

APPENDIX 501c

POLICIES AND PROCEDURES
FOR PY 2009
CAREER TRANSITION SERVICES
OUTCOME MEASUREMENT SYSTEM

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I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2009

Prior to reviewing this section, please read the INTRODUCTION to Appendix 501. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 2009 Outcome Measurement Systems (OMS).

- A. **Overview.** Due to the Workforce Investment Act (WIA) legislation and the structure of the Career Development Services System (CDSS), entities with Career Transition Services (CTS) responsibilities, whether they are center-based or contracted, play a vital role in the continuum of service delivery to students. As Job Corps emphasizes long-term success as a major indicator of the program's effectiveness, CTS agencies have primary responsibility for ensuring that graduates stay attached to the workforce after separation from the program.

The CTS Report Card is the accountability tool used to measure and account for performance of all entities with CTS responsibilities. The CTS Report Card reflects CTS agencies' success in achieving specific goals and objectives pertaining to both the placement of former enrollees and graduates and the earnings of graduates.

- B. **PY 2009 Changes in Appendix 501c.** There are seven performance measures included in the CTS Report Card. In order to align the goals of centers and CTS agencies, these seven performance measures directly mirror the short-term and long-term post-center measures on the Center Report Card, and closely parallel measures on the Career Technical Training Report Card (CTTRC).

In keeping with the National Director's mandate to preserve a stable Outcome Measurement System, no changes were made to the CTS Report Card for PY 2009. Provided below is a chart outlining the PY 2009 CTS Report Card.

PY 2009 CTS REPORT CARD			
Category	Definition	Goal	Weight
Short-Term Career Transition Services – 55%			
CTT Completer JTM/PSC Initial Placement Rate	$\frac{\text{No. of CTT Completers Placed in a Training-Related Job or the Military or Post-Secondary Education/Training}}{\text{No. CTT Completers Placed in a Job or the Military or Post-secondary Education/Training}}$	70%	10%
Post-Enrollment Initial Placement Rate	$\frac{\text{No. of Former Enrollees and Graduates Placed in a Job, the Military or Education/Training}}{\text{No. of Former Enrollees and Graduates Due or Received}}$	80%	10%
Graduate Initial Placement Rate	$\frac{\text{No. of Graduates Placed in a Job, the Military or Education/Training}}{\text{No. of Graduates Due or Received}}$	90%	20%
Graduate Average Wage at Initial Placement*	$\frac{\text{Sum of Wages of Graduates Placed in a Job or the Military}}{\text{No. of Graduates Placed in a Job or the Military}}$	\$9.15	15%
Long-Term Career Transition Services – 45%			
Graduate 6-Month Follow-up Placement Rate	$\frac{\text{No. of Graduates who Report they are in a Job, the Military, or Education/Training on the 6-Month Follow-up Survey}}{\text{No. of Initially Placed Graduates who Complete the 6-Month Follow-Up Survey}}$	70%	20%
Graduate 6-Month Average Weekly Earnings*	$\frac{\text{Sum of Weekly Earnings of Graduates who Report they are in a Job or the Military on the 6-Month Follow-up Survey}}{\text{No. of Graduates who Report they are in a Job or the Military on the 6-Month Follow-Up Survey}}$	\$425	20%
Graduate 12-Month Follow-up Placement Rate	$\frac{\text{No. of Graduates who Report they are in a Job, the Military, or Education/Training on the 12-Month Follow-up Survey}}{\text{No. of Initially Placed Graduates who Complete the 12-Month Follow-Up Survey}}$	70%	5%
<i>*Model-based goals</i>			100%

- C. Career Transition Services Measures.** Students who separate due to Level 1 Zero Tolerance (ZT) infractions or students who are enrolled in Job Corps for less than 60 days will *not* be included in the CTS Report Card since they are ineligible for post-center services.

Job Corps policy for crediting CTS agencies in situations where a student moves from one CTS location to another is detailed in the Introduction of Appendix 501 and is also outlined in Attachment 3.

Short-Term CTS Measures

The following criteria apply to the short-term CTS measures:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, Virgin Islands, and the Trust Territories) to all the short-term CTS measures;
- Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Attachment 2 for a chart outlining the upgrade hierarchy; and,
- Valid placements that are deemed “non-credited” by the Job Corps Data Center (JCDC) due to errors in meeting the requirements for verification and/or reporting timelines specified in the PRH Chapter 4, Section 4.5, R2 and R3, shall be included in the CTS Report Card regional and national totals only. However, all entities may receive credit for the 6- and 12-month outcomes of these graduates, provided they participate in the applicable follow-up surveys. These graduates will also receive career transition support services since their placements are valid making them eligible for the full array of services afforded their separation status.

- 1. Career Technical Training (CTT) Completer JTM/PSC Initial Placement Rate.** A JTM Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added in PY 2005, and was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program’s emphasis on education, the measure was expanded to also credit CTT completers that enter a post-secondary education or post-secondary training initial placement (PSC).

Pool: All CTT completers placed in a job or the military, or who enter post-secondary education or post-secondary training placements.

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

Goal: The national goal is 70%.

