

TABLE OF CONTENTS

CHAPTER 1: OUTREACH/ADMISSIONS

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

CHAPTER 2: CAREER PREPARATION PERIOD

2.0	OBJECTIVES	2.0-1
2.1	CENTER PLAN.....	2.1-1
2.2	INTRODUCTION TO CENTER LIFE	2.2-1
2.3	STUDENT ASSESSMENT.....	2.3-1
2.4	PERSONAL COUNSELING	2.4-1
2.5	STUDENT CAREER PLANNING	2.5-1
2.6	NAVIGATING THE LABOR MARKET	2.6-1
2.7	CAREER SUCCESS STANDARDS	2.7-1
2.8	PERSONAL DEVELOPMENT SKILLS.....	2.8-1
2.9	CAREER DEVELOPMENT READINESS	2.9-1

CHAPTER 3: CAREER DEVELOPMENT PERIOD

3.0	OBJECTIVES	3.0-1
3.1	CENTER PLAN.....	3.1-1
3.2	ADMINISTRATION AND MANAGEMENT OF CAREER DEVELOPMENT SERVICES	3.2-1
3.3	PERSONAL AND CAREER COUNSELING.....	3.3-1
3.4	STUDENT STANDARDS OF CONDUCT.....	3.4-1
3.5	EVALUATION OF STUDENT PROGRESS	3.5-1
3.6	CENTER-BASED LEARNING STANDARDS	3.6-1
3.7	CAREER SUCCESS STANDARDS	3.7-1
3.8	WORK-BASED LEARNING STANDARDS	3.8-1
3.9	READING.....	3.9-1
3.10	MATHEMATICS	3.10-1
3.11	HIGH SCHOOL DIPLOMA AND GED CERTIFICATE.....	3.11-1
3.12	ENGLISH AS A SECOND LANGUAGE (ESL)	3.12-1
3.13	VOCATIONAL TRAINING.....	3.13-1
3.14	CONCURRENT VOCATIONAL TRAINING PROGRAM.....	3.14-1
3.15	INFORMATION TECHNOLOGY	3.15-1
3.16	RESIDENTIAL LIVING.....	3.16-1

TABLE OF CONTENTS (continued)

3.17 WELLNESS..... 3.17-1
 3.18 RECREATION AND LEISURE TIME ACTIVITIES 3.18-1
 3.19 STUDENT GOVERNMENT AND LEADERSHIP 3.19-1
 3.20 DRIVER EDUCATION 3.20-1
 3.21 CAREER TRANSITION READINESS..... 3.21-1

CHAPTER 4: CAREER TRANSITION PERIOD

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

CHAPTER 5: MANAGEMENT

5.0 OBJECTIVES..... 5.0-1
 5.1 PROGRAM MANAGEMENT 5.1-1
 5.2 PERSONNEL 5.2-1
 5.3 STAFF TRAINING 5.3-1
 5.4 PERSONAL SAFETY AND SECURITY..... 5.4-1
 5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS 5.5-1
 5.6 PROCUREMENT AND PROPERTY MANAGEMENT 5.6-1
 5.7 FINANCIAL MANAGEMENT 5.7-1
 5.8 ESTABLISHMENT OF JOB CORPS CENTERS..... 5.8-1
 5.9 FACILITY STANDARDS 5.9-1
 5.10 FACILITY IMPROVEMENTS..... 5.10-1
 5.11 FACILITY MAINTENANCE AND PROTECTION 5.11-1
 5.12 ENERGY AND WATER CONSERVATION 5.12-1
 5.13 ENVIRONMENTAL HEALTH..... 5.13-1
 5.14 SAFETY AND OCCUPATIONAL HEALTH..... 5.14-1
 5.15 FLEET MANAGEMENT..... 5.15-1

CHAPTER 6: ADMINISTRATIVE SUPPORT

6.0 OBJECTIVE 6.0-1
 6.1 STUDENT ATTENDANCE, LEAVE, AND ABSENCES 6.1-1
 6.2 STUDENT ALLOWANCES AND ALLOTMENTS 6.2-1

TABLE OF CONTENTS (continued)

6.3 STUDENT RECORDS MANAGEMENT 6.3-1
6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS..... 6.4-1
6.5 STUDENT CLOTHING..... 6.5-1
6.6 STUDENT TRANSPORTATION..... 6.6-1
6.7 FOOD SERVICE 6.7-1
6.8 STUDENT CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS,
AND LEGAL SERVICES..... 6.8-1
6.9 STUDENT SUPPORT SERVICES 6.9-1
6.10 STUDENT HEALTH SERVICES 6.10-1
6.11 RELATED HEALTH PROGRAMS 6.11-1
6.12 HEALTH ADMINISTRATION..... 6.12-1
6.13 CHILDCARE ARRANGEMENTS..... 6.13-1

EXHIBITS

Exhibit 1-1	Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements
Exhibit 1-2	Documentation Requirements for Assessment of Applicant Health Needs
Exhibit 1-3	Authorization for Use and Disclosure of Your Health Information
Exhibit 1-4	Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment
Exhibit 1-5	Records Release Authorization
Exhibit 3-1	Infraction Levels and Appropriate Center Actions
Exhibit 3-2	Requirements for the Conduct of Fact Finding Boards and Behavior Review Panels
Exhibit 4-1	Placement Definitions
Exhibit 4-2	Placement Verification and Documentation Requirements
Exhibit 5-1	Standard Operating Procedures
Exhibit 5-2	Plan and Report Submission Requirements
Exhibit 5-3	Minimum Staff Requirements
Exhibit 5-4	Required Staff Training
Exhibit 5-5	Minimum Requirements for Replacing Vehicles Leased from the General Services Administration Prior to the End of Lease
Exhibit 5-6	Vehicle Log
Exhibit 5-7	Vehicle Fuel Log
Exhibit 6-1	Duty/Pay/Leave Status Chart
Exhibit 6-2	Student Allowance and Allotment System (SAAS)
Exhibit 6-3	Student Transportation
Exhibit 6-4	Job Corps Basic Health Care Responsibilities
Exhibit 6-5	Center Health Services Staffing Requirements
Exhibit 6-6	Proposal Outline for On-Site Child Development Centers and Residential Parent/Child Programs
Exhibit 6-7	Use of Job Corps Funds for Child Development Centers and Parent/Child Programs
Exhibit 6-8	Child Development Center Minimum Staff Qualifications
Exhibit 6-9	Facility Requirements for Child Development Centers and Residential Parent/Child Programs

EXHIBITS (continued)

- Exhibit 6-10 How Medical Information About You May Be Used and Disclosed, and How You Can Get Access to This Information
- Exhibit 6-11 Equal Opportunity Notice

APPENDICES

- Appendix 101 Definitions of Family and Family Income
- Appendix 102 Admissions Counselor's Assessment Tool
- Appendix 103 Guidelines for Reviewing Applicant Files
- Appendix 104 Admissions Counselor Guide for Evaluating Applicant Behavior and Court History
- Appendix 301 Tests of Adult Basic Education (TABE) Requirements and Instructions for TABE 7/8
- Appendix 302 Memorandum of Understanding Between the NTC and Center Contractor
- Appendix 303 Vocational Skills Training
- Appendix 304 Guidelines for the Accreditation of Job Corps' High School Programs
- Appendix 305 Tests of Adult Basic Education Exemption for Students with Documented Cognitive Disabilities – Check List
- Appendix 306 Career Technical Training Change Guidelines
- Appendix 307 Career Technical Training Change Request Form
- Appendix 401 Job Corps Job Training Match (JTM) Crosswalk
- Appendix 501 Introduction
- Appendix 501a Policies and Procedures for Job Corps PY 2005 – Center Report Card and Center Quality Report Card
- Appendix 501b Policies and Procedures for Job Corps PY 2005 – Outreach and Admissions (OA) Report Card
- Appendix 501c Policies and Procedures for Job Corps PY 2005 – Career Transition Services (CTS) Report Card
- Appendix 501d Policies and Procedures for Job Corps PY 2005 – Vocational Reporting and Improvement System
- Appendix 502 Financial Reporting
- Appendix 503 Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements

APPENDICES

Appendix 504	Taxation of Job Corps Contractors by States or Subdivisions Thereof
Appendix 505	Job Corps Safety and Occupational Health Program
Appendix 506	Alternative Fuel Information
Appendix 507	Request to Lease a GSA Vehicle
Appendix 508	GSA Annual Fleet Requirements Spreadsheet
Appendix 601	Student Rights to Privacy and Disclosure of Information
Appendix 602	Civil Rights and Non-Discrimination
Appendix 603	HIV Infection/AIDS Policy
Appendix 604	Job Corps Child Development Programs
Appendix 605	Definitions and Documentation Requirements Related to Reasonable Accommodations for Applicants and Students with Disabilities