



POLICY AND REQUIREMENTS HANDBOOK

CHAPTER 4: PLACEMENT SERVICES

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4.0 INTRODUCTION

Chapter 4, Placement Services, formerly career transition period, provides a framework of requirements for career transition services that providers must deliver to Job Corps graduates and former enrollees. Requirements are detailed in the following sections within the chapter: Eligibility for Services; Graduate Services; Former Enrollee Services; and Transition Services. Graduates and former enrollees must be provided placement/transition services consistent with the requirements of the Workforce Innovation and Opportunity Act and Job Corps requirements contained herein. They must be afforded personalized career transition services with the goal of placement in full-time jobs, in in-demand industries that are related to their career technical training, and that lead to economic self-sufficiency; enrollment in postsecondary education; enrollment in advanced training programs, including registered apprenticeship programs; or placement in the U.S. Armed Forces. Support services are provided in order for graduates and former enrollees to succeed in the labor market by successfully transitioning from Job Corps to the workforce or higher education in preparation for transitioning into the workforce. They must also establish a network of employers and community service agencies to aide graduates and former enrollees in successfully connecting to and remaining in the workforce.

4.1 ELIGIBILITY FOR SERVICES

REQUIREMENTS

R1. Definitions

- a. Graduate – a student who has voluntarily applied for, been selected for, and enrolled in the Job Corps program and as a result of participation in the program has
 1. received a High School Diploma (HSD) or High School Equivalency (HSE), and/or
 2. completed the requirements of a career technical training (CTT) program.
- b. Former Enrollee – a student who has voluntarily applied for, been selected for, and enrolled in the Job Corps program, but left the program prior to becoming a graduate.
- c. Uncommitted Student – a student who has
 1. been enrolled in the Job Corps program, and remained in Job Corps for less than 60 calendar days (regardless of achievement), or
 2. who has exited for a Level 1 Zero Tolerance (ZT) infraction at any time (see Exhibit 2-1, Infraction Levels and Appropriate Center Sanctions, and Appendix 501, Introduction).
- d. Placement Window – the period of time from when a graduate/former enrollee has graduated or separated from the Job Corps program, attained a valid job and/or education placement, and the placement was verified.
 1. For graduates – the placement window is 12 months from the student’s separation/graduation date.
 2. For former enrollees – the placement window is three months from the student’s separation date.

R2. Eligibility for and Duration of the Career Transition Services Period

- a. Graduates must receive job placement and support services for up to 12 months following graduation.
- b. Final transition payments are available to graduates for up to 12 months from the date of separation. The transition payment can be incentive-based to reflect a graduate’s completion of academic, career technical training, and/or attainment of postsecondary credentials. Graduates must be informed that transition payments will be forfeited if they do not cash received checks within 12 months of the date of separation, fail to report non-receipt of checks, or fail to update contact information to ensure proper

delivery of transition payments.

- c. Regional Directors have the discretion to reissue checks to graduates who do not receive their final transition payment within 12 months following separation. Transition payments, however, may not be reissued beyond 24 months from the date of separation.
- d. Former enrollees must be provided with initial placement services for a period of up to three months following separation.
- e. Uncommitted students are not eligible for career transition services. Centers must provide uncommitted students with a referral to a One-Stop Career Center/American Job Center or other service provider.

4.2 GRADUATE SERVICES

REQUIREMENTS

R1. Contact

Career Transition Services (CTS) providers must:

- a. Make direct contact with projected graduates prior to separation to assess their needs in accordance with Chapter 3, Section 3.4, R23 – R27 and Chapter 2, Section 2.1, R5. If a student separates as a former enrollee, see Chapter 4, Section 4.3, Former Enrollee Services.
- b. Maintain direct contact with all graduates at least every 30 days during the service period to reassess their needs and document in the Career Transition System Case Notes module.
- c. Provide or arrange for the following services:
 1. Job placement assistance/job re-placement assistance
 2. Job retention assistance
 3. Additional placement services for those whose initial placement ended during the service period
 4. Assistance with career advancement and certification and/or licensing attainment, where applicable
 5. Other transition support services (housing, transportation, childcare, I-9 completion, etc.) as appropriate
 6. For graduates that require accommodations, supplemental support resources for job placement, job re-placement, and job development efforts through One-Stop Career Center/American Job Center partners and the State vocational rehabilitation agency
- d. Maintain case note documentation in the Job Corps Career Transition System web-based application of all services provided directly to, or on behalf of the student. All mandatory follow-up case note documentation must be entered within 24 hours in Career Transition System Case Notes module.