Weight: 10%

Formula: Number of CTT Completers Placed in a Training-related Job, the Military, Post-secondary

Education or Post-secondary Training
Number of CTT Completers Placed in
a Job, the Military, Post-secondary Education or
Post-secondary Training

Note: The process created in PY 2007 for requesting that a job title be added to the Job-Training Match (JTM) Crosswalk will continue to be available for PY 2009. However, a request should be submitted only if the current JTM Crosswalk does not contain an appropriate job title that is directly related to one of the new or revised Training Achievement Records (TAR), released in PY 2006 or thereafter. If the request is approved, the new job title will be added to the placement portion of the JTM crosswalk, and JTM placement credit will be given as appropriate to those students who complete the identified TAR and are placed, as of July 1, 2007, in a position with the approved job title. Please see Attachment 5 for the request form and instructions.

- 2. Post-Enrollment Initial Placement Rate.** Any student who remains on center for 60 or more days should have acquired the basic skills that allow for an effective job search. It is therefore important to measure the placement success of students who stay 60 days or longer, yet do not graduate, as well as those students who do graduate. In addition, incorporating a summary measure that combines the placement outcomes for graduates and former enrollees more closely aligns the system with the guidelines in the Common Measures initiative, which specifies a placement measure for all students who exit the program.

Pool: All graduates whose initial placement records are due or received¹ and all former enrollees whose initial placement records are due or received.

Measure: The percentage of graduates and former enrollees in the pool who are placed in a job, the military, an education or training program, or a job/school combination according to the Job Corps placement definition in PRH Chapter 4, Exhibit 4-1.

Goal: The national goal is 80%.

Weight: 10%

Formula:
$$\frac{\text{Number of Former Enrollees and Graduates Placed in a Job, the Military, an Educational Program, or a Job/School Combination}}{\text{Number of Former Enrollees and Graduates whose Initial Placement Records are Due or Received}}$$

- 3. Graduate Initial Placement Rate.** The Graduate Initial Placement Rate, which must be reported under WIA, also serves as a strong indicator of the program's success in preparing Job Corps graduates for work and beginning their engagement in the workforce.

¹ In this usage, the term "due or received" refers to the sum of the number of former enrollees or graduates for whom placement information was reported, i.e., "received," plus the number of former enrollees or graduates for whom placement information was not reported and for whom the placement window expired, i.e., "due."

Pool: All graduates whose initial placement records are due or received.

Measure: The percentage of graduates in the pool who are placed in a job, the military, an educational program, or a job/school combination according to the Job Corps placement definition.

Goal: The national goal is 90%.

Weight: 20%

Formula:
$$\frac{\text{Number of Graduates Placed in a Job, the Military, an Educational Program, or a Job/School Combination}}{\text{Number of Graduates whose Initial Placement Records are Due or Received}}$$

- 4. Graduate Average Wage at Initial Placement.** The graduate average wage at placement is a measurement required under the WIA. CTS agencies will be held accountable for their ability to secure jobs that will place graduates on the path to economic self-sufficiency.

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

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

Goal: A model-based goal is used for this measure. Outside factors such as economic and industry conditions that can impact centers' achievement in this measure are aggregated, and individual goals are determined for centers. See Attachment 1 for specific goals.

Weight: 15%

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

Long-Term CTS Measures

- 1. Graduate 6-Month Follow-Up Placement Rate.** This measure is required under the WIA and is a program priority for the system. All phases of CDSS work toward the goal of helping Job Corps graduates achieve long-term success as a result of their participation in Job Corps.

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

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

Goal: The national goal is 70%.

Weight: 20%

Formula: Number of Initially Placed Graduates who Report they

are in a Job, the Military, an Educational Program, or a
Job/School Combination on the 6-Month Follow-Up Survey
 Number of Initially Placed Graduates who Complete
 the 6-Month Follow-Up Survey

- 2. Graduate 6-Month Average Weekly Earnings.** This measure is required under the WIA and also serves as a barometer to measure graduates' long-term success.

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

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

Goal: Like the Graduate Average Wage at Placement measure, a model-based goal is used for this measure. See Attachment 1 for specific goals.

Weight: 20%

Formula:
$$\frac{\text{Sum of Weekly Earnings of Graduates who Report they are in a Job or the Military on the 6-Month Follow-up Survey}}{\text{Number of Graduates Who Report they in a Job or the Military on the 6-Month Follow-Up Survey}}$$

- 3. Graduate 12-Month Follow-Up Placement Rate.** This measure is required under the WIA and continues to gauge graduates' long-term progress in their attachment to the workforce or advanced education environment.

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

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

Goal: The national goal is 70%.

Weight: 5%

Formula:
$$\frac{\text{Number of Initially Placed Graduates who Report they are in a Job, the Military, an Educational Program, or a Job/School Combination on the 12-Month Follow-Up Survey}}{\text{Number of Initially Placed Graduates who Complete the 12-Month Follow-Up Survey}}$$

- D. Performance Goals.** Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure and performance is measured as a percentage of the goal(s) achieved. Thorough analyses of historical data have been conducted to assist in establishing reasonable and attainable goals for the system.

The following measures have *national* goals:

- Post-Enrollment Placement Rate;

- CTT Completer JTM/PSC Placement Rate;
- Graduate Initial Placement Rate;
- Graduate 6-Month Follow-Up Placement Rate; and,
- Graduate 12-Month Follow-Up Placement Rate.

The following measures have *model-based* goals:

- Graduate Average Wage at Placement; and,
- Graduate 6-Month Follow-Up Average Weekly Earnings.

- E. Weights.** A weight is assigned to each measure to reflect areas of emphasis in CTS agencies' accountability for achieving positive student outcomes, importance attached to each measure, and the number of students in the pool for each measure. As indicated in the summary table, the combined short-term measures are weighted at 55% and the combined long-term measures are weighted at 45%.

Within the short-term CTS measures, heavier emphasis is placed on graduate outcomes (35% combined for Graduate Initial Placement Rate and Graduate Average Wage), with the CTT Completer JTM/PSC Placement Rate and Post-Enrollment Placement Rate each weighted at 10%. Under the long-term CTS measures, the 6-Month Follow-up Placement measure and the 6-Month Average Weekly Earnings both continue to be weighted at 20% due to the importance of both sustaining employment, and having that employment lead to economic self-sufficiency. The 12-Month Placement has less emphasis at 5%.

- F. Overall Rating.** The overall rating is the way in which results across each of the seven measures are aggregated to create an overall rating. CTS agency performance is weighted among the individual measures to obtain an overall rating. These ratings, which are reviewed to assess program effectiveness, play a key role in the contract procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting.

II. ROLES AND RESPONSIBILITIES

- A. National Office.** The National Office of Job Corps will be responsible for establishing national policy for the CTS outcome measurement system; providing agency-specific graduate wage and 6-month follow-up earnings goals; monitoring JCDC's issuance of the CTS Report Card; tracking performance of CTS agencies, distributing information, and providing technical assistance or training as needed; and establishing an administrative low rating to agencies for lack of credible data.
- B. Regional Offices.** Regional Offices will be responsible for:
- determining that proposals, contracts and plans are consistent with program year performance goals and requirements;
 - monitoring performance against the CTS Report Card;
 - considering performance assessments for CTS in procurement against CTS and contract administration activities;

- ensuring that ALL CTS contractor Request for Proposals (RFPs) include language that informs the agency that new goals are issued each contract year through a unilateral modification (regardless of the base year period or the award of an option year); and,
- issuing an amendment to the RFP or modifying the award document before execution if the RFP is issued and new goals are established by the National Office of Job Corps before the award of a contract and after the RFP is issued.

Regional Directors will notify both the National Office of Job Corps and JCDC of CTS agency changes (locations or service) prior to implementing the change; and maintain and provide annually (or as revised), an updated list of CTS agencies, contact addresses, and codes to National Office staff.

Regional Directors will monitor CTS agency performance against goals; use CTS Report Card overall ratings when assessing performance for procurement and contract administration activities (judgment plays a part in making final decisions); provide the National Office of Job Corps Program Accountability Unit with an agency's explanation of poor performance, in instances where poor performance has been observed; and evaluate information submitted by the CTS agency, coupled with an assessment of the agency's compliance with all other terms and conditions of the contract or agreement. Other factors, such as Office of the Inspector General (OIG) audits and special review findings, should also be taken into account in procurement related decisions.

C. CTS Agencies. All contractors – State Employment Service Agencies (SESA) and private corporations – providing career transition services, and centers with career transition agency activities, are responsible for:

- maintaining all documents or automated information necessary for audits of activity;
- updating placement records with current contact information during the placement period (essential for post-placement survey support);
- entering valid placement data within the reporting period specified in PRH Chapter 4, Section 4.5;
- correcting errors in data entry in a timely manner, as requested and substantiated by centers and/or National Training Contractors (NTCs);
- ensuring the CTS system is used to provide maximum benefit to Job Corps assignees;
- monitoring progress against goals on an ongoing basis;
- sharing the information in this Appendix with staff;
- submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could possibly, temporarily justify poor CTS Report Card performance;
- implementing performance goals with their employees, monitoring performance, recommending corrective action, as required, and submitting corrective action

plans to Job Corps Regional Offices when appropriate; and,

- implementing corrective action plans as directed.

Note: A general failure to enter data accurately or otherwise report information to JCDC not only negatively affects the overall performance rating of the individual agencies, but it is also negatively reflected in other Job Corps program reports and outcomes. Please pay particular attention to:

- 1) Entering “yes” or “no” in the “Apprenticeship Box” **and/or** the “Placed by NTC Box”;
- 2) Entering accurate placement O*NET codes for the position in which the former enrollee or graduate was placed; and,
- 3) Coordinating contract updates with the Regional Office staff.

D. Job Corps Centers. Job Corps centers are responsible for timely and accurate transmittal of placement-related former enrollees’ and graduates’ information to CTS agencies; accurate coding of placer IDs when completing the Center Information System (CIS)/CTS termination screen; and assisting CTS agencies and NTCs in placing former enrollees and graduates in jobs, the military, or educational programs.

