

**APPENDIX 501c**

**POLICIES AND PROCEDURES**  
**FOR PY 2011**  
**CAREER TRANSITION SERVICES**  
**OUTCOME MEASUREMENT SYSTEM**

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## I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2011

*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 2011 Outcome Measurement System (OMS) Report Cards.*

- A. **Overview.** Entities with Career Transition Services (CTS) responsibilities play a vital role in the continuum of service delivery to students, as outlined in the Career Development Services System (CDSS) and reinforced in Workforce Investment Act (WIA) and Common Performance Measures requirements. In support of the Secretary of Labor's vision of "Good Jobs for Everyone," Job Corps emphasizes students' long-term success as a major indicator of the program's effectiveness. CTS agencies have primary responsibility for ensuring that graduates and former enrollees 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 graduates and former enrollees, and the earnings of graduates.

- B. **PY 2011 Changes in Appendix 501c.** Provided below is a description of changes to the CTS Report Card for PY 2011.

There are eight performance measures included in the CTS Report Card. 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.

In PY 2011, the performance measures for the CTS Report Card will remain intact. However, performance goals in select measures are being minimally adjusted. Performance goals are being increased for several measures to emphasize focus and provide progressive, yet attainable, goals.

Provided below is a description of changes to the CTS Report Card for PY 2011.

1. **Career Technical Training (CTT) Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate:** For PY 2011, the goal for CTT completer JTM/PSC Placement has been increased from 70% to 75%.
2. **Graduate Average Hourly Wage at Placement:** In PY 2011, the goal for Graduate Hourly Wage at Placement has been increased from \$9.15 per hour to \$9.50 per hour. CTS agencies and regions have model-based goals for this measure.

Provided on the next page is a summary table outlining the PY 2011 CTS Report Card.

<b>PY 2011 CAREER TRANSITION SERVICES REPORT CARD</b>			
<b>Measure</b>	<b>Definition</b>	<b>Goal</b>	<b>Weight</b>
<b>Short-Term Career Transition Services – 60%</b>			
Career Technical Training Completer Job-Training Match (JTM)/Post-secondary Credit (PSC) 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	75%	10%
Former Enrollee Initial Placement Rate	No. of Former Enrollees placed in a job, <u>the 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	\$9.50	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%
<b>Long-Term Career Transition Services – 40%</b>			
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>			<b>100%</b>

- C. **Impact of Level 1 Zero Tolerance Separations on the CTS Report Card.** 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.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 3, Exhibit 3.1 (Infraction Levels and Appropriate Center Actions).

- D. **Career Transition Services Measures.** Provided below is a description of the career transition services performance measures.

***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 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 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 post-secondary education or post-secondary training as Post-secondary Credit (PSC). In PY 2010, the Office of Job Corps issued a new release of the JTM Crosswalk to refine alignment with O\*NET-SOC, the industry-recognized national occupational database.

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 75%.

Weight: 10%

Formula:

$$\frac{\text{Number of Career Technical Training program completers placed in a training-related job, the military, post-secondary education, or post-secondary training}}{\text{Number of Career Technical Training program completers placed in a job, the military, post-secondary education, or post-secondary training}}$$

**Note:** The process created in PY 2007 for requesting the addition of a job title to the JTM Crosswalk will continue to be available for PY 2011. A request should be submitted only if the current JTM Crosswalk does not contain an appropriate job code that is directly related to one of the new Training Achievement Records (TARs), released in PY 2006 or thereafter. If the request is approved, the new job code 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 in a position that is properly assigned the identified job code. 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 students who graduate from the program.

Pool: All former enrollees whose initial placement records are due or received<sup>1</sup>.

Measure: The percentage of former enrollees 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.

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

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<sup>1</sup> 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."



- 4. Graduate Average Hourly Wage at Placement.** The Graduate Average Wage at 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 \$9.50; 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 in PRH Chapter 4, Exhibit 4-1.

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 both is required under WIA and is a program priority for the system. All phases of CDSS work toward the goal of helping 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 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 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: 
$$\frac{\text{Sum of weekly earnings of Graduates who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{Number of Graduates who report they are in a job or the military on the 6-Month Follow-Up Survey}}$$

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

- E. 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, where available, 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 (JTM)/Post-secondary Credit (PSC) 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: 1) areas of emphasis in CTS agencies' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTS Report Card remains intact in PY 2011. 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 Graduate Full-Time Job Placement Rate measure remains not weighted for PY 2011. 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 is weighted at 5%.