R2. Needs Assessment

Career Transition Services (CTS) providers must:

- a. Provide each graduate with an assessment and counseling to determine their

capabilities, and based on their capabilities, provide assistance in updating resumes, improving interviewing skills, developing self-advocacy skills, and developing additional job search strategies throughout the Career Transition Period (CTP).

- b. Continue to collaborate with each graduate throughout the Career Transition Period (CTP) to assess his or her transition needs and to ensure progress toward career goals, including certification or licensing, as outlined in the student's My Pathway to Achieving Career Excellence (MyPACE) Career Plan and Pathway Achievement Record (PAR).

R3. Placement Services

Career Transition Services (CTS) providers must:

- a. Use Labor Market Information (LMI) and other resources to work with each graduate to develop placement strategies customized to meet their individual needs and career goals.
- b. For graduates who have not attained a postsecondary credential while enrolled, identify testing opportunities and collaborate with the graduate to ensure progress toward certification(s) and/or licensing during the post-center period.
- c. Provide assistance to graduates in obtaining additional educational and training opportunities and federal funding, as appropriate, to meet certification and/or licensing requirements.
- d. Identify job leads and/or educational and training opportunities for which the graduate qualifies, and which meet the placement definition as specified in Exhibit 4-1, Placement Definitions.
- e. Promote training that leads to better-paying jobs (e.g., apprenticeships) and/or jobs with college tuition reimbursement programs.
- f. Develop job leads through the use of Internet sources and direct contact with partners of local Workforce Development Boards; Center Workforce Councils; Youth Standing Committees, where established; One-Stop Career Centers/American Job Centers and community stakeholders such as employers, apprenticeship programs, unions, and industry organizations.
- g. Provide direct referrals to suitable job opportunities and/or education and training opportunities for graduates in need of placement services.

R4. Transitional Support

Career Transition Services providers must:

- a. In each locale to which graduates return upon separation, identify resources and provide

direct referrals to community employment and/or social services that provide assistance with the following, at a minimum:

1. Housing
 2. Transportation
 3. Childcare
 4. Health care, including substance abuse support
 5. Work clothing and tools
 6. Food and nutrition
 7. Financial planning
 8. Counseling/mentoring
 9. Job retention
 10. Legal services
- b. Provide ongoing counseling and transition support to resolve job-related issues and to support job retention throughout the Career Transition Period (CTP).

4.3 FORMER ENROLLEE SERVICES

REQUIREMENTS

R1. Contact

Career Transition Services (CTS) providers must contact all assigned former enrollees at least every 30 days during the service period to reassess their needs and maintain case note documentation in the Job Corps Career Transition System of all services provided directly to, or on behalf of former enrollees.

R2. Placement Services

Career Transition Services (CTS) providers must (in accordance with Chapter 4, Section 4.1, Eligibility for Services):

- a. Use Labor Market Information (LMI) and other resources to work with each former enrollee to develop placement strategies customized to meet his or her individual needs and career goals.
- b. Identify certification testing opportunities and collaborate with the former enrollee to support progress toward certification and/or licensing attainment.
- c. Provide assistance to former enrollees in obtaining additional education and training opportunities and federal funding, as appropriate, that meet certification and/or licensing requirements.
- d. Identify job leads and/or educational and training opportunities for which the former enrollee qualifies, and which meet the placement definition as specified in Exhibit 4-1, Placement Definitions.
- e. Develop job leads and provide referrals through use of Internet sources and direct contact with partners of local Workforce Development Boards; Youth Standing Committees, where established; One-Stop Career Centers/American Job Centers, and community stakeholders such as, employers, apprenticeship programs, unions, and industry organizations.