E. Job Corps Data Center. JCDC is responsible for ensuring that the CTS Report Card and other reports are issued in accordance with the target release dates. JCDC coordinates specifications of the CTS Report Card report with National Office staff and ensures that the data generated in the reports accurately reflect the policy and programming design. JCDC provides: Help Desk services regarding CTS agency data; reporting and oversight of CTS; Help Desk services to the National Office of Job Corps and Regional Offices regarding OA agency data and reporting; and training and services to the regions on CTS.

Attachment 1

PY 2009 CTS Agency Goals for Graduate Average Wage, and Graduate Average 6-Month Weekly Earnings

CTS Agencies			Graduate Average Wage	Graduate 6-Month Average Weekly Earnings
National Goals			\$9.15	\$425
01	CTCSNH	NEW HAVE OA	\$9.18	\$421
01	CTEMHA	HARTFORD OA	\$9.18	\$421
01	MAAAFD	FT DEVENS JC	\$10.28	\$473
01	MAAAGR	GRAFTON OA J	\$9.18	\$421
01	MAMMTC	WESTOVER OA	\$9.18	\$421
01	MECSLO	LORING	\$9.18	\$421
01	MECSPE	PENOBSCOT OA	\$9.18	\$421
01	NEDJR1	NEW ENGLAND	\$9.92	\$453
01	NJRCED	EDISON JCC	\$9.18	\$426
01	NYAAGL	GLENMONT OAC	\$8.67	\$401
01	NYCHNJ	NW/NJ CHP	\$9.20	\$420
01	NYCHON	ONEONTA JCC	\$9.15	\$419
01	NYETIR	IROQUOIS ETR	\$9.20	\$421
01	NYGACA	CASSADAGA JC	\$9.09	\$421
01	NYJPBR	BROOKLYN OA&	\$8.32	\$378
01	NYMTDV	D VALLEY CTS	\$8.75	\$398
01	PRJPPR	RSCARE PR/VI	\$7.16	\$328
01	RIAAEX	EXETER OA JC	\$9.18	\$421
01	VTRCNO	NORTHLANDS O	\$9.18	\$421
02	DCCHPO	POTOMAC JCC	\$9.86	\$450
02	DEMTWI	WILMINGTON	\$9.22	\$422
02	KYINTG	KENTUCKY OAC	\$9.05	\$422
02	MDAAWS	WOODSTOCK JC	\$9.33	\$428
02	PAJPPH	PHILA JCC	\$8.81	\$401
02	PAMTRR	EST PA CTS	\$9.13	\$423
02	PARCPB	PITTSBURGH J	\$9.17	\$420
02	VAIN00	VI INSGTS	\$9.00	\$416
02	WVJPCH	CHARLESTON	\$8.88	\$412
03	ALAAGD	GADSDEN CTS	\$8.57	\$391
03	ALFLCS	AL/FL CORNST	\$8.80	\$405
03	FLATJV	JACKSONVILLE	\$9.01	\$415
03	FLDJGI	GAINESVILLE	\$8.64	\$389
03	FLJPMI	MIAMI JCC	\$8.68	\$402

CTS Agencies			Graduate Average Wage	Graduate 6-Month Average Weekly Earnings
03	FLRCHS	HOMESTEAD CT	\$8.71	\$400
03	GAJPAT	ATLANTA JCC	\$8.94	\$401
03	GAJPTU	TURNER JCC	\$8.36	\$378
03	GAMTBR	BRUNSWICK	\$8.41	\$388
03	GAOM00	GA OA/CTS OM	\$8.81	\$407
03	MSCPTN	MS/TN OACTS	\$8.47	\$395
03	MSJPBA	BATESVILL JP	\$7.98	\$363
03	MSJPMI	MISSISSIP JC	\$8.31	\$388
03	NCDJKI	KITTRELL JCC	\$8.98	\$419
03	SCJPBA	BAMBERG JCC	\$8.84	\$408
03	TNSC00	TN OA & CTS	\$8.83	\$404
04	ARFSOU	OUACHITA JCC	\$9.15	\$432
04	AROM00	AR OMG OACTS	\$8.73	\$403
04	COMCN0	CO/WY MTI	\$9.32	\$444
04	LADSCV	CARVILLE JCC	\$8.59	\$398
04	LAJPNO	N ORLEANS JC	\$8.59	\$399
04	LAMNSP	SHREVEPORT	\$8.08	\$368
04	NDJPBU	BURDICK OA&P	\$8.90	\$417
04	NMDJAB	ALBUQUERQUE	\$8.77	\$409
04	OKFWTR	TRESURE LAKE	\$8.75	\$422
04	OKJPOC	GUTHRIE JCC	\$8.92	\$411
04	OKJPTL	TALKING LEAV	\$8.22	\$386
04	OKRCTU	TULSA JCC	\$8.74	\$395
04	SDMC00	S. DAKOTA	\$8.67	\$427
04	TXHZNT	N. TX OAP	\$9.01	\$416
04	TXJPCR	DL CARRASCO	\$7.97	\$379
04	TXJPLA	LAREDO JCC	\$7.63	\$358
04	TXMTGY	MTC GARY JCC	\$8.92	\$417
04	UTMTCF	CLEARFIELD JCC	\$8.67	\$407
04	UTMTMT	UT/MT OA/CTS	\$9.17	\$436
05	IAOM00	IOWA OACTS O	\$9.05	\$422
05	ILDSCH	IL/WI DESI	\$9.32	\$433
05	INABC0	IN ABC OA/CT	\$9.20	\$433
05	KSJPFH	FLINT HILLS	\$8.84	\$410
05	MICHDT	MICHIGAN CTS	\$9.04	\$417
05	MNCH00	CHP MN OACTS	\$9.31	\$422
05	MODS00	MO DESI OA/C	\$8.95	\$425
05	MOMIKC	EXCL SPRINGS	\$9.13	\$423