**G. Overall Rating.** 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 are reviewed to assess program effectiveness and play a key role in the 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 Requests 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 Inspector General (OIG) audits and special review findings, will 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 Career Transition System, the approved Web-based application, is used to provide maximum benefit to Job Corps students eligible for post-center services;
- 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 also negatively reflects the integrity of 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).** 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 2011CTS 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			\$9.50	\$425
01	CTCSNH	NEW HAVE OA	\$10.34	\$460
01	CTETHA	HARTFORD JCC	\$10.38	\$444
01	MAAAFD	FT DEVENS JC	\$10.39	\$454
01	MAAAGR	GRAFTON OA J	\$10.38	\$455
01	MAAETO	WESTOVER JCC	\$10.29	\$460
01	MECSLO	LORING	\$10.00	\$457
01	MECSPE	PENOBSCOT OA	\$9.51	\$436
01	NEDJR1	NEW ENGLAND	\$9.97	\$443
01	NJRCEd	EDISON JCC	\$9.41	\$416
01	NYAAGL	GLENMONT OAC	\$9.26	\$406
01	NYCHNJ	NW/NJ CHP	\$9.47	\$419
01	NYETIR	IROQUOIS ETR	\$9.49	\$428
01	NYETON	ONEONTA JCC	\$9.50	\$424
01	NYGACA	CASSADAGA JC	\$9.38	\$423
01	NYJPBR	BROOKLYN OA&	\$9.27	\$405
01	NYMTDV	D VALLEY CTS	\$9.18	\$395
01	PRJPPR	RSCARE PR/VI	\$7.92	\$344
01	RIAAEX	EXETER OA JC	\$9.70	\$429
01	VTAPNO	NORTHLANDS	\$10.65	\$491
02	DCCHPO	POTOMAC JCC	\$9.93	\$437
02	DEMTWI	WILMINGTON	\$9.61	\$422
02	KYINTG	KENTUCKY OAC	\$9.49	\$429
02	MDAAWS	WOODSTOCK JC	\$9.71	\$427
02	PAAARR	RED ROCK	\$9.40	\$421
02	PACSPB	PITTSBURGH	\$9.56	\$423
02	PAJPPH	PHILA JCC	\$9.49	\$412
02	VAIN00	VI INSGTS	\$9.46	\$425
02	WVHYCH	CHARLESTON	\$9.23	\$423
03	ALAAGD	GADSDEN CTS	\$8.98	\$399
03	ALAB00	ALABAMA ABC	\$9.25	\$414



CTS Agencies			Graduate Average Wage	Graduate 6-Month Average Weekly Earnings
03	FLCSJC	FLORIDA CSI	\$9.31	\$418
03	FLDJGI	GAINESVILLE	\$9.13	\$412
03	FLRCHS	HOMESTEAD CT	\$9.22	\$408
03	GAOM00	GA OA/CTS OM	\$9.32	\$412
03	MSCPTN	MS/TN OACTS	\$9.18	\$410
03	MSJPBA	FINCH-HENRY	\$8.84	\$400
03	MSJPMI	MISSISSIP JC	\$8.50	\$377
03	NCDJKI	KITTRELL JCC	\$9.45	\$427
03	SCJPBA	BAMBERG JCC	\$9.36	\$422
03	TNSC00	TN OA & CTS	\$9.46	\$426
04	AROM00	AR OMG OACTS	\$9.22	\$424
04	COCHWY	CO/WY CHP	\$9.65	\$442
04	LADSCV	CARVILLE JCC	\$9.20	\$409
04	LAJPNO	N ORLEANS JC	\$9.05	\$397
04	LAMNSP	SHREVEPORT	\$8.66	\$379
04	NDJPBU	BURDICK OA&P	\$9.36	\$435
04	NMDJAB	ALBUQUERQUE	\$9.24	\$416
04	OKJPOC	GUTHRIE JCC	\$9.17	\$414
04	OKJPTL	TALKING LEAV	\$8.87	\$397
04	OKRCTU	TULSA JCC	\$9.09	\$410
04	SDMC00	S. DAKOTA	\$9.23	\$421
04	TXCONT	N. TX OA/CTS	\$9.40	\$415
04	TXJPCR	DL CARRASCO	\$8.52	\$385
04	TXJPLA	LAREDO JCC	\$8.06	\$362
04	TXMTGY	MTC GARY JCC	\$9.41	\$424
04	UTMTCF	CLEARFIELD JCC	\$9.10	\$411
04	UTMTMT	UT/MT OA/CTS	\$9.53	\$440
05	IACSJC	IOWA	\$9.39	\$427
05	ILDSCH	IL/WI DESI	\$9.60	\$429
05	INABC0	IN ABC OA/CT	\$9.55	\$432
05	KSJPFH	FLINT HILLS	\$9.43	\$428
05	MIOM00	MICHIGAN OA	\$9.32	\$412
05	MNCH00	CHP MN OACTS	\$9.69	\$424
05	MODS00	MO DESI OA/C	\$9.27	\$435
05	MOMIKC	EXCL SPRINGS	\$9.45	\$423
05	MOMISL	ST LOUIS JCC	\$9.47	\$427
05	NEOM00	NEBRASKA OA/	\$9.51	\$441
05	OHDJOH	OHIO OA/CTS	\$9.35	\$418
06	AKCG00	ALASKA	\$10.50	\$465

CTS Agencies			Graduate Average Wage	Graduate 6-Month Average Weekly Earnings
06	AZJPFA	FRED ACOSTA	\$9.34	\$422
06	AZMNPX	PHOENIX JCC	\$9.45	\$423
06	CAAATI	TREASURE ISL	\$10.32	\$446
06	CAHZSM	SACRAMENTO J	\$10.32	\$462
06	CAJPIE	INL. EMPIRE	\$10.10	\$442
06	CAJPLA	LA JCC	\$10.12	\$423
06	CAJPSD	S. DIEGO JCC	\$10.40	\$456
06	CAJPSJ	SAN JOSE JCC	\$10.34	\$450
06	CAOMLB	LONG BEACH	\$10.23	\$431
06	HIJPHI	HAWAII JCC	\$9.28	\$418
06	NVJPSN	SN NEV JCC	\$9.57	\$432
06	NWDESI	NW DESI OA/C	\$10.29	\$461

**CTS Agency Model  
PY 2011 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	20.1	20.1	0.0	0.1241	0.0000
% High School Diploma or GED at Termination	93.4	93.4	0.0	0.0034	0.0000
% Vocational Completion at Termination	92.6	92.6	0.0	0.0057	0.0000
Average TABE Reading GLE at Termination	9.9	9.9	0.0	0.0414	0.0000
Average TABE Math GLE at Termination	9.4	9.4	0.0	0.0865	0.0000
% Training in Advanced Manufacturing	5.8	5.8	0.0	0.0062	0.0000
% Training in Construction	24.6	24.6	0.0	0.0024	0.0000
% Training in Finance and Business	15.3	15.3	0.0	-0.0059	0.0000
% Training in Health Care	27.2	27.2	0.0	-0.0026	0.0000
% Training in Hospitality	9.3	9.3	0.0	-0.0070	0.0000
% Training in Renewable Resources and Energy	1.0	1.0	0.0	0.0069	0.0000
% Training in Retail Sales and Services	1.2	1.2	0.0	-0.0067	0.0000
% Training in Transportation	3.3	3.3	0.0	0.0076	0.0000
% Training in Other Industry	12.1	12.1	0.0	-0.0011	0.0000
Average Wage in All Industries in County (\$1,000's)	43.3	43.3	0.0	0.0256	0.0000
% Placed in Job in State With High Minimum Wage	15.7	15.7	0.0	0.0086	0.0000
Average Percent of Families in Poverty in County	10.4	10.4	0.0	-0.0364	0.0000
				<b>Subtotal</b>	0.00
				<b>National Goal</b>	\$9.50
				<b>Model Adjusted Goal</b>	\$9.50

**CTS Agency Model  
PY 2011 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	20.1	20.1	0.0	7.0114	0.0000
% High School Diploma or GED at Termination	93.8	93.8	0.0	0.1981	0.0000
% Vocational Completion at Termination	93.7	93.7	0.0	0.2927	0.0000
Average TABE Reading GLE at Termination	9.9	9.9	0.0	2.2410	0.0000
Average TABE Math GLE at Termination	9.6	9.6	0.0	5.5892	0.0000
% Training in Advanced Manufacturing	5.5	5.5	0.0	0.5646	0.0000
% Training in Construction	25.2	25.2	0.0	0.1297	0.0000
% Training in Finance and Business	16.6	16.6	0.0	-0.5486	0.0000
% Training in Health Care	27.5	27.5	0.0	-0.2211	0.0000
% Training in Hospitality	8.2	8.2	0.0	-0.5318	0.0000
% Training in Renewable Resources and Energy	0.9	0.9	0.0	0.5706	0.0000
% Training in Retail Sales and Services	1.3	1.3	0.0	-0.6923	0.0000
% Training in Transportation	2.9	2.9	0.0	0.7322	0.0000
% Training in Other Industry	12.0	12.0	0.0	-0.0034	0.0000
Average Wage in All Industries in County (\$1,000's)	43.2	43.2	0.0	0.5962	0.0000
% Placed in Job in State With High Minimum Wage	16.7	16.7	0.0	0.2588	0.0000
Average Percent of Families in Poverty in County	10.6	10.6	0.0	-2.1573	0.0000
				<b>Subtotal</b>	0
				<b>National Goal</b>	\$425
				<b>Model Adjusted Goal</b>	\$425

**Attachment 2**

<b>PY 2011 INITIAL PLACEMENTS AND ALLOWABLE UPGRADES</b>	
<b>INITIAL PLACEMENT CATEGORY</b>	<b>ALLOWABLE UPGRADES</b>
A. Full-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with Wage Increase</li> </ul>
B. Post-secondary School/Training, College Placement, or Full-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> </ul>
C. Full-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job with Wage Increase</li> </ul>
D. Part-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement with same or higher Wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job with higher Wage</li> </ul>
E. Part-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job Placement</li> </ul>
F. Part-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job Placement with same or higher Wage</li> <li>• Part-time JTM Job with same or higher Wage</li> <li>• Part-time Job/College Combination (PSC)</li> <li>• Part-time Non-JTM Job with Wage Increase</li> </ul>
G. High School, Other Training Program, OJT/Subsidized Employment	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job Placement</li> <li>• Part-time JTM Job Placement</li> <li>• Part-time Job/College Combination (PSC)</li> <li>• Part-time Non-JTM Job Placement</li> </ul>

**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."

STUDENT CATEGORY	TIME OF TRANSFER		HIGH CTS AGENCY GETS CREDIT?	
	<i>Any time during the 90-day placement window<sup>1</sup></i>		<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>
<b>Former Enrollees</b>	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>	<b>Credits for Short-Term Placement Measures</b>	
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>
<b>Graduates</b>		<b>W</b>	Initial CTS agency gets credit for short-term placement measures*.	
	If placed by initial CTS agency before transfer...		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 placed by initial CTS agency, then transfers and is placed by new CTS agency within the placement window...			Receiving CTS agency is responsible for the short-term placement measures*.
	If not placed by initial CTS agency...			
		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*.	

<sup>1</sup>**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		HIGH CTS AGENCY GETS CREDIT?	
	<i>Within Allowable Time Frame</i>	<i>After Allowable Time Frame</i>	Credits for Long-Term Placement Measures	
			<i>Initial CTS Agency</i>	<i>Receiving CTS Agency</i>
<b>Initially Placed Graduates – for 6-Month Survey Results**</b>	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.
<b>Initially Placed Graduates – for 12-Month Survey Results***</b>	If the student is transferred within 42 weeks from the date the student reported to work/school...	<b>W</b>		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

<b>Instructions for Filing an Appeal of 6- or 12-Month Follow-Up Survey Data</b>
--------------------------------------------------------------------------------------

### **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 DC 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 seven-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 seven-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 seven-day period (Sunday through Saturday) prior to the date surveyed; or (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 seven-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 seven-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.. Print your name where indicated.
- 2.. Record the name of the center or placement agency where you work and the appropriate 6-digit identification code for your center/agency.
- 3.. Record the telephone number at which you may be reached.
- 4.. Record the email address at which you may be reached.
5. Sign your name where indicated.
6. 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. Agency Name/Code (6- Digit ID Code):
3. Your Telephone: (     )	4. Your Email address:
5. Signature:	6. Date form submitted:
National Office Use Only:	Reviewed by:
<input type="checkbox"/> Approved	Reason for Denial:
<input type="checkbox"/> Not Approved	

**Attachment 5**

**Instructions for Filing a Request to Add a Job Code  
to the Job-Training Match (JTM) Crosswalk**

**GENERAL INSTRUCTIONS**

1. This form is to be used to request that a Job Placement Code 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 code that is directly related to one of the new Training Achievement Records (TARs), which were released in PY 2006 or thereafter. If the request is approved, the new job code 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 in a position that is properly assigned the identified job code.
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

**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 Match Codes***

1. Enter the proposed official job code, as found in O\*NET-SOC, Example: 31-1011.00
2. Enter the proposed official job title as found in O\*NET-SOC, Example: Home Health Aides
3. Provide rationale for the proposed job training match placement code/title addition. 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. Record the email address at which you may be reached.
6. Enter the date you are submitting the appeal form.

NATIONAL OFFICE OF JOB CORPS

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

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

<b>Proposed Job Training Match Code</b>	
1. O*NET-SOC Job Code	2. O*NET-SOC Job Title
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: (       )
<i>National Office Use Only:</i>	5. Your Email Address:
Reviewed by:	6. Date Form Submitted:
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved