

APPENDIX 501c
POLICIES AND PROCEDURES
FOR PY 2010
CAREER TRANSITION SERVICES
OUTCOME MEASUREMENT SYSTEM

TABLE OF CONTENTS

I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2010

A. Overview.....1

B. PY 2010 Changes in Appendix 501c1

C. Career Transition Services Measures.....4

 Short-Term Career Transition Services Measures:

 1. Career Technical Training (CTT) Completer Job Training Match (JTM)/Post-Secondary Credit (PSC) Placement Rate.....4

 2. Former Enrollee Initial Placement Rate.....5

 3. Graduate Initial Placement Rate6

 4. Graduate Average Hourly Wage at Placement6

 5. Graduate Full-Time Job Placement Rate7

 Long-Term Career Transition Services Measures:

 1. Graduate 6-Month Follow-Up Placement Rate7

 2. Graduate 6-Month Average Weekly Earnings.....8

 3. Graduate 12-Month Follow-Up Placement Rate9

D. Performance Goals.....9

E. Weights10

F. Overall Rating.....10

II. Roles and Responsibilities

A. National Office.....10

B. Regional Offices10

C. CTS Agencies11

D. Job Corps Centers12

E. Job Corps Data Center12

Attachment 1: PY 2010 CTS Agency Model-Based Goals and National Worksheets

Attachment 2: PY 2010 Initial Placements and Allowable Upgrades

Attachment 3: PY 2010 Crediting Chart for CTS Agencies When Students Relocate to a New Service Area

Attachment 4: PY 2010 Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data

Attachment 5: PY 2010 Instructions for Filing a Request to Add a Job Title to the JTM Crosswalk

I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2010

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 2010 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 2010 Changes in Appendix 501c.** There are eight performance measures included in the CTS Report Card. In order to align the goals of centers and CTS agencies, these 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 (CTT) Report Card.

Provided below is a description of changes to the CTS Report Card for PY 2010.

1. **Job-Training Match Crosswalk.** The JTM Crosswalk provides the link to determine whether a student's job is related to the career technical training received while at Job Corps. The JTM Crosswalk is the fundamental mechanism of the JTM measures in the CTS Report Card; it is therefore essential that the crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the crosswalk and its structure was necessary to ensure the continued accuracy and validity of the outcomes reported. In PY 2010, an improved crosswalk is being introduced that more directly aligns training programs with jobs.
2. **Former Enrollee Initial Placement Rate:** The Post-Enrollment Placement Rate measure was introduced in PY 2004 (originally titled "All Terminee" Placement

Rate) to align the OMS with Common Performance Measures reporting requirements. This measure was considered to be a better summary indicator of placement at that time since Former Enrollee pools could be small, and combining the placement outcomes of both Former Enrollees and graduates appeared to allow for less potential skewing of performance.

Recent statistics, however, indicate that the Former Enrollee pool has increased substantially, while the pool for Graduates has decreased. As a result, this larger pool has had more influence on the measure than anticipated. For this reason, the Post-Enrollment Placement Rate measure has been replaced in the PY 2010 Center OMS with a measure that focuses directly on the former enrollee initial placement.

The goal for Former Enrollee Initial Placement Rate measure is set at 50%, with a weight of 10%.

3. **Graduate Initial Placement Rate:** The major emphasis within the Performance Management System remains on graduates, and particularly graduate placement.

The weight of the Graduate Initial Placement Rate measure is increased in PY 2010 to 25%.

4. **Graduate Full-Time Job Placement Rate:** A new measure of Graduate Full-Time Job Placement Rate is introduced in PY 2010. Adding a measure of Graduate Full-Time Job Placement Rate will reinforce the importance of placing students in gainful employment with long-term attachment to the workforce and a defined career path.

This measure is reported for informational purposes only, and is not weighted in PY 2010 in order to allow agencies the time to establish baselines and track their progress in meeting goals. The goal for the Graduate Full-Time Job Placement Rate measure is set at 80%.

5. **Graduate 6-Month Average Weekly Earnings:** In response to the weight being placed on initial graduate placement, the weight for the Graduate 6-month Follow-up Weekly Earnings measure is decreased to 15%.

Provided below is a chart outlining the PY 2010 CTS Report Card.

| PY 2010 CAREER TRANSITION SERVICE REPORT CARD | | | |
|---|---|--------|-------------|
| Category | Definition | Goal | Weight |
| Short-Term Career Transition Services – 60% | | | |
| Career Technical Training Completer Job-Training Match/Post-Secondary Credit Placement Rate | No. of Career Technical Training program completers placed in a training-related job, the <u>military or post-secondary education/training</u> No. Career Technical Training program completers placed in a job, the military or post-secondary education/training | 70% | 10% |
| Former Enrollee Initial Placement Rate | No. of Former Enrollees placed in a job, the <u>military or education/training</u> No. of Former Enrollees whose placement records are due or received | 50% | 10% |
| Graduate Initial Placement Rate | No. of Graduates placed in a job, the military or education/training or who transfer to an <u>Advanced Training program at another center</u> No. of Graduates whose placement records are due or received or who transfer to an Advanced Training program at another center | 90% | 25% |
| Graduate Average Hourly Wage at Placement* | Sum of hourly wages of Graduates <u>placed in a job or the military</u> No. of Graduates placed in a job or the military | \$9.15 | 15% |
| Graduate Full-Time Job Placement Rate | <u>No. of Graduates placed in a full-time job or the military</u> No. of Graduates placed in a job or the military | 80% | 0% |
| Long-Term Career Transition Services – 40% | | | |
| Graduate 6-Month Follow-up Placement Rate | No. of Graduates who report they are in a job, the military, or education/training <u>on the 6-Month Follow-up Survey</u> No. of initially placed Graduates who complete the 6-Month Follow-Up Survey | 70% | 20% |
| Graduate 6-Month Average Weekly Earnings* | Sum of Weekly Earnings of Graduates who report they are in a job or the military <u>on the 6-Month Follow-up Survey</u> No. of Graduates who report they are in a job or the military on the 6-Month Follow-up Survey | \$425 | 15% |
| Graduate 12-Month Follow-up Placement Rate | No. of Graduates who report they are in a job, the military, or education/training <u>on the 12-Month Follow-up Survey</u> No. of initially placed Graduates who complete the 12-Month Follow-up Survey | 70% | 5% |
| <i>*Model-based goal</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 Career Transition Services Measures

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

- The federal minimum wage requirement applies for all states (except for Puerto Rico, U.S. Virgin Islands, and U.S. 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 Job-Training Match (JTM)/Post-Secondary Credit (PSC) Placement Rate.** A Job-Training Match (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).

| | |
|-----------------|--|
| <u>Pool:</u> | All CTT completers placed in a job or the military, or who enter post-secondary education or post-secondary training placements. |
| <u>Measure:</u> | 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. |
| <u>Goal:</u> | The national goal is 70%. |
| <u>Weight:</u> | 10% |
| <u>Formula:</u> | $\frac{\text{Number of Career Technical Training program completers placed in a training-related job, the military, post-secondary education or post-secondary training}}{\text{Number of Career Technical Training program completers placed in a job, the military, post-secondary education or post-secondary training}}$ |

Note: The process created in PY 2007 for requesting that a job title be added to the JTM Crosswalk will continue to be available for PY 2010. 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. Former Enrollee 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.

| | |
|-----------------|---|
| <u>Pool:</u> | All former enrollees whose initial placement records are due or received ¹ . |
| <u>Measure:</u> | The percentage of former enrollees in the pool who are placed in a job, the military, an educational program, or a job/school |

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."

combination according to the Job Corps placement definition in PRH Chapter 4, Exhibit 4-1.

Goal: The national goal is 50%.

Weight: 10%

Formula:
$$\frac{\text{Number of Former Enrollees placed in a job, the military, an educational program, or a job/school combination}}{\text{Number of Former Enrollees whose initial placement records are due or received}}$$

- 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.

Pool: All graduates whose initial placement records are due or received, or who transfer to an approved AT program at another center during the period.

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 in PRH Chapter 4, Exhibit 4-1, or who transfer to an approved AT program at another center.

Goal: The national goal is 90%.

Weight: 25%

Formula:
$$\frac{\text{Number of Graduates placed in a job, the military, an educational program, or a job/school combination or who transfer to an approved Advanced Training Program at another center}}{\text{Number of Graduates whose initial placement records are due or received or who transfer to an approved Advanced Training Program at another center}}$$

- 4. Graduate Average Hourly Wage at Placement.** The graduate average wage at initial placement is a measurement required under the WIA. CTS agencies are 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: The national goal is \$9.15; CTS agencies and regions have model-based goals for this measure. A model statistically adjusts each agency's goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each agency, and adjusts the national goal accordingly for that agency to set an agency-specific goal. See Attachment 1 for a template of the factors utilized in the models and for specific goals.