CTS Agencies			Graduate Average Wage	Graduate 6-Month Average Weekly Earnings
05	MOMISL	ST LOUIS JCC	\$9.16	\$421
05	NEOM00	NEBRASKA OA/	\$9.35	\$445
05	OHDJOH	OHIO OA/CTS	\$9.06	\$421
06	AKCG00	ALASKA	\$10.49	\$485
06	AZJPFA	FRED ACOSTA	\$8.94	\$415
06	AZJPPX	PHOENIX JCC	\$9.08	\$422
06	CAAATI	TREASURE ISL	\$10.32	\$475
06	CACMLB	LONG BEACH	\$9.76	\$448
06	CAHZSM	SACRAMENTO J	\$10.17	\$473
06	CAJPIE	INL. EMPIRE	\$9.89	\$462
06	CAJPLA	LA JCC	\$9.74	\$442
06	CAJPSD	S. DIEGO JCC	\$10.36	\$482
06	CAJPSJ	SAN JOSE JCC	\$10.19	\$473
06	HIJPHI	HAWAII JCC	\$9.90	\$469
06	NVJPSN	SN NEV JCC	\$9.19	\$430
06	NWDESI	NW DESI OA/C	\$10.15	\$473

**CTS Agency Model
PY 2009 Graduate Wage Model Worksheet
National Total**

Local Adjustment Factors	(1)	(2)	(3)	(4)	Effect of Factor on Expected Performance
	Agency Average	National Average	Differences (1 - 2)	Weights	(3 x 4)
Average Age at Termination	19.7	19.7	0.0	0.1791	0.0000
% High School Diploma or GED at Termination	88.0	88.0	0.0	0.0059	0.0000
% Vocational Completion at Termination	91.7	91.7	0.0	0.0066	0.0000
% Reading Functional Level 5 at Termination	44.3	44.3	0.0	0.0012	0.0000
% Reading Functional Level 6 at Termination	29.0	29.0	0.0	0.0025	0.0000
% Math Functional Level 5 at Termination	39.1	39.1	0.0	0.0021	0.0000
% Math Functional Level 6 at Termination	24.4	24.4	0.0	0.0046	0.0000
% Training in Bricklayer or Cement Occs.	3.2	3.2	0.0	0.0051	0.0000
% Training in Business Occs.	22.1	22.1	0.0	-0.0075	0.0000
% Training in Carpentry Occs.	6.3	6.3	0.0	0.0068	0.0000
% Training in Construction Occs.	12.9	12.9	0.0	0.0039	0.0000
% Training in Food Service Occs.	8.9	8.9	0.0	-0.0095	0.0000
% Training in Health Occs.	18.0	18.0	0.0	-0.0042	0.0000
% Training in Service Occs.	9.0	9.0	0.0	-0.0047	0.0000
% Training in Welding Occs.	5.2	5.2	0.0	0.0108	0.0000
% Training in Other Occs.	14.3	14.3	0.0	-0.0007	0.0000
Average Wage in All Industries in County (\$1,000's)	42.0	42.0	0.0	0.0327	0.0000
% Placed in Job in State With High Minimum Wage	18.1	18.1	0.0	0.0108	0.0000
Average Percent of Families in Poverty in County	10.3	10.3	0.0	-0.0515	0.0000
Subtotal					0
National Goal					\$9.15
Model Adjusted Goal					\$9.15

**CTS Agency Model
 PY 2009 Graduate 6-Month Weekly Earnings Model Worksheet
 National Total**

Local Adjustment Factors	(1)	(2)	(3)	(4)	Effect of Factor on Expected Performance
	Agency Average	National Average	Differences (1 - 2)	Weights	(3 x 4)
Average Age at Termination	19.9	19.9	0.0	9.4982	0.0000
% High School Diploma or GED at Termination	89.0	89.0	0.0	0.2021	0.0000
% Vocational Completion at Termination	94.5	94.5	0.0	0.2438	0.0000
% Reading Functional Level 6 at Termination	32.1	32.1	0.0	0.1680	0.0000
% Math Functional Level 5 at Termination	40.9	40.9	0.0	0.1193	0.0000
% Math Functional Level 6 at Termination	27.5	27.5	0.0	0.1994	0.0000
% Training in Bricklayer or Cement Occs.	3.8	3.8	0.0	0.3914	0.0000
% Training in Business Occs.	22.4	22.4	0.0	-0.5455	0.0000
% Training in Carpentry Occs.	6.4	6.4	0.0	0.2227	0.0000
% Training in Construction Occs.	12.7	12.7	0.0	0.2330	0.0000
% Training in Food Service Occs.	8.7	8.7	0.0	-0.6369	0.0000
% Training in Health Occs.	17.5	17.5	0.0	-0.2951	0.0000
% Training in Service Occs.	9.0	9.0	0.0	-0.2596	0.0000
% Training in Welding Occs.	5.2	5.2	0.0	0.8545	0.0000
% Training in Other Occs.	14.2	14.2	0.0	0.0355	0.0000
Average Wage in All Industries in County (\$1,000's)	41.6	41.6	0.0	1.1456	0.0000
% Placed in Job in State With High Minimum Wage	18.8	18.8	0.0	0.4633	0.0000
Average Percent of Families in Poverty in County	10.4	10.4	0.0	-2.6790	0.0000
Subtotal					0
National Goal					\$425
Model Adjusted Goal					\$425

Attachment 2

INITIAL PLACEMENT CATEGORY	ALLOWABLE UPGRADES
A. Full-time JTM Job Placement	<ul style="list-style-type: none"> • Full-time JTM with Wage Increase
B. Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)	<ul style="list-style-type: none"> • Full-time JTM Job Placement
C. Full-time Non-JTM Job Placement	<ul style="list-style-type: none"> • Full-time JTM with same or higher Wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job with Wage Increase
D. Part-time JTM Job Placement	<ul style="list-style-type: none"> • Full-time JTM Job Placement with same or higher Wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Part-time JTM Job with higher Wage
E. Part-time Job/College Combination (PSC)	<ul style="list-style-type: none"> • Full-time JTM Job Placement • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Part-time JTM Job Placement
F. Part-time Non-JTM Job Placement	<ul style="list-style-type: none"> • Full-time JTM with same or higher Wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job Placement with same or higher Wage • Part-time JTM Job with same or higher Wage • Part-time Job/College Combination (PSC) • Part-time Non-JTM Job with Wage Increase
G. High School, Other Training Program, OJT/Subsidized Employment	<ul style="list-style-type: none"> • Full-time JTM Job Placement • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job Placement • Part-time JTM Job Placement • Part-time Job/College Combination (PSC) • Part-time Non-JTM Job Placement

Attachment 3

Crediting Chart for CTS Agencies When Students Relocate to a New Service Area

Job Corps policy for crediting CTS agencies in situations where a student moves from one CTS location to another is outlined below in table format. This policy is aligned with PRH Chapter 4, Section 4.3 R5 – “Relocations” (dated November 8, 2005) and has been effective for all students assigned to a CTS provider as of July 1, 2005:

STUDENT CATEGORY	TIME OF TRANSFER		WHICH CTS AGENCY GETS CREDIT?		
	<i>Any time during the 90-day placement window¹</i>		<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>	
Former Enrollees	If not placed by receiving CTS agency (regardless if placed by initial CTS)...		Initial CTS agency is responsible for the Post-Enrollment Placement measure.		
	If placed by receiving CTS agency within the placement window ...			Receiving CTS agency gets credit for the Post-Enrollment Placement measure.	
	If placed by initial CTS agency and then placed by receiving CTS agency within the placement window...		Initial CTS agency gets credit for the Post-Enrollment Placement measure.	Receiving CTS agency gets credit for the Post-Enrollment Placement measure <u>only</u> if the placement is an upgrade.	
	<i>With 60 or more calendar days left in placement window</i>	<i>With less than 60 calendar days left in placement window</i>	Credits for Short-Term Placement Measures		
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>	
Graduates	If placed by initial CTS agency before transfer...		Initial CTS agency gets credit for short-term placement measures*.		
	If placed by initial CTS agency, then transfers and is placed by new CTS agency within the placement window...		Initial CTS agency gets credit for short-term placement measures*.	Receiving CTS agency gets credit for all short-term placement measures* <u>only</u> if the placement is an upgrade.	
	If not placed by initial CTS agency...			Receiving CTS agency is responsible for the short-term placement measures*.	
			If not placed by either CTS agency...	Initial CTS agency is responsible for the short-term placement measures*.	
			If not placed by the initial CTS agency, but is placed by the receiving CTS agency, within the placement window...		Receiving CTS agency gets credit for the short-term placement measures*.

¹**Placement Window:** The Placement Window for graduates is 9 months.

***Short-term placement measures** include: Post-Enrollment Placement Rate, JTM/PSC Placement Rate, Graduate Initial Placement Rate, and Graduate Average Wage at Placement.

STUDENT CATEGORY	TIME OF TRANSFER		WHICH CTS AGENCY GETS CREDIT?	
	<i>Within Allowable Timeframe</i>	<i>After Allowable Timeframe</i>	Credits for Long-Term Placement Measures	
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>
Initially Placed Graduates – for 6-Month Survey Results**	If the student is transferred within 16 weeks from the date the student reported to work/school...			Receiving CTS agency is responsible for the 6-month follow-up placement and earnings measures (and the 12-month placement measure if there is no further transfer).
		If the student is transferred after 16 weeks from the date the student reported to work/school...	Initial CTS agency is responsible for the 6-month follow-up placement and earnings measures.	Receiving CTS agency is responsible for the 12-month follow-up placement if there is no further transfer.
Initially Placed Graduates – for 12-Month Survey Results***	If the student is transferred within 42 weeks from the date the student reported to work/school...			Receiving CTS agency is responsible for the 12-month follow-up placement measure.
		If the student is transferred after 42 weeks from the date the student reported to work/school...	Initial CTS agency is responsible for the 12-month follow-up placement measure.	

** 6-Month Survey Results include: Graduate 6-Month Follow-up Placement Rate and Graduate 6-month Follow-up Earnings.

***12-Month Survey Results include: Graduate 12-Month Follow-up Placement Rate.

Attachment 4

Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data

GENERAL INSTRUCTIONS

1. Use this form to file an appeal for 6-month or 12-month survey data.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps centers, CTS agencies, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.
Note: Do not include the student's Social Security Number on any documentation.
5. Submit the appeal with documentation to:

National Office of Job Corps, Program Accountability Team
200 Constitution Avenue, NW, Room N-4507
Washington D.C. 20210

INSTRUCTIONS FOR COMPLETING THE APPEAL FORM

Check Box for Appeal

1. Check the appropriate box(es) to indicate the survey (6- or 12-month) and the type of appeal you are filing.
2. You may file an appeal for placement only, the amount of earnings only, or for both placement and earnings. If you are appealing an education placement, mark the placement box for the appropriate survey. If you are only appealing the earnings reported, mark the earnings box for the appropriate survey. If you are appealing a job placement, mark both the placement box and the earnings box for the appropriate survey.

Student Information

1. Enter the student's Job Corps-assigned student identification number.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in CIS for the student whose data you are appealing. The survey week is the 7 day period (Sunday through Saturday) prior to the survey date. Query the information by entering the student's identification number. Record the start and end date in the appropriate boxes in #5 and #6.

Note: If no survey record appears in CIS, then an appeal cannot be filed.

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

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

Section A: Employment

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

1. Print the employer's name.
2. Enter the total number of hours that the student worked during the survey week. The student must have worked the minimum number of hours required to meet Job Corps' placement definition during the 7 day period represented by the survey week for the job(s) to qualify for credit. Additionally, the job placement must meet any additional criteria as stipulated in Exhibit 4-1.
3. Check the appropriate box to indicate the student's earnings unit (i.e., if the student was paid hourly, weekly, monthly, or daily) as indicated on the student's pay stub.
4. Enter the dollar amount of earnings on the line that corresponds with the earnings unit selected as indicated on the student's pay stub. **Note:** The student must have earned at least federal minimum wage for this to qualify as a Job Corps Job Placement.
5. If the student earned other payments from this job during the survey week (e.g., bonus, tips, commission, etc.), enter the dollar amount on the appropriate line of item 4.

You must attach written documentation of employment information. Pay information must either: (1) at a minimum, include the complete 7 day period (Sunday through Saturday) prior to the date surveyed; and (2) show that the student worked a minimum of 20 hours during the dates that cover the survey week. For example: the survey week is from September 4th to September 10th. The student is paid by the week and the pay stub covers September 6th to September 12th when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. **Written documentation may include: a pay stub, written statement on letterhead, or a business card/official stamp affixed to an employer verification form.** Documentation through The Work Number detailing the student's employment information in such a way as to meet Job Corps' placement requirements is also accepted for verification *only* if accompanied by the student's pay stub. **Please see Exhibit 4-2 for further information regarding documentation requirements.**

Section B: Education

If you are appealing data on education status, complete Section B.

1. Print the name of the school or training institution.
2. Check the appropriate box to indicate the type of school, college, or training program the student attends. The student must have attended school/training for the minimum number of hours required, or be enrolled for the minimum number of credits, to meet Job Corps' educational placement definition during the 7 day period represented by the survey week for the placement to qualify for credit. Additionally, the educational placement must meet any additional criteria as stipulated in Exhibit 4-1.
3. Enter information on attendance/enrollment in this column; if the student:

- a. is enrolled in high school, enter the grade level and the number of hours the student attended during the survey week. The student must be enrolled in 9th grade or higher to qualify.
 - b. was enrolled in a post-secondary CTT or technical school, enter the number of hours the student attended during the survey week.
 - c. was enrolled in college, record the number of course credit hours the student was registered to take for the period that includes the dates of the survey week.
 - d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the number of hours the student worked during the survey week.
 - e. was enrolled in an “other” program (e.g., a program to obtain a GED, etc.), enter the number of hours the student attended during the survey week.
4. If other training was completed during the survey week, please specify the type of program and training.

You must attach written documentation from the school or training program or college (on official letterhead or with an official stamp) documenting that the student was enrolled/attending during the 7 day period covered by the survey week. Please see Exhibit 4-2 for further information regarding documentation requirements.

Information of Person Completing the Form

- 1-2. Print your name and sign the form where indicated.
3. Record the name of the center or placement agency where you work and the appropriate 6 digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Print the date you submitted the form.

U.S. Department of Labor

JOB CORPS APPEAL FORM FOR 6- or 12-MONTH SURVEY DATA

Student Information: (Please Print)		Check Box for Appeal:			
1. Student Identification Number		6-Month Placement <input type="checkbox"/>	6-Month Earnings <input type="checkbox"/>	12-Month Placement <input type="checkbox"/>	12-Month Earnings <input type="checkbox"/>
2. Last Name		MI	First Name		
3. Center Attended		4. Date Reported to Initial Placement (Work or School):		Month	Day
				Year	

Query CIS to Get the Correct Start and End Dates for the Appropriate Survey Week and Enter Dates Below

5. Start Date of Week:	Month	Day	Year	6. End Date of Week:	Month	Day	Year

Complete Section A or Section B Below:

Section A: Complete this section if appeal is for employment during the week. Attach a pay stub for the time-period that includes the start and end dates.

1. Employer's Name:	
2. Total Hours: (worked during the week in question)	
3. Earnings* Unit: (check one)	4. Dollar Amount: (enter earnings for unit selected)
<input type="checkbox"/> Hourly	\$
<input type="checkbox"/> Weekly	\$
<input type="checkbox"/> Monthly	\$
<input type="checkbox"/> Daily	\$
5. Other weekly payments (e.g. ,bonuses, tips, commissions, etc.)	\$

* Earnings per hour must equal or exceed the Federal Minimum Wage to qualify as a valid placement.

Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student was enrolled/attended for the minimum hours required for a valid Job Corps placement during the week.

1. Enter Name of School/Training Institution:	
2. Type of School/Training Program (check one):	3. Enter Information on School/Training Below:
<input type="checkbox"/> High School	Grade: _____ Hours attended in week: _____
<input type="checkbox"/> Post-secondary CTT/Technical School	No. of hours attended in week: _____
<input type="checkbox"/> College	No. of credit hours enrolled in: _____
<input type="checkbox"/> On-the-job Training or Subsidized Employment	No. of hours attended in week: _____
<input type="checkbox"/> Other Training	No. of hours attended in week: _____
4. If Other Training, specify type: _____	

INFORMATION OF PERSON COMPLETING THE FORM:

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6- Digit ID Code):	4. Your Telephone: ()
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Date:

Attachment 5

<p style="text-align: center;">Instructions for Filing a Request to Add a Job Title to the Job-Training Match (JTM) Crosswalk</p>
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GENERAL INSTRUCTIONS

1. This form is to be used to request that a Job Placement Title be added to the Job-Training Match (JTM) Crosswalk. This form should be submitted only if the current JTM Crosswalk does not contain an appropriate job title that is directly related to one of the new Training Achievement Records (TAR), which were released in PY 2006 or thereafter. If the request is approved, the new job title will be added to the placement portion of the JTM crosswalk, and JTM placement credit will be given as appropriate to students who complete the identified TAR and are placed, as of July 1, 2007, in a position with the identified job title.
2. The request must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, VES-20, or CTS OMS-20.
3. Job Corps centers, CTS agencies, and National Training Contractors (NTCs) may file a request.
4. Submit the appeal with documentation to:

National Office of Job Corps, Career Technical Training Team
200 Constitution Avenue, NW, Room N-4507
Washington D.C. 20210

INSTRUCTIONS FOR COMPLETING THE REQUEST FORM

Student Information

1. Enter the student's Job Corps Student Identification Number in the box.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day and year that the student reported to work.

Proposed Job Training Matches

1. Enter the official title, as found in O*NET-98 or O*NET-SOC, for the proposed job training match placement.
2. Enter the office code as found in O*NET-98 or O*NET-SOC.
3. Provide rationale for the proposed job training match placement title. Appropriate Job Training Match placement titles must: (a) correspond to the training received by the student, and (b) require moderate training, greater than on-the-job training, for attainment. Job placements that do not require any training or experience will be not be considered.

Information about You (Bottom of Form)

- 1-2. Print your name and sign the form in the appropriate boxes.
3. Record the name of the center or placement agency where you work and the six-digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Enter the date you are submitting the appeal form.

NATIONAL OFFICE OF JOB CORPS

FORM TO REQUEST ADDITION OF A JOB TITLE TO THE JOB-TRAINING MATCH CROSSWALK

Student Information: (Please Print)					
1. Student ID#					
2. Last Name		MI	First Name		
3. Center Attended	4. Date Reported to Initial Placement:	Month	Day	Year	

Proposed Job Training Match	
1. Job Title	2. O*NET-98 or O*NET-SOC
3. Rationale for JTM Placement:	

INFORMATION OF PERSON COMPLETING THE FORM:

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6- Digit ID Code):	4. Your Telephone: ()
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Date: