, or civil disturbances.

#### **R3. Forest Fire Suppression Activities**

Centers shall allow students to participate in forest fire suppression and camp crews when the student:

- a. Has completed a fire control training program.
- b. Is at least 18 years old and in good physical and mental condition; however, minors may participate on camp crews with non-suppression duties in accordance with Agency policies.
- c. Is paid by the benefiting organization at the same rate and provided with the same rotational schedule as other fire fighters.

- d. Works in mopping-up no more than 5 days after the fire is controlled.
- e. Works no longer than a total of 3 weeks, without regional office approval.
- f. Is counted as present for duty.

R4. Laundry Services

Centers shall provide adequate laundry facilities and supplies to residential students at no cost to the student, and training to students in the proper use of laundry equipment.

R5. Mail Services

Centers shall establish a secure, confidential, and prompt system for the receipt and distribution of mail and packages through the U.S. Postal Service and commercial delivery services.

R6. Telephone Services

Centers shall arrange for a sufficient number of pay telephones for student use.

R7. Linen and Bedding

Centers shall provide adequate linen and bedding for all residential students.

**QUALITY INDICATOR(S)**

- Q1. Students are satisfied with their opportunities to vote.
- Q2. Students feel that support services are adequate for a comfortable stay in Job Corps.

## 6.10 STUDENT HEALTH SERVICES

### PURPOSE

- P1. To assist students in attaining and maintaining optimal health by providing basic on-center health services to include promotion, prevention, assessment, intervention, treatment, and follow up.
- P2. To educate students on how to maintain a healthy lifestyle which will contribute to their ability to retain employment.

### REQUIREMENTS

#### R1. Health and Wellness Program

Centers shall provide basic<sup>2</sup> medical services to students. The Health and Wellness Program shall include the following components:

- a. A cursory health evaluation<sup>3</sup>, including cursory oral examination and a medical history (SF 93), within 48 hours of arrival on center. Such evaluation shall be conducted by a qualified health professional designated by the center physician.
- b. A complete entrance physical examination<sup>4</sup> (SF 88) and a review of the medical history within 14 days. The cursory evaluation, with the exception of the required entrance laboratory testing, may be omitted if the physical examination is conducted within 72 hours of a student's arrival on center. The physical examination must be provided by the center physician or other qualified<sup>5</sup> health professional(s) designated by the center physician.
  1. If a student refuses any part of the entrance physical examination not subject to waiver (Section 6.12, R7, Waiver of Medical Care), it may be deferred until after counseling, but no longer than an additional 48 hours beyond the scheduled physical exam. If the student continues to refuse, he/she shall receive a disciplinary.
  2. When indicated, the center shall furnish one pair of glasses which meet American National Standards Institute (ANSI) standards.

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<sup>2</sup> For a description of basic services, refer to Exhibit 6-4 (Job Corps Basic Health Care Responsibilities).

<sup>3</sup> Reinstated and transfer student are exempt from the cursory health evaluation/physical examinations.

<sup>4</sup> Near and distant vision screening, color vision screening, and hearing screening shall be part of the initial physical examination.

<sup>5</sup> As determined by the center physician who authorizes the activity by personal authorization in a written standing order.

3. Contact lenses shall be provided if clinically indicated. Students who lose or damage glasses provided by Job Corps shall replace them at their own expense.
  4. Students identified as having chronic health problems during the cursory or entrance physical shall be monitored as directed by the center physician or other appropriate center health care provider.
- c. Laboratory tests within the time frames shown below:

<b>Entrance Laboratory Testing Requirements</b>	<b>Required Time Frame</b>
HIV Antibody Test	Within 48 hours after arrival (see waiver condition, Section 6.12, R7)
Syphilis Serology	Optional <sup>6</sup>
Hemoglobin or Hematocrit	Within 48 hours after arrival
Sickle Cell Screening ( <b>must be offered to all at risk students</b> )	Within 48 hours after arrival
Urinalysis (Dipstick) for Glucose/Protein	Within 48 hours after arrival
Drug Screen (Urinalysis)	Within 48 hours after arrival

<b>Entrance Laboratory Testing Requirements</b>	<b>Required Time Frame</b>
<u>Males Only:</u>	
Urinalysis (Dipstick) for Leukocyte Esterase (Chlamydia and Gonorrhea Screen)	Within 48 hours after arrival
Chlamydia Testing (if leukocyte esterase screen is positive)	Within 14 days after arrival
Gonorrhea Testing (if leukocyte esterase screen is positive)	Within 14 days after arrival
Syphilis Serology	Optional <sup>6</sup>

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<sup>6</sup> Center physician may choose to continue screening for Syphilis on entry if there is a significant prevalence in the center population.

<p><u>Female Only:</u></p> <p>Pregnancy Test (Urine)</p> <p>Pap Smear*</p> <p>Chlamydia Testing*</p> <p>Gonorrhea Testing*</p> <p>Syphilis Serology</p> <p>* If pelvic exam is waived, Pap Smear and Chlamydia and Gonorrhea tests not required.</p>	<p>Within 48 hours after arrival</p> <p>At time of pelvic exam (see waiver condition, Section 6.12, R7)</p> <p>Optional<sup>6</sup></p>
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d. Immunizations

Centers shall immunize students for the following as directed by the National Office of Job Corps. If indicated, the following immunizations (except for items 4 and 6 below) shall begin within 14 days after a student's arrival and shall be documented on the Job Corps Immunization Record (see the Job Corps Forms Handbook on the Job Corps Community Website). Students who arrive with documented current immunizations are exempt from this requirement.

1. Tetanus and diphtheria
2. Polio
3. Measles, mumps, and rubella
4. Influenza
5. Pnuemococcus and hemophilus influenza B
6. Hepatitis B

At a minimum, this vaccine shall be provided to health personnel and health occupations training students. Vaccination consent/declination must be documented in the staff member's personnel file or student health record. Vaccination of health occupations training students must begin 6 weeks prior to on-site clinical work experience.

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<sup>6</sup> Center physician may choose to continue screening for Syphilis on entry if there is a significant prevalence in the center population.

- e. A tuberculosis skin test (Mantoux) is required of all new students who do not have documented proof of a previous negative Mantoux test taken within the last 12 months. Annual tuberculin testing should be done for students in health occupations and for students at increased risk of infection. In addition, students in health occupations shall receive a Mantoux prior to clinical work experience in accordance with state or local health department requirements.

Students with documented proof of a prior BCG vaccination shall receive a chest x-ray if the Mantoux test is positive.

- f. A daily walk-in clinic outside of the training hours for students to receive routine health care.
- g. An appointment system for follow up during the training day.
- h. An off-center specialist referral system.
- i. A 24-hour emergency care system to include on-center CPR and first aid and written arrangements for off-center medical, dental, mental health, and inpatient care.

## R2. Oral Health and Wellness Program

Centers shall provide basic dental services, to include:

- a. cursory oral examination within 48 hours after arrival on center unless it is included as part of an entrance physical examination within 72 hours. Serious dental conditions must be referred to the center dentist immediately.
- b. A mandatory oral examination, to include four bite-wing x-rays shall be completed and recorded on the SF 603 and SF 603A by the center dentist between the 45<sup>th</sup> and the 75<sup>th</sup> day.
- c. Restorative and prophylactic treatment shall be prioritized. Dental care beyond the mandatory oral examination is voluntary.
- d. Job Corps shall not pay for student orthodontics. Students arriving on center with orthodontic appliances must provide documented evidence that a treatment plan is in place for continued care and evidence that cost of continued treatment and transportation related to treatment is the responsibility of the student, parent, or legal guardian.

### R3. Mental Health Program

Centers shall provide basic mental health services, as described below:

- a. The general emphasis of the mental health program must be on prevention, early detection, identification of mental health problems, short-term counseling for manageable conditions, and crisis intervention (such as for rape, death, or other serious loss, or emotional reaction HIV test).
- b. A written referral/ feedback system shall be established.
- c. In the event of a mental health emergency, the mental health consultant or the center physician shall conduct a mental health evaluation as soon as possible and, when necessary, refer the student for psychiatric care. If neither is available, the student shall be referred immediately.
- d. Students who are a danger to self or others must be supervised continuously until the disposition of their case is resolved.
- e. Students stabilized on psychotropic medication shall be accommodated if judged not to be a danger to themselves or others by the center mental health consultant and center physician (with advice of a consulting psychiatrist, if appropriate) and approved by the center director.
- f. Information exchange shall occur through regular case conferences with the mental health consultant and other appropriate staff based on individual student needs.

#### **QUALITY INDICATOR (S)**

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| <ol style="list-style-type: none"><li>Q1. Students are aware of the center's health care delivery system and understand how to seek on center health care.</li><li>Q2. Students demonstrate a clear understanding of their individual health condition and treatment prescribed.</li><li>Q3. Students' health status will be maintained or improved while they are at Job Corps.</li></ol> |
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## 6.11 RELATED HEALTH PROGRAMS

### PURPOSE

- P1. To provide prevention and intervention services and short-term treatment that will enhance student participation in the program and employability.
- P2. To promote healthful choices that will have a positive impact on student physical and emotional well being.
- P3. To provide students with information and skills that will allow them to make appropriate choices regarding their health care needs, and to demonstrate acceptable work place behavior that will enhance their opportunity for employment.

### REQUIREMENTS

- R1. Trainee Employee Assistance Program (TEAP)

Centers shall:

- a. Provide a TEAP program, which at a minimum shall include the following programmatic components:
  - 1. Assessment
  - 2. Intervention
  - 3. Counseling
  - 4. Relapse Prevention
  - 5. Prevention and Education
- b. Prohibit student possession and use of illegal drugs and unauthorized prescription drugs on and off center. In addition, the possession and use of alcohol is prohibited on center (Refer to Section 5.4, Personal Safety and Security) for sanctions relating to the possession, sale, or use of alcohol/drugs.
- c. Students in the following categories shall be tested for drug and/or alcohol use:
  - 1. New and readmitted students shall be tested for **drug use only** within 48 hours of arrival on center.



2. Students who are suspected<sup>7</sup> of using **alcohol or drugs** at any point after arrival on center (including 45-day probationary period), this testing shall take place as soon as possible after staff suspects use.

Students who test positive on entry or students who were initially negative, but later tested positive on suspicion, or students who self refer. These students will be permitted the option of a medical separation with reinstatement (MSWR) allowing the student to return to Job Corps to complete his/her training within 6 months if he/she provides:

- (a) Proof of treatment and aftercare from a qualified provider.
  - (b) A negative drug screen result must be mailed to Job Corps directly from the testing site and be received within 10 days prior to the student's reinstatement to Job Corps.
3. An MSWR for drug dependency can only be given if the following conditions are met:
    - (a) TEAP specialist and center director agree that the student has a drug problem.
    - (b) TEAP specialist has a documented assessment of the student's drug problem by the TEAP specialist and the center mental health consultant.
    - (c) MSWRs can only be granted **prior** to any 45-day probationary/ intervention test. MSWRs cannot be granted in lieu of ZT separation when a positive 45-day probation/intervention test is reported.

- Note:**
- (1) **Reinstated students shall not be subject to entry drug testing upon return to the center.**
  - (2) **Transfer students shall not be subject to drug testing upon arrival at receiving center.**

**Both reinstated and transfer students shall be subject to testing for drugs and alcohol upon suspicion of use only.**

- d. Students testing positive for **drug use**:

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<sup>7</sup> Reasonable suspicion includes (1) direct observation of alcohol or drug use or behavioral signs or symptoms suggestive of alcohol or drug use, or (2) reliable information that a student recently used alcohol or drugs.

1. **New students and readmitted students not previously separated for drug use (ZT separation code 05.2a)** testing positive on entry shall be provided counseling and a second drug test, the results of which are received prior to the end of the 45-day probationary period.

To remain in the program, students testing positive on entry must have a negative drug test result within the 45-day probationary period.

If a probationary period takes place during a center vacation period (e.g., summer break, winter break), the probationary period is suspended and resumes the day the student is scheduled to return to the center (e.g., if a student is on day #30 of his/her probationary period at the time of the center vacation, the day count will be suspended at 30 days, and resume as day #31 the day he/she is due back on center). If a student does not report to the center on the day he/she is expected to return, the probationary period still resumes and the student is labeled AWOL.

Students AWOL on the day of their scheduled probationary test will be tested on the day the student returns to the center. If this drug test is positive and the results are not received before the end of the 45-day probationary period, the student will be separated under the ZT policy and the separation **will be counted** in the center's statistics. Students AWOL during the probationary period who never return to the center cannot be separated under code 05.2a (a positive drug test is required for a 05.2a ZT separation), instead, the student shall be separated as AWOL.

2. Readmitted students previously separated for drug use (ZT separation code 05.2a) testing positive on entry or any time during their second enrollment at Job Corps, must be separated immediately without a 45 day probationary or intervention period. Such students shall not be allowed to reapply to Job Corps.
3. **Students who tested negative on entry,<sup>8</sup> but test positive on suspicion of drug use** any time after entry shall be given a 45-day suspicion intervention period, which shall begin on the day of collection of the specimen. To remain in the program, such students must have a negative drug test result within the 45-day suspicion intervention period. Students testing positive within the 45-day period shall be separated in accordance with the ZT policy

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<sup>8</sup> Students who tested positive on entry, but tested negative at the end of the initial 45-day probationary period, are not eligible for the suspicion intervention services and will be separated under the ZT policy for a positive suspicion test.

specified in PRH-3. During the 45-day suspicion intervention period, students in the driver's education program and student drivers who fall under DOT regulations are not permitted to drive. A second positive suspicion of drug use test at any time thereafter will result in immediate separation in accordance with the ZT policy.

4. **Students testing positive for drug use based on a physician order**, to include testing conducted by an off-center medical facility, shall follow the same procedures outlined in step 3 above for positive suspicion tests (i.e., if this is the student's first positive drug test in Job Corps including the initial drug test, this positive test will result in a 45-day intervention period; if the student has previously tested positive at any time and later tests positive for a test that was administered by a physician's order, the student shall be separated in accordance with the ZT policy specified in PRH-3).
  5. **Student drivers testing positive for drug use** under 49 CFR Part 391 (DOT Federal Highway Administration) shall follow the same procedures outlined in step 3 above for positive suspicion tests (i.e., if the student has never tested positive, this positive test will result in a 45-day intervention period; if the student has previously tested positive at any time and later tests positive for a test that was administered by DOT, the student shall be separated in accordance with the ZT policy specified in PRH-3). In addition, during the 45-day suspicion intervention period, student drivers who fall under DOT regulations are not permitted to drive.
- e. Students testing positive for alcohol use on suspicion shall be referred to the TEAP specialist for assistance and the center's student conduct system for disciplinary action.
  - f. Students with positive drug test results shall be informed of such results by the center physician or designee within 24 hours of receipt of positive result, or as soon as possible, given staff and student availability. Minor student's parent/guardian shall be notified of positive test results as required by applicable state laws for the state in which the center is located.
  - g. If a student questions the validity of a confirmed positive drug test, he or she shall be referred to the center physician or designee for counseling. This counseling session must be documented in the student's health record and include a recommendation for appropriate center action and follow up.
  - h. If a student, present on center, refuses to provide a specimen or has an unexcused absence from his or her follow-up appointment for drug testing,

he or she shall be referred to the center's behavior management system for appropriate disciplinary action. Students who state they are unable to produce a specimen shall be referred to the center physician or designee for follow up.

- i. Any student separating from Job Corps who has a drug or alcohol problem shall be provided with a referral for support services in his or her home community.
- j. Biochemical testing is never permissible on a random basis, with the exception of designated licensed student drivers who are subject to 49 CFR Part 391 DOT Federal Highway Administration. In addition, biochemical testing requested by work experience sites, union trades, or potential employers may only be performed by the requesting entity.
- k. Drug testing and follow up shall be under the supervision of the health staff and documented in the health record.
- l. The nationally contracted laboratory shall be used for all required drug testing. On-center urine drug testing is prohibited.
- m. All centers shall maintain strict adherence to the chain of custody principles for all urine specimens collected.
- n. Centers shall use devices that measure only the presence or absence of alcohol in the breath or saliva (e.g., breathalyzers or alcohol test strips/tubes/swabs). Alcohol testing shall only be administered by a staff member trained in the use of testing devices. All testing shall be documented and the results submitted to health services for inclusion in the student's health record.
- o. Biochemical test results shall be shared only with center personnel who have a need to know for purposes of discipline, counseling, administration, and delivery of services.
- p. All students shall be provided alcohol and drug counseling, follow up, and prevention services. Such services shall be documented in the student's health record.
- q. The center director must ensure that all center staff and subcontracted health providers are fully apprised of their responsibilities under the Privacy Act, Privacy Rule (HIPAA) [see Appendix 601, Student Rights to Privacy and Disclosure Information], and that students are individually assured of the confidentiality of the test results.

## R2. Health Aspects of Sports

- a. All students participating in organized contact or rigorous sports (e.g., football, basketball, boxing, and running) shall be medically cleared by a health professional prior to participating. Physical examinations performed by center health personnel within 1 year of the organized sports activity can fulfill this requirement, at the discretion of the center physician. After 1 year, a current physical examination is required.
- b. A staff member trained in CPR/first aid, with specific authorization in the center's standing orders, must be present at all organized contact or rigorous sports activities, including practice sessions and sports events.
- c. At a minimum, staff certified in CPR/first aid must be present at all student boxing events and contact football games.
- d. In case of possible emergency, adequate transportation must be on the scene of all center-sponsored organized sports.

## R3. Tobacco Use Prevention Program (TUPP)

Implement a program to prevent the onset of tobacco use and to promote tobacco-free environments and individuals. To support this program, a TUPP coordinator shall be appointed (he or she need not be a health services staff member). At a minimum this program shall include:

- a. Educational materials and activities that support delay and/or cessation of tobacco use.
- b. A smoke-free, tobacco-free environment that prohibits the use of all tobacco products in center buildings and center-operated vehicles.
- c. Designated outdoor smoking areas located away from the building entrance.
- d. Prohibition of the sale of tobacco products on center.
- e. Adherence to federal and state laws regarding the use of tobacco products by minors.

## R4. Family Planning Program

- a. A family planning program shall be provided to all students on a voluntary basis. At a minimum, this program shall include counseling, health promotion activities, and medical services. The center director shall appoint a staff member to implement and monitor this program.

- b. If a student is determined to be more than 12 weeks pregnant on arrival, she shall receive a medical separation with reinstatement rights. (See Section 6.4, Student Enrollments, Transfers, and Separations)
  - c. If a student is less than 12 weeks pregnant on arrival or becomes pregnant after enrollment, center staff shall determine whether (1) she is sufficiently motivated to continue her training and, (2) her particular needs can be met by resources available at the center and/or in the community.
  - d. Pregnancy program services at a minimum shall include information on the options of continuing or terminating the pregnancy.
    1. If a student wishes to terminate her pregnancy, the center shall identify available community health/social resources and the student shall be given leave without pay/allowances for the medical procedure. The center shall not pay for direct or indirect services or expenses (i.e., transportation or staff escort), unless the center director and center physician consider the procedure necessary to safeguard the life of the student or in the case of rape. Under such circumstances the center shall pay for services and place the student on leave with pay and allowances.
    2. If the student chooses to continue her pregnancy while enrolled in Job Corps, the center shall:
      - (a) Provide or arrange for prenatal care until separation, to include a comprehensive gestational record.
      - (b) As required by applicable state laws in which the center is located, notify the student's parent/guardian of her pregnancy.
      - (c) Provide a medical separation with reinstatement at the end of the student's 28th week of pregnancy. Longer retention is permitted at the discretion of the center director, based on the recommendation of the center physician.
- R5. HIV/AIDS  
Centers shall adhere to the Job Corps HIV/AIDS policy contained in Appendix 603 (HIV Infection/AIDS Policy).
- R6. Sexual Assault Prevention and Response  
Centers shall:

- a. Establish a program for sexual assault prevention, counseling, treatment, and follow-up care.
- b. Develop a team response to sexual assault and involve center staff and outside resources.
- c. Report sexual assaults:
  1. To law enforcement authorities as required by state and local law
  2. As significant incidents (see Section 5.5, Management and Reporting of Significant Incidents).

#### R7. Disability Program

Centers shall implement a disability program to provide individualized and coordinated services to all students with disabilities. At a minimum this program shall include:

- a. A disability coordinator to oversee the program.
- b. Written policies and procedures related to:
  - Center review of applicant folders
  - Reasonable accommodation
  - Formation of an interdisciplinary team
- c. A method to accurately collect and submit all required disability data.
- d. A written plan to develop and maintain partnerships with outside agencies and programs that will assist the center in serving students with disabilities.
- e. A written self-assessment describing the current programmatic and architectural accessibility of the center with priorities and next steps.

#### **QUALITY INDICATOR(S)**

- Q1. Students can describe appropriate lifestyle choices.
- Q2. Students take personal responsibility for maintaining good health.
- Q3. Students are able to identify and access appropriate health-related programs to meet individual needs

## 6.12 HEALTH ADMINISTRATION

### PURPOSE

- P1. To ensure that quality health services are delivered in a professionally caring and cost-effective manner.

### REQUIREMENTS

#### R1. Staffing

Centers shall:

- a. Ensure that health service staffing is in compliance with the staffing levels presented in Exhibit 6-5 (Center Health Services Staffing Requirements) and the minimum staff qualifications identified in Exhibit 5-3 (Minimum Staff Requirements).
- b. Employ center physicians, dentists, and mental health professionals (on both contract and conservation centers) subject to the prior approval of the Regional Office, in consultation with the regional health consultants.
- c. Ensure that a health professional cannot serve as a consultant to, or an employee of, two or more Job Corps-related entities concurrently, when one entity has review and/or oversight responsibilities over the other(s). (Entities include Job Corps centers, health support contractors, and center operators.)

#### R2. Authorizations (Consent for Treatment)

Centers shall ensure that proper authorizations are obtained prior to delivery of health services to students.

- a. The signed consent form (ETA-653) serves as authorization for basic routine health care and shall be placed in the student health record by the time a student arrives on center. Additionally, each student shall have a signed Informed Consent to Receive Mental Health and Wellness Treatment form in the student health record by the time the student arrives on center.
- b. Each time a student requires services other than those covered under the blanket consent signed on admission, written consent shall be obtained from the student or parent/legal guardian.



- c. In emergency situations, the center director may make an exception to the requirement for consent when a student who has reached the age of maturity cannot give consent or a parent/guardian of a student under the age of maturity cannot be contacted. This shall be documented in the student's health record.

### R3. Basic Health Services Provided by Job Corps Centers

- a. Center operators are responsible for providing and paying for basic health care as detailed in Exhibit 6-4 (Job Corps Basic Health Care Responsibilities).
- b. Job Corps shall not pay for any health-related costs incurred by a student while on leave or pass unless previously authorized by the center director upon recommendation of a center health professional.

### R4. Major Medical Reimbursement (Refer to PRH 5.7, R6)

### R5. Professional Standards of Care

All center health staff and providers shall follow accepted professional standards of care and are subject to prevailing state laws, including but not limited to:

- a. Maintaining a copy of current provider's license and DEA registration in center health facility.
- b. Documenting all prescribed medications and treatment in student health record.
- c. Documenting all laboratory procedures ordered and recording the results in student health record.
- d. Following current standards of care when providing health services and treating illnesses and injuries.

### R6. Controlled Substances

Centers shall comply with all state and federal regulations regarding controlled medications and shall:

- a. Purchase, store, and administer all controlled substances in accordance with the regulation at 21 CFR Part 1300. Each center must maintain a controlled medication log and have a Drug Enforcement Administration (DEA) registration. The center can obtain its own registration or use the center physician's DEA registration number when ordering controlled substances.

- b. Limit the use of controlled medications and stock only a small supply of those medications that will be prescribed by the center physician, center dentist, or psychiatrist. Documentation must be maintained showing that controlled medications in stock were prescribed by one of these individuals.
- c. Not stock Class II medications on center except when prescribed for a specific student. In such a case, the center shall order enough medication for a month's treatment for the student.
- d. Store all Class II, Class III and Class IV medications under a double lock system in a secured area of the Health and Wellness Center. Only health and wellness staff that are authorized under their state license to dispense or administer controlled medications shall have access to the controlled medications.
- e. Ensure that two staff (one must be staff authorized under their state license to dispense or administer controlled medications) receive and sign for medications received, noting the name(s) of the medications, dosage, amount and date on a controlled medication log.
- f. Maintain a log of all Class II, Class III, and Class IV medications. When dispensing these medications by order of the health care practitioner, the date, time, medication, and dosage shall be noted on the log and the nurse dispensing the medication must sign his/her full name. The log shall be maintained in the locked area designated for controlled medications.
- g. Inventory and reconcile controlled medications at least once a week. Two authorized staff members shall note the results on the controlled medications log. Any miscounts or missing medications identified during the inventory shall be immediately reported to the Regional Office by the center director.
- h. Properly dispose of controlled medications that need to be destroyed because of expiration dates, contamination, or wastage, and document such actions on the controlled medications log. The log must be signed by two staff members (one of which must be a health and wellness staff member).

#### R7. Waiver of Medical Care

- a. If a student refuses the pelvic exam, the center may defer it until after specialized counseling. If the student continues to refuse the **pelvic exam** two weeks after such counseling, a disciplinary separation may be

necessary. The center physician may waive the pelvic examination if in his or her opinion there is sufficient justification. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.

- b. If a student refuses to submit to **HIV testing**, the center may defer it until after specialized counseling regarding HIV infection and AIDS. Such counseling should include the benefits of early diagnosis and the efficacy of available treatments. If 2 weeks after such counseling the student continues to refuse the HIV test, a disciplinary separation may be necessary. The center physician may waive the HIV test if in his or her opinion there is sufficient justification. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.
- c. The center physician may grant waivers of immunization requirements for valid **medical and/or religious reasons**. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.

#### R8. FECA/OWCP

- a. Students are considered Federal employees for purposes of the Office of Workers Compensation Program (OWCP). OWCP benefits do not begin to accrue until the day following a student's separation from the program.
- b. The center shall complete the appropriate OWCP form(s) whenever a student is injured, develops an occupationally related illness, or dies while in the performance of duty. The center shall immediately comply with the procedures set out in the Employment Standards Administration regulations at 20 CFR Chapter 1. The CA form portion of the SHIMS form and a copy of the ETA Form 6-61 (Notice of Student Separation) shall be filed with the Office of Worker's Compensation Program (OWCP) district office only when the injury or illness results in separation. When separation does not occur, such forms shall be maintained in the student's health record.
- c. If the student dies while in Job Corps, the center shall:
  - 1. Inform the next of kin of any possible FECA benefits if death occurred during the performance of duty. If the student did not die during the performance of duty, the government shall pay only for expenses involved in the preparation and transportation of the remains to a mortuary in the area selected by the next of kin, within the United States and its possessions.

2. Arrange for burial at a site close to the center and at a cost not to exceed the amount authorized in Section 8134(a) of the Federal Employees' Compensation Act in the event that the next of kin refuses to accept the remains.
3. Provide the National Office of Job Corps with documentation authorizing OWCP eligibility. If next of kin is eligible for benefits, further review by the national office shall determine if any additional gratuity payments, not to exceed \$10,000 in accordance with Section 651 of Public Law 104-208 (The Omnibus Consolidated Appropriations Act), shall be awarded.

#### R9. Health Care Guidelines

- a. All health care guidelines shall be approved and signed annually by the center physician, center mental health consultant, or center dentist, as appropriate.
- b. Current signed and dated health care guidelines shall be kept in the health and wellness center.
- c. Annually, each center shall submit a memorandum to the Regional Office indicating which health care guidelines have been modified. Copies of any individual health staff authorizations and health care guidelines that have changed shall be sent to the Regional Office for approval. (Refer to Exhibit 5-2, Plan and Report Submission Requirements, for reporting deadlines.)

#### R10. Student Introduction to Health Services

Centers shall provide an overview of health services to new students by a member of the health services staff during the Career Preparation Period. This shall include an explanation of procedures/tests that are performed as part of the medical and dental exam, information on HIV and other sexually transmitted diseases, safe sex practices, family planning services, TEAP services, mental health services, the importance of good health to obtain/maintain employment, and the Notice describing how medical information about students may be used, disclosed, and how students can get access to this information.

## R11. Medical Separations

Centers shall ensure that:

- a. Medical separations are initiated by health services.
- b. Students are medically separated when they are determined to have a pre-existing or acquired health condition, which significantly interferes with or precludes further training in Job Corps, or the health problem is complicated to manage, or the necessary treatment will be unusually costly.
- c. Health and social service referrals for separated students are provided.

## R12. Death

In the event of a student's death, the center shall follow SIR reporting requirements (see Section 5.6) and send the entire student personnel record (including sealed health record) to the National Office by signature-required mail or delivery within 10 days. The sealed health record shall include OWCP forms, written notification of death, plus the death certificate, autopsy and toxicology reports if available.

## R13. Communicable Disease

The center shall:

- a. Report cases of disease to state and local health departments in accordance with state and local laws. (See Section 5, Management)
- b. Manage all cases of communicable disease and use protective measures as recommended by the CDC.

## R14. Equipment and Supplies

The center shall:

- a. Provide necessary equipment and supplies for routine and emergency delivery of basic medical, dental, and mental health services. All such equipment shall comply with federal and state requirements.
- b. Purchase major dental equipment according to the updated dental equipment list published periodically by the National Office.

- c. Maintain records on the dispensing, inventory, and disposal of medical and dental supplies and pharmaceuticals.
- d. Purchase from government supply service centers (GSA, HHS, VA), whenever possible.

R15. Continuous Quality Improvement

Center health staff shall seek feedback from students, employ mechanisms to document quality of care provided, and document quality improvement activities.

R16. Monthly Meetings with Center Director

The center director shall meet monthly with the center physician and center mental health consultant to discuss clinical and organizational issues.

R17. Reporting

Centers shall ensure that the following reports are submitted (see Exhibit 5-2):

- a. Health Services Program Description
- b. Health Services Time Distribution
- c. Health Services Utilization Report
- d. Alcohol Testing Report

**QUALITY INDICATOR(S)**

Q1. Students utilize available health services appropriately.

Q2. Students are satisfied with the quality and delivery of health services.

## **6.13 CHILD CARE ARRANGEMENTS**

### **PURPOSE**

- P1. To provide assistance to Job Corps applicants in arranging suitable childcare for their dependant children so that they may enroll in the Job Corps program.
- P2. To provide students with access to childcare services for thier children.

### **REQUIREMENTS**

- R1. Establishment of Childcare Arrangements
  - a. Prior to enrollment, Job Corps admissions counselors shall assist parenting applicants with identifying and establishing suitable arrangements for the care of dependent children.
  - b. During enrollment, centers shall assist parenting students in maintaining suitable childcare arrangements for dependent children.
- R2. Identification of Local Childcare Resources
  - a. Centers shall promote the development and implementation of local linkages for childcare for students to the maximum extent feasible.
  - b. Centers located in areas where local childcare programs cannot meet student needs, and which have space and non-Job Corps funding sources for childcare, may request approval to establish on-center child development programs, in accordance with requirements in Appendix 604 (Job Corps Child Development Programs).

### **QUALITY INDICATOR (S)**

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| <ul style="list-style-type: none"><li>Q1. Parenting Job Corps students maintain suitable childcare arrangements for the duration of their enrollment period.</li></ul> |
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