Weight: 15%

Formula:
$$\frac{\text{Sum of hourly wages of Graduates placed in a job or military}}{\text{Number of Graduates placed in a job or military}}$$

- 5. Graduate Full-Time Job Placement Rate.** The status of job placements as part-time and full-time is required to be reported under WIA. This measure also serves to reinforce the importance of ensuring graduates are placed in gainful employment with long-term attachment to the workforce and a defined career path.

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

Measure: The percentage of graduates in the pool who are placed in a full-time job or the military.

Goal: The national goal is 80%.

Weight: 0%

Formula:
$$\frac{\text{Number of Graduates placed in a full-time job or military}}{\text{Number of Graduates placed in a job or military}}$$

Long-Term Career Transition Services Measures

- 1. Graduate 6-Month Follow-Up Placement Rate.** This measure is both required under 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 (that meets the Job Corps placement definition in PRH Chapter 4, Exhibit 4-1) during the week prior to the survey.

Goal: The national goal is 70%.

Weight: 20%

Formula:
$$\frac{\text{Number of initially placed Graduates who report they are in a job, the military, an educational program, or a job/school combination on the 6-Month Follow-Up Survey}}{\text{Number of initially placed Graduates who complete the 6-Month Follow-Up Survey}}$$

- 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 placement definition in PRH Chapter 4, Exhibit 4-1) or in the military.

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

Goal: The national goal is \$425; CTS agencies and regions have model-based goal for this measure. A model statistically adjusts each agency's goal to account for factors beyond their control (such as the characteristics of the labor market), that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each agency, and adjusts the national goal accordingly for that agency to set an agency-specific goal. See Attachment 1 for a template of the factors utilized in the models and for specific goals.

Weight: 15%

Formula:
$$\frac{\text{Sum of weekly earnings of Graduates who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{Number of initially placed Graduates who complete the 6-Month Follow-Up Survey}}$$

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 in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in PRH Chapter 4, Exhibit 4-1) during the week prior to the survey.

Goal: The national goal is 70%.

Weight: 5%

Formula:
$$\frac{\text{Number of Graduates who report they are in a job, the military, an education/training program, or a job/college combination on the 12-Month Follow-Up Survey}}{\text{Number of initially placed Graduates who complete the 12-Month Follow-Up Survey}}$$

- 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:

- Career Technical Training Completer Job-Training Match/Post-Secondary Credit Placement Rate;
- Former Enrollee Initial Placement Rate;
- Graduate Initial Placement Rate;
- Graduate Full-Time Job 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 Hourly Wage at Placement; and,
- Graduate 6-Month 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 60% and the combined long-term measures are weighted at 40%.

Within the short-term CTS measures, heavier emphasis is placed on graduate outcomes (40% combined for Graduate Initial Placement Rate and Graduate Average Hourly Wage at Placement), with the JTM/PSC Placement Rate and Former Enrollee Initial Placement Rate each weighted at 10%. The newly introduced Graduate Full-Time Job Placement Rate measure is not weighted for PY 2010. Under the long-term CTS measures, the 6-Month Follow-up Placement measure and the 6-Month Average Weekly Earnings are weighted at 20% and 15% respectively 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 weighted 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 is responsible for: establishing national policy for the CTS outcome measurement system; providing agency-specific Graduate Wage at Placement and 6-Month Follow-Up Weekly 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 are 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 Performance Team 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, whether they are federal, state or private, providing career transition services, as well as centers with CTS contractor 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 CT 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 CTS agency data and reporting; and training and services to the regions on CTS.

Attachment 1

PY 2010 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 | \$10.48 | \$470 |
| 01 | CTETHA | HARTFORD JCC | \$10.10 | \$445 |
| 01 | MAAAFD | FT DEVENS JC | \$10.08 | \$460 |
| 01 | MAAAGR | GRAFTON OA J | \$10.18 | \$459 |
| 01 | MAMMTC | WESTOVER OA | \$10.10 | \$467 |
| 01 | MECSLO | LORING | \$9.66 | \$459 |
| 01 | MECSPE | PENOBSCOT OA | \$9.04 | \$425 |
| 01 | NEDJR1 | NEW ENGLAND | \$9.77 | \$450 |
| 01 | NJRCED | EDISON JCC | \$9.05 | \$421 |
| 01 | NYAAGL | GLENMONT OAC | \$8.79 | \$405 |
| 01 | NYCHNJ | NW/NJ CHP | \$9.16 | \$420 |
| 01 | NYETIR | IROQUOIS ETR | \$9.18 | \$420 |
| 01 | NYETON | ONEONTA JCC | \$9.08 | \$425 |
| 01 | NYGACA | CASSADAGA JC | \$9.04 | \$421 |
| 01 | NYJPBR | BROOKLYN OA& | \$8.62 | \$389 |
| 01 | NYMTDV | D VALLEY CTS | \$8.76 | \$402 |
| 01 | PRJPPR | RSCARE PR/VI | \$7.25 | \$336 |
| 01 | RIAAEX | EXETER OA JC | \$9.33 | \$424 |
| 01 | VTRCNO | NORTHLANDS O | \$10.25 | \$491 |
| 02 | DCCHPO | POTOMAC JCC | \$9.72 | \$443 |
| 02 | DEMTWI | WILMINGTON | \$9.29 | \$418 |
| 02 | KYINTG | KENTUCKY OAC | \$9.11 | \$422 |
| 02 | MDAAWS | WOODSTOCK JC | \$9.34 | \$425 |
| 02 | PAAARR | RED ROCK | \$9.11 | \$421 |
| 02 | PACSPB | PITTSBURGH | \$9.20 | \$425 |
| 02 | PAJPPH | PHILA JCC | \$9.06 | \$413 |
| 02 | VAIN00 | VI INSGTS | \$9.10 | \$420 |
| 02 | WVJPCH | CHARLESTON | \$8.89 | \$416 |
| 03 | ALAAGD | GADSDEN CTS | \$8.66 | \$398 |
| 03 | ALFLCS | AL/FL CORNST | \$8.92 | \$411 |
| 03 | FLATJV | JACKSONVILLE | \$9.08 | \$420 |
| 03 | FLDJGI | GAINESVILLE | \$8.75 | \$406 |
| 03 | FLJPMI | MIAMI JCC | \$8.84 | \$396 |

| CTS Agencies | | | Graduate Average Wage | Graduate 6-Month Average Weekly Earnings |
|--------------|--------|----------------|-----------------------|--|
| 03 | FLRCHS | HOMESTEAD CT | \$8.79 | \$399 |
| 03 | GAJPAT | ATLANTA JCC | \$9.03 | \$404 |
| 03 | GAJPTU | TURNER JCC | \$8.61 | \$404 |
| 03 | GAMTBR | BRUNSWICK | \$8.50 | \$394 |
| 03 | GAOM00 | GA OA/CTS OM | \$8.94 | \$410 |
| 03 | MSCPTN | MS/TN OACTS | \$8.62 | \$398 |
| 03 | MSJPBA | FINCH-HENRY | \$8.29 | \$376 |
| 03 | MSJPMI | MISSISSIP JC | \$8.17 | \$379 |
| 03 | NCDJKI | KITTRELL JCC | \$9.04 | \$420 |
| 03 | SCJPBA | BAMBERG JCC | \$9.04 | \$423 |
| 03 | TNSC00 | TN OA & CTS | \$9.03 | \$420 |
| 04 | ARFSOU | OUACHITA JCC | \$9.42 | \$438 |
| 04 | AROM00 | AR OMG OACTS | \$8.91 | \$416 |
| 04 | COMCN0 | CO/WY MTI | \$9.28 | \$440 |
| 04 | LADSCV | CARVILLE JCC | \$8.74 | \$425 |
| 04 | LAJPNO | N ORLEANS JC | \$8.83 | \$415 |
| 04 | LAMNSP | SHREVEPORT | \$8.21 | \$378 |
| 04 | NDJPBU | BURDICK OA&P | \$9.03 | \$426 |
| 04 | NMDJAB | ALBUQUERQUE | \$8.82 | \$414 |
| 04 | OKFWTR | TRESURE LAKE | \$8.67 | \$402 |
| 04 | OKJPOC | GUTHRIE JCC | \$8.85 | \$416 |
| 04 | OKJPTL | TALKING LEAV | \$8.46 | \$404 |
| 04 | OKRCTU | TULSA JCC | \$8.71 | \$404 |
| 04 | SDMC00 | S. DAKOTA | \$8.71 | \$427 |
| 04 | TXHZNT | N. TX OAP | \$9.02 | \$423 |
| 04 | TXJPCR | DL CARRASCO | \$8.06 | \$381 |
| 04 | TXJPLA | LAREDO JCC | \$7.54 | \$351 |
| 04 | TXMTGY | MTC GARY JCC | \$9.01 | \$423 |
| 04 | UTMTCF | CLEARFIELD JCC | \$8.75 | \$412 |
| 04 | UTMTMT | UT/MT OA/CTS | \$9.17 | \$437 |
| 05 | IAOM00 | IOWA OACTS O | \$9.12 | \$421 |
| 05 | ILDSCH | IL/WI DESI | \$9.29 | \$429 |
| 05 | INABC0 | IN ABC OA/CT | \$9.24 | \$433 |
| 05 | KSJPFH | FLINT HILLS | \$9.00 | \$410 |
| 05 | MIOM00 | MICHIGAN OA | \$9.02 | \$415 |
| 05 | MNCH00 | CHP MN OACTS | \$9.37 | \$425 |
| 05 | MODS00 | MO DESI OA/C | \$8.96 | \$432 |
| 05 | MOMIKC | EXCL SPRINGS | \$9.11 | \$422 |
| 05 | MOMISL | ST LOUIS JCC | \$9.18 | \$426 |

| CTS Agencies | | | Graduate Average Wage | Graduate 6-Month Average Weekly Earnings |
|--------------|--------|--------------|-----------------------|--|
| 05 | NEOM00 | NEBRASKA OA/ | \$9.25 | \$441 |
| 05 | OHDJOH | OHIO OA/CTS | \$9.04 | \$420 |
| 06 | AKCG00 | ALASKA | \$10.45 | \$483 |
| 06 | AZJPFA | FRED ACOSTA | \$8.93 | \$412 |
| 06 | AZMNPX | PHOENIX JCC | \$9.01 | \$418 |
| 06 | CAAATI | TREASURE ISL | \$10.19 | \$460 |
| 06 | CAHZSM | SACRAMENTO J | \$10.09 | \$471 |
| 06 | CAJPIE | INL. EMPIRE | \$9.76 | \$451 |
| 06 | CAJPLA | LA JCC | \$9.76 | \$435 |
| 06 | CAJPSD | S. DIEGO JCC | \$10.19 | \$466 |
| 06 | CAJPSJ | SAN JOSE JCC | \$10.20 | \$463 |
| 06 | CAOMLB | LONG BEACH | \$9.84 | \$436 |
| 06 | HIJPHI | HAWAII JCC | \$8.91 | \$431 |
| 06 | NVJPSN | SN NEV JCC | \$9.17 | \$428 |
| 06 | NWDESI | NW DESI OA/C | \$10.03 | \$467 |

**CTS Agency Model
PY 2010 Graduate Wage Model Worksheet
National Total**

| Local Adjustment Factors | (1) | (2) | (3) | (4) | Effect of Factor on Expected Performance |
|--|----------------|------------------|---------------------|---------|--|
| | Center Average | National Average | Differences (1 - 2) | Weights | (3 x 4) |
| Average Age at Termination | 19.8 | 19.8 | 0.0 | 0.1526 | 0.0000 |
| % High School Diploma or GED at Termination | 91.0 | 91.0 | 0.0 | 0.0044 | 0.0000 |
| % Vocational Completion at Termination | 91.0 | 91.0 | 0.0 | 0.0066 | 0.0000 |
| Average TABE Reading GLE at Termination | 9.8 | 9.8 | 0.0 | 0.0414 | 0.0000 |
| Average TABE Math GLE at Termination | 9.3 | 9.3 | 0.0 | 0.0801 | 0.0000 |
| % Training in Advanced Manufacturing | 5.8 | 5.8 | 0.0 | 0.0072 | 0.0000 |
| % Training in Automotive and Machine Repair | 3.5 | 3.5 | 0.0 | -0.0028 | 0.0000 |
| % Training in Construction | 27.0 | 27.0 | 0.0 | 0.0038 | 0.0000 |
| % Training in Finance and Business | 17.5 | 17.5 | 0.0 | -0.0056 | 0.0000 |
| % Training in Health Care | 24.2 | 24.2 | 0.0 | -0.0022 | 0.0000 |
| % Training in Homeland Security | 5.0 | 5.0 | 0.0 | -0.0020 | 0.0000 |
| % Training in Hospitality | 8.6 | 8.6 | 0.0 | -0.0065 | 0.0000 |
| % Training in Information Technology | 3.3 | 3.3 | 0.0 | -0.0013 | 0.0000 |
| % Training in Renewable Resources and Energy | 1.1 | 1.1 | 0.0 | 0.0074 | 0.0000 |
| % Training in Retail Sales and Services | 1.3 | 1.3 | 0.0 | -0.0064 | 0.0000 |
| % Training in Transportation | 2.9 | 2.9 | 0.0 | 0.0084 | 0.0000 |
| Average Wage in All Industries in County (\$1,000's) | 43.0 | 43.0 | 0.0 | 0.0255 | 0.0000 |
| % Placed in Job in State With High Minimum Wage | 16.6 | 16.6 | 0.0 | 0.0097 | 0.0000 |
| Average Percent of Families in Poverty in County | 10.5 | 10.5 | 0.0 | -0.0460 | 0.0000 |
| Subtotal | | | | | 0.0 |
| National Goal | | | | | \$9.15 |
| Model Adjusted Goal | | | | | \$9.15 |

**CTS Agency Model
PY 2010 Graduate 6-Month Weekly Earnings Model Worksheet
National Total**

| Local Adjustment Factors | (1) | (2) | (3) | (4) | Effect of Factor on Expected Performance |
|--|----------------|------------------|---------------------|---------|--|
| | Center Average | National Average | Differences (1 - 2) | Weights | (3 x 4) |
| Average Age at Termination | 19.9 | 19.9 | 0.0 | 9.5243 | 0.0000 |
| % High School Diploma or GED at Termination | 91.5 | 91.5 | 0.0 | 0.1899 | 0.0000 |
| % Vocational Completion at Termination | 93.2 | 93.2 | 0.0 | 0.2283 | 0.0000 |
| Average TABE Reading GLE at Termination | 9.9 | 9.9 | 0.0 | 3.7575 | 0.0000 |
| Average TABE Math GLE at Termination | 9.6 | 9.6 | 0.0 | 4.2217 | 0.0000 |
| % Training in Advanced Manufacturing | 5.9 | 5.9 | 0.0 | 0.6955 | 0.0000 |
| % Training in Automotive and Machine Repair | 3.4 | 3.4 | 0.0 | -0.1891 | 0.0000 |
| % Training in Construction | 27.8 | 27.8 | 0.0 | 0.1854 | 0.0000 |
| % Training in Finance and Business | 18.5 | 18.5 | 0.0 | -0.4894 | 0.0000 |
| % Training in Health Care | 23.0 | 23.0 | 0.0 | -0.2282 | 0.0000 |
| % Training in Homeland Security | 4.5 | 4.5 | 0.0 | -0.0461 | 0.0000 |
| % Training in Hospitality | 8.0 | 8.0 | 0.0 | -0.5502 | 0.0000 |
| % Training in Information Technology | 3.7 | 3.7 | 0.0 | -0.1029 | 0.0000 |
| % Training in Renewable Resources and Energy | 1.2 | 1.2 | 0.0 | 0.4565 | 0.0000 |
| % Training in Retail Sales and Services | 1.4 | 1.4 | 0.0 | -0.6764 | 0.0000 |
| % Training in Transportation | 2.6 | 2.6 | 0.0 | 0.9450 | 0.0000 |
| Average Wage in All Industries in County (\$1,000's) | 42.8 | 42.8 | 0.0 | 0.7924 | 0.0000 |
| % Placed in Job in State With High Minimum Wage | 17.3 | 17.3 | 0.0 | 0.3731 | 0.0000 |
| Average Percent of Families in Poverty in County | 10.5 | 10.5 | 0.0 | -2.3213 | 0.0000 |
| Subtotal | | | | | 0.0 |
| 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 Former Enrollee Initial Placement measure. | | |
| | If placed by receiving CTS agency within the placement window ... | | | Receiving CTS agency gets credit for the Former Enrollee Initial 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 Former Enrollee Initial Placement measure. | Receiving CTS agency gets credit for the Former Enrollee Initial 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: Former Enrollee Initial Placement Rate, JTM/PSC Placement Rate, Graduate Initial Placement Rate, Graduate Average Wage at Placement and Full-Time Job 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 Performance 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> |
|--|

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-SOC 2009, for the proposed job training match placement.
2. Enter the office code as found in O*NET-SOC 2009.
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-SOC 2009 |
| 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: |