4.4 TRANSITION SERVICES

REQUIREMENTS

R1. Documentation

Centers and other designated Career Transition Services (CTS) providers must:

- a. Track and document placement status, including updating student contact information, referrals, employment data, career progress, and attainment of certification(s) and/or licensing, using the Career Transition System, the approved web-based application designed to record and track student placement information, manage student transition checks, and transfer students.
- b. Release confidential graduate/former enrollee information only in accordance with procedures specified in Appendix 601, Student Rights to Privacy and Disclosure of Information.
- c. Update information regarding outstanding transition payments. Notify students of the responsibility to cash the received check within 12 months of the date of separation or risk forfeiture of the payment.
- d. Upon receipt of an undeliverable or returned check, make reasonable attempts to contact the graduate to obtain updated contact information necessary to reissue the check.

R2. Reporting

Centers and other designated Career Transition Services (CTS) providers must:

- a. Report all graduate placements that meet the criteria specified in Exhibit 4-1, Placement Definitions and which occur within 12 months of separation from the Job Corps program. Once a graduate is placed within 12 months of separation, tracking and updating of placement status in the Career Transition System must continue throughout the service period and for three months following the close of the 12-month service period.
- b. Report all certification and licensing attainment of graduates, in addition to job placement.
- c. Report all former enrollee placements in the Career Transition System that meet the criteria specified in Exhibit 4-1, Placement Definitions and which occur within three months of separation from the Job Corps program.
- d. Report placement data according to the following timelines (as specified in Appendix 501 Introduction):

1. **Date Reported** – the date the student first enters a placement during their initial placement window, regardless of whether they meet Job Corps’ placement definition, and regardless of when the CTS provider first learns of the student’s placement.

Exceptions to the “date reported” policy are currently allowed in the following circumstances:

- (a) If the student enters a placement prior to their separation date, the “date reported” must be recorded as the date following the separation date.
- (b) If the student transfers from one CTS provider to another, the “date reported” cannot be earlier than the transfer date; therefore, if the student is placed prior to the transfer date, the “date reported” must be recorded as the date of transfer.

For placement upgrades, the “date reported” is the first day the student starts the upgraded placement (whether this is the first day at a new, upgraded placement, or the first day the position, hours, wages or credits improved in an existing placement). A chart outlining the placement upgrade policy can be found in Appendix 501 Introduction, Attachment 2, Initial Placements and Allowable Upgrades. Note that all subsequent placements that occur after the initial placement, yet during the placement window, should be recorded for informational purposes, regardless of whether the placement is an upgrade.

2. **Date Placed** – the date the student meets the Job Corps definition for placement, and must be at least 7 calendar days after the date reported in order to ensure that the placement criteria have been met.
3. **Date Verified** – the date that documentation is received verifying the placement (including the hours, duration, and/or wage as appropriate).

Note: In order to be considered a valid placement, the placement verification must be received and reported to the Job Corps Data Center (JCDC) via the Career Transition System within 90 days of date reported.

Note: If the placement is not considered valid because the verification is not received and the information entered into the CTS System within the above-specified time frame, the CTS provider will not receive the initial placement credit for this student. However, if the student is a graduate, and responds to the follow-up surveys, the CTS agency may receive Quarter 2 and Quarter 4 placement credits.

- e. Use the Job Corps Job Training Match (JTM) Crosswalk, located in the CTS system, to determine job training match placements.
- f. Maintain case note documentation in the Job Corps Career Transition System Case Notes module of all services provided directly to, or on behalf of the student.

R3. Verification

Centers or other designated Career Transition Services (CTS) providers must:

- a. Verify and document 100% of initial placements; these placements will also be verified by a third-party source through the Quarter 2 and Quarter 4 surveys.
- b. Obtain placement verification documentation as specified in Exhibit 4-2, Initial Placement Verification and Documentation Requirements. Placements must be considered to be verified when such documentation is obtained.
- c. Ensure that verification is obtained and the placement is reported in the Career Transition System within 90 days after the student reports to work.
- d. Maintain documentation of all placement verification for three years.
- e. Verify certification and licensure attainment by requesting copies of certificates, diplomas, or registry data.

EXHIBIT 4-1 PLACEMENT DEFINITIONS

	Job Placement	Educational Placement	Combination Job/College
Full-time	<p>To be considered a valid job placement, employment must be:</p> <ul style="list-style-type: none"> i. paid; ii. unsubsidized; and iii. within compliance of wage requirements of Fair Labor Standards Act, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories. <ul style="list-style-type: none"> 1. 32 hours or more in one or two jobs in a seven consecutive-day period; or 2. An apprenticeship job registered by the Office of Apprenticeship or a State Apprenticeship Council that combines supervised, structured on-the-job training with related theoretical instruction leading to defined levels of skill and career advancement, and where the student receives a wage; or 3. Armed Forces: 40 hours minimum per week of active duty. This includes initial Reserve Forces and National Guard training but does not include weekend and summer training sessions. Pre-enlistments are not considered placements. 	<ul style="list-style-type: none"> 1. High School/High School Equivalency: no less than 20 hours in class or online per week for an expected duration of one semester/trimester/quarter; or 2. Postsecondary career technical training or technical education program: no less than 20 hours in class per week at a program where it is expected that a certificate or certification will be achieved; or 3. University/College: registered for no less than 9 credit hours per semester/trimester/quarter, or no less than 6 credit hours per summer session, at a two-year or four-year university/college accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation as an accrediting agency for higher education and that offers, at minimum, an associate's degree; or 4. Online University/College: registered for no less than 9 credit hours per semester/trimester/quarter, or no less than 6 credit hours per summer session, at a two- year or four-year university/college accredited by an agency recognized by the U.S. Department of Education as an accrediting agency 	<ul style="list-style-type: none"> 1. A combination of work and university/college: a minimum of 16 hours work at one job in a seven-consecutive-day period and a minimum 6 credit hours per semester/trimester/quarter, or a minimum 3 credit hours per summer session, at a two-year or four-year university/college accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation as an accrediting agency for higher education and that offers, at minimum, an associate's degree; 2. A combination of work and online university/college: a minimum of 16 hours work at one job in a seven-consecutive-day period and a minimum 6 credit hours per semester/trimester/quarter or trimester, or a minimum 3 credit hours per summer session, at a two-year or four-year university/college accredited by an agency recognized by the U.S. Department of Education as an accrediting agency for distance education and that offers, at minimum, an associate's degree.

	Job Placement	Educational Placement	Combination Job/College
		for distance education and that offers, at minimum, an associate’s degree; or 5. On-the-job-training or other subsidized employment: no less than 20 hours per week; or 6. Other training program: no less than 20 hours in class per week for an expected duration of at least 90 calendar days.	
Part-time	To be considered a valid job placement, employment must be: i. paid; ii. unsubsidized; and iii. within compliance of wage requirements of Fair Labor Standards Act, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories. 1. 20 hours or more, but less than 32, in one or two jobs in a seven-consecutive-day period		1. University/college enrollment for a minimum of 6 credit hours per semester/quarter/trimester, or a minimum 3 credit hours per summer session, and a minimum of 10 hours work at one job per week.
International Placement	For a placement to be considered valid, the student must be placed in a job or education program located in the United States, Puerto Rico, the U.S. Virgin Islands, the U.S. Trust Territories, or in overseas locations in the following circumstances: a. the student is a member of the U.S. Armed Forces and is deployed overseas; or b. the student is employed by the U.S. federal government and has an overseas assignment.		

EXHIBIT 4-2 INITIAL PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS

	Job Placement	Education Placement	Combination Job/College
Verification Requirements	<p>100 percent of initial placements must be verified and documented with the employer (or with student, if self-employed) or armed forces branch.</p> <p>To be considered a valid job placement, employment must be:</p> <ul style="list-style-type: none"> i. Paid ii. Unsubsidized, and iii. Within compliance of wage requirements of Fair Labor Standards Act, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories. 	<p>100 percent of education placements must be verified and documented directly with the university/college (including online university/college) or other education training program.</p> <p>Participation in a university/college (including online university/college) or other education training program is considered a placement only after actual continued enrollment of one week.</p>	<p>Verification of combination job and university/college (including online university/college) must comply with the requirements of each category.</p>
Documentation Requirements	<ul style="list-style-type: none"> 1. Placement verification must include the following information: <ul style="list-style-type: none"> i. Employer’s name; ii. Date the student actually reported for employment; iii. Number of hours per week student actually worked; iv. Hourly wage; v. Name, title, and phone number of person at the place of employment who provided information; and vi. Date of verification. 2. Placement verification documentation must be submitted via: <ul style="list-style-type: none"> i. U.S. mail ii. Fax, or iii. Electronic scan and e-mail 3. Acceptable verification documentation includes: <ul style="list-style-type: none"> i. A copy of an official 	<ul style="list-style-type: none"> 1. Verification of a university/college (including online university/college) or other education training program placement must include confirmation of 1 week’s continued enrollment as well as the following information: <ul style="list-style-type: none"> i. Name of university/college or training institution; ii. Date the student actually enrolled or reported for class; iii. Credit hours for which enrolled, or hours attended class or hours worked at on-the-job training/subsidized employment for the week being verified; iv. Specific duration requirements, if applicable; v. Name, title, and phone number of person at institution who provided information; 	<p>Verification of combination job and university/college (including online university/college) will include the information obtained for the job placement, as well as for the education placement.</p>

	Job Placement	Education Placement	Combination Job/College
	<p>pay stub or employer wage record indicating both hours per week worked and wages paid to the student (Note: For part-time placements where a biweekly pay stub indicates that the student worked <i>between 40 and 63 hours</i> during the two weeks, and the pay stub does not specify the actual number of hours worked for each seven-day period, it is acceptable to record half the hours reported on the pay stub as the hours worked per week); or</p> <p>ii. Direct written or electronic employer confirmation of placement on letterhead, indicating both hours per week worked and wages paid to the student; or</p> <p>iii. An employer verification form indicating both hours per week worked and wages paid to the student with a business card, fax band stating the employer’s name, or official stamp affixed; or</p> <p>iv. An electronic employer verification form or electronic third-party verification as approved by the Office of Job Corps (e.g., The Work Number).</p> <p>4. Verification of placements, which are combinations of two jobs, will include, for each job, the information as defined above. Where a placement</p>	<p>and</p> <p>vi. Date of verification.</p> <p>2. Placement verification documentation must be submitted via:</p> <p>i. U.S. mail</p> <p>ii. Fax, or</p> <p>iii. Electronic scan and e-mail</p> <p>3. Acceptable verification documentation includes:</p> <p>i. A copy of an official school transcript indicating the date and number of hours enrolled;</p> <p>ii. Direct written or electronic school confirmation of enrollment on letterhead indicating the date and number of hours enrolled;</p> <p>iii. A school verification form indicating the date and number of hours enrolled with a fax band stating the school’s name or official stamp affixed; or</p> <p>iv. An electronic third party verification as approved by the Office of Job Corps (e.g., National Student Clearing House).</p>	

	Job Placement	Education Placement	Combination Job/College
	<p>consists of a combination of two jobs, verification of both jobs must be for the same 7 consecutive-day period. Both verification dates will be reported.</p> <p>5. Verification for a student who is self-employed must include at least one of the following source documents:</p> <ul style="list-style-type: none"> i. Business license; ii. Employer ID number; iii. Copies of income checks; iv. Job materials and/or equipment; v. Wage records; vi. Newspaper and/or other advertising for business; or vii. 1099 MISC Form. 		
<ol style="list-style-type: none"> 1. Unverifiable placements identified through the “post-placement follow-up survey” will be determined as “questionable placements” until re-verification by the Career Transition Services provider is completed and placements are determined to be valid, invalid, or unverifiable. 2. All re-verification information must be returned directly to the Regional Office within 30 days of notification. 3. Readmission to Job Corps is not considered a placement. 4. Verification forms may have an electronic signature. 			