



# **POLICY AND REQUIREMENTS HANDBOOK**

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## **CHAPTER 6: ADMINISTRATIVE SUPPORT SERVICES**

APRIL 20, 2023

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## 6.0 INTRODUCTION

Chapter 6, Administrative Support Services, provides a framework of requirements for contractors in broad administrative tasks. Requirements are detailed in the following sections within the chapter: Leaves and Absences; Enrollments, Transfers, and Separations; Allowances and Allotments; Records Management; Rights; Clothing; and Transportation. Center operators must carry out administrative tasks consistent with the Workforce Innovation and Opportunity Act and Job Corps requirements contained herein. Contractors must ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program. Contractor administrative functions include, but are not limited to, using tracking systems throughout students' tenures found in the Job Corps Data Center's Suite of Applications and in accordance with requirements in the PRH, implementing systems to orderly carry out requirements in the PRH, managing allowances and allotments, safeguarding Personally Identifiable Information (PII), managing all records in accordance with requirements, protecting religious freedom and civil rights of students, implementing process requirements regarding student complaints, and adhering to all motor vehicle requirements contained herein. Establishing uniform systems to account for and document student participation, attendance, achievement, and progress are required as well as creating an environment where students regard staff as supportive, caring, and dependable.

## 6.1 LEAVE AND ABSENCES

### REQUIREMENTS

#### *R1. Student Attendance, Whereabouts, and Status*

Centers must:

- a. Account for and document the whereabouts and status of every Job Corps student for each day and time during that student's enrollment.
- b. Ensure that students attend class or is participating in approved training activities during training periods. Students may not be counted as present for classes or training unless centers can demonstrate they are in a classroom or training area.
- c. Be capable of detecting and responding to instances of unauthorized or unexplained student absences.

#### *R2. Attendance System*

Centers must:

- a. Have a system for tracking students' attendance that allows them to effectively carry out their responsibilities as described in R1 of this Section. Each center's system must include the following elements:
  1. Conduct a morning attendance check no later than one hour after a student's scheduled training day start time to establish present-for-duty status for all students. Documentation must be authenticated by the signature of a staff member on the morning attendance check form.
  2. Maintain attendance records in Center Information System (CIS) for all scheduled career development activities, including on- and off-center academic and career technical training (CTT) classes, group activities, and off-center trips.
  3. Develop a procedure to document student arrivals to and departures from the campus. Departure records must indicate student destination, and estimated and actual time of return.
  4. Conduct, at a minimum, two bed checks each night for residential students.
  5. Develop a process for new enrollees, transfer students, nonresidential students, and students returning from off-center status, to sign in and alert appropriate center staff to their presence immediately upon their arrival on center.
- b. Report each student's duty status in the Center Information System (CIS) using the

guidelines shown in Exhibit 6-1, Duty/Pay/Leave Status Chart, and the procedures stated in the CIS documentation.

- c. Document each duty/pay/leave status change and the reason for such change in CIS.
- d. Maintain documentation of duty status for a minimum of three years.
- e. Identify and remediate chronic absences, missed appointments, and tardiness.
- f. Monitor and document student attendance at off-center training activities, including work-based learning, Other Training Provider (OTP), Advanced Career Training (ACT), and other center-sponsored events.

### ***R3. Authorized Absences***

Centers must:

- a. Designate, in writing, staff members who are authorized to approve student leave and passes.
- b. Grant breaks and leave to students based on the criteria shown in Exhibit 6-1.

Note: Leave must not be granted as a means of artificially postponing the student's separation.

- c. Approve leaves or overnight passes for minor students only with the written consent of the minor's parent or legal guardian. Pass consents must include, at a minimum, information specified on the Job Corps Parental Consent Form.
- d. Document all leave requested by students on a CIS leave request form. Each automated leave request form must include justification, as appropriate, for the type of leave requested based on criteria shown in Exhibit 6-1.
- e. Authorize overnight passes with the following restrictions:
  - 1. Only for periods that do not conflict with scheduled classes unless an accommodation for a class schedule adjustment is approved for a student with a disability.
  - 2. For minors, only to destinations authorized by written parental consent.
- f. Report and maintain electronic copies of leave requests in CIS according to procedures shown in the CIS documentation and retain any supporting hard-copy verification documentation in the student's personnel file. Verification obtained from phone calls must be documented on the CIS leave request form and must include: name of contact person, title, phone number, date of contact, and name and address of the facility.

**R4. Unauthorized Absences**

Centers must:

- a. Identify and report as Unauthorized Absence (UA) any student who fails to return or report within two hours after the student's required attendance time, whether on-center or off-center (*e.g.*, the start of a training day).

The Unauthorized Absence of minor students should be reported to the center records department, center management, and regional office immediately after it is confirmed.

- b. If a student who was identified and reported as an Unauthorized Absence contacts the center with a credible and verifiable explanation, the student's status may be changed to the appropriate leave category, effective the date of the emergency, if the emergency prevented the student from contacting the center timely. Additionally, if the emergency prevents the student from contacting the center and the student has been separated, the student must be reinstated if the student wants to be reinstated. Receipt of documentation to support the status change is required.
- c. If a student who was identified and reported as an Unauthorized Absence returns to or reports to the center or off-center activity more than two hours after the student's required attendance time, but has no credible or verifiable explanation, the student must be listed as being in an Unauthorized Absence status for that day. The student may, however, participate in regularly scheduled activities for that day. The student's scheduled required attendance time and actual report time should be documented in CIS Case Notes, and a printout of the CIS Case Notes should be included in the student's personnel folder.
- d. Have implemented a step-by-step Standard Operating Procedure (SOP) to report, locate, and contact the student who is in an Unauthorized Absence or Missing Minor Student status. The procedures must include staff notification to center managers and the Center Director, a center-wide search for the UA student, and discussions with staff and students on center as to the UA student's suspected whereabouts. The SOP must also detail both procedures for contacting the students' parent/guardian if the student is a minor and law enforcement reporting, as detailed in Sections e. and f. below. The center must write a written investigative report after every incident, the investigation and retrieval efforts must be documented in CIS Case Notes, and a printout of the investigative report and CIS Case Notes must be included in the student's personnel folder.
- e. In the event that an adult student (*i.e.*, 18 or older) is considered to be in an Unauthorized Absence status, as described in Section a, the center must initiate an investigation to verify the student's whereabouts, consistent with the SOP described in Section d. If the investigation fails to identify the UA adult student's location, the center must contact local law enforcement and adhere to their guidelines for reporting of missing persons. The center must document all appropriate notifications and the result of



the internal investigation in CIS Case Notes, and include a copy of the CIS case notes in the student's personnel folder.

Important note: If police find a missing adult student whose actions were voluntary, [they might not disclose where the person is](#) to the center unless the person gives permission. Filing a missing person report for an adult does not entitle the center to know where they are, only that they are safe.

- f. In the event that a minor student (*i.e.*, under 18) is considered an Unauthorized Absence, and as described in Section a, the center must contact the parent/guardian immediately, to inform them of the absence. If the parent/legal guardian is unaware of the student's whereabouts, the center must immediately report the missing minor to local law enforcement and record the missing minor's duty status as Missing Minor Student in CIS. The center must fully cooperate with law enforcement in locating the student, as well as conduct a thorough internal investigation to establish the whereabouts of the student consistent with the SOP described in Section d, as long as it does not interfere with the law enforcement investigation. The center must document the parent/guardian/police notification and the result of the internal investigation in CIS Case Notes, include a copy of the CIS case notes in the student's personnel folder, and follow the Significant Incident Report (SIR) requirement as described in Chapter 5, Section 5.4. To supplement the SIR, the center must provide a written detail of the center's retrieval efforts to the respective Regional Office. As soon as the student's whereabouts are known, the center must change the missing minor student's duty status from Missing Minor Student to the appropriate duty status and begin regular retrieval efforts, as appropriate.
- g. Assist the student in arranging return transportation, at the student's request and expense.
- h. Notify probation or parole officers, if applicable.

## 6.2 ENROLLMENTS, TRANSFERS, AND SEPARATIONS

### REQUIREMENTS

#### *R1. Enrollments*

Centers must:

- a. Accept for enrollment all assigned new or transfer students who arrive at the designated arrival point or who report to the center. Students who depart for the assigned center in government-furnished transportation and do not reach the center are not considered arrivals.
- b. Upon arrival, enroll the student by creating a student record in Center Information System (CIS) in accordance with procedures in the CIS documentation. The enrollment date is the scheduled date of departure, provided that the student followed his or her travel itinerary. If the student intentionally changed the itinerary, the date of enrollment must be the date of arrival on center.

#### *R2. Transfers*

Centers must:

- a. By mutual agreement with another center and with written approval of the Regional Office, arrange for the transfer of a student, including travel arrangements, if the student meets one or more of the following conditions:
  1. Interested in and is qualified for a training program along a viable career pathway, as documented on the student's My Pathway to Achieving Career Excellence (MyPACE) Career Plan that is not available at the current center.
  2. A permanent change in environment or associations for the student will enhance the chances for graduation.
  3. Appeal of a disciplinary discharge is upheld, and the Regional Director requests a transfer.
- b. The transferring center remains accountable for the student until the day they arrive at the receiving center.
- c. If the student is receiving or has received medical services, including mental health, oral health, and Trainee Employee Assistance Program (TEAP), the transferring center will provide a legible or typed summary note on student's current status, medication, and treatment compliance at least two weeks prior to student arrival. The note should be uploaded to the OTHER section of the Health E-Folder. The student health record must arrive at the time of student arrival. Centers must follow Appendix 202, Transmission,

Storage, and Confidentiality of Medical, Health, and Disability-Related Information, for transmission, storage, and confidentiality of medical and disability-related with regard to this information.

- d. Original centers must provide student files to the receiving center in the case of readmitted students.
- e. The receiving center is accountable for the student from the day they arrive at the receiving center. Transfers are permanent. Only the National Director, as warranted, may approve a student's return to the originating center.

### ***R3. Enrollment Extensions***

A student cannot be enrolled in Job Corps for more than two years, except in the following circumstances:

- a. An enrollment extension may be granted for a period not to exceed one additional calendar year in order for a student to complete an advanced career training (ACT) or advanced training (AT) program.
- b. An enrollment extension may be granted for a period not to exceed one year in the case of a student with a disability who would reasonably be expected to meet the standards for a Job Corps graduate if allowed to participate in the Job Corps for not more than one additional year.
- c. An enrollment extension may be granted to a student who participates in national service by providing assistance in addressing national, State, and local disasters, as authorized by a USDA Forest Service Civilian Conservation Center (CCC) program per Chapter 5, Section 5.1, R37 and R38, for the amount of time equal to the period of national service.
- d. A center may request Regional Office approval to extend a student's two-year enrollment limit for up to six months in order for the student to qualify for graduation. If approved, centers must maintain documentation of the approval in the student's personnel folder.

### ***R4. Separations***

- a. Centers must establish an orderly system to process students separating from the Job Corps program that includes at a minimum:
  - 1. Updating all student accomplishments in CIS, including attainment of High School Diploma (HSD), High School Equivalency (HSE), career technical training certifications, and/or career technical training completion.
  - 2. Documentation of the reasons for the student's separation as approved by the Center

- Director or designee, with the documentation filed in the student's personnel folder.
3. Arrangements for transportation for the student to the appropriate destination.
  4. Notification of the parents/guardians of minor students regarding the student's separation status, date, and scheduled time of arrival home. Such notification must be documented.
  5. A system to provide separating students with originals of any earned credentials, documentation of accomplishments, and contact information for their Career Transition Services Specialists, and support staff at the student's destination.
  6. Assignment of the student to the appropriate Career Transition Services provider in the locale to which the student will return.
  7. Written notification to the student of name, location, and phone number of Career Transition Services providers.
  8. Notification and transmission of student separation data to the Job Corps Data Center within two working days of the student's separation, in accordance with procedures in the CIS documentation.
  9. Verification and update of student address and alternate contacts.
- b. Each student's separation status and eligibility for Career Transition Services will be determined automatically by CIS based upon data entered regarding the student's accomplishments while enrolled, and in accordance with criteria shown in Chapter 4, Section 4.1, Eligibility for Services.
  - c. Centers must enter separation codes for students in accordance with the following definitions and separation codes listed in the CIS documentation:
    1. Ordinary Separation – Student has separated as scheduled and none of the following codes apply.
    2. Maximum Benefits Separation – Formal determination has been reached through the student performance evaluation process and approved by the Regional Director that the student has achieved as much benefit from the Job Corps program as their abilities will allow (see Form 6-01, Maximum Benefit Separation).
    3. Resignation Separation – Student freely decides to quit Job Corps. Resignations must be accepted at any time a student requests unless they are pursuing it as a means of avoiding a disciplinary discharge. Students in Unauthorized Absence status may resign in person by returning to center, or by telephone. Within two (2) days of a student's resignation by telephone, center staff must confirm the resignation in writing, by mail or email.

4. Disciplinary Separation – Student has committed a behavioral infraction or has an accumulation of behavioral infractions of such gravity that it disqualifies them from further enrollment in Job Corps.
5. Medical Separation – Student is no longer able to participate in Job Corps due to medical (including pregnancy-related conditions), dental, substance use, or mental health reasons. Requirements for such separations are described in detail in R5 below.
  - (a) If the Health and Wellness Director (HWD) has a reasonable belief, based on objective evidence, that the student has a medical condition or disability that may pose a significant risk of substantial harm to the health or safety of others, A Form for Individualized Assessment of Possible Direct Threat (Form 2-04) must be completed by a qualified health professional who has current, documented expertise in the medical condition or disability involved in the individual case prior to the medical separation. The term “disability” is defined at 29 CFR § 38.4(q).
  - (b) At the time of medical separation, the student is initially separated as a Medical Separation with Reinstatement Rights (MSWR) and may be reinstated within 180 days (see Chapter 6, Section 6.2, R5.e.1).
6. Withdrawal of Parental Consent Separation – The legally responsible parent/guardian withdraws permission/consent for enrollment of a minor student. The center must verify and document that the requesting parent has legal responsibility for the student.
7. Death Separation – Student dies while enrolled in Job Corps.
8. Fraudulent Enrollment Separation – A determination has been reached, with the approval of the Regional Director or designee, that the student was ineligible for enrollment or that they became enrolled as the result of a significant screening error.
9. Unauthorized Absence (UA) Separation – A student will be separated from the program if the student accrues in excess of 6 consecutive unauthorized absence training days or in excess of 12 non-consecutive unauthorized absence training days in the prior 6 months. The effective date of separation is 2 hours after the student’s scheduled training day start-time on either the 7<sup>th</sup> consecutive training day absence or the 13<sup>th</sup> training day absence in 6 months, as applicable. It is further noted that if a student who is in Unauthorized Absence status for 6 consecutive training days or 12 non-consecutive training days in a 6-month period reports on the 7<sup>th</sup> or 13<sup>th</sup> day (as applicable) within 2 hours of their scheduled training day start-time, the student will not be separated as an Unauthorized Absence Separation.
10. Administrative Separation with Reinstatement (ASWR) – For: (i) temporary or anticipated long-term center closure when designated by the Regional or National Office of Job Corps; (ii) students who are called to active military duty and must temporarily suspend their participation in Job Corps; or (iii) students who are

unable to participate effectively in distance learning, as determined by the Regional Director, while Job Corps is in virtual operating status, but desire to continue participating in the program to completion once on-center operations resume.

11. Withdraw Health Insurance Portability and Accountability Act (HIPAA) Consent – If the student or parent/legal guardian of a minor student revokes the HIPAA consent.
12. Missing Minor Student Separation – A missing minor student can only be separated with the Regional Director’s concurrence and only after it is evident that the student, through no fault of their own, will not be returning.

### ***R5. Medical Separations***

The use of medical separations in inappropriate circumstances may result in unlawful discrimination on the basis of disability. Therefore, centers must ensure that:

- a. Medical separations must be:
  1. Used only as a last resort, after Administrative Leave with Pay, Personal Leave with Pay, and other types of leave, and/or other methods of addressing the relevant medical concerns (including, for individuals with disabilities, reasonable accommodation, reasonable modification in policies, practices, or procedures, and auxiliary aids and services) have been tried or considered in each individual case and determined to be insufficient. Documentation of these actions is required as described below. At the time of medical separation, the student is initially separated as a Medical Separation with Reinstatement Rights (MSWR) (see Chapter 6, Section 6.2, R5.e.1).
  2. Coordinated and completed by health services staff.
- b. Medical separations must not be:
  1. Used in lieu of providing reasonable accommodation, reasonable modification in policies, practices, or procedures, and auxiliary aids and services (RA/RM/AAS) for individuals with disabilities. RA/RM/AAS must be considered and tried with the goal of allowing the student with a disability to participate in the Job Corps program to the maximum extent possible.
  2. Based on stereotypes regarding certain disabilities or speculation regarding their management or associated expense.
- c. A medical separation may be considered when the Center Physician, Center Mental Health Consultant, or other appropriate qualified health professional (including the student’s individual treating provider) has determined the student to have a preexisting or acquired health condition that requires treatment beyond the basic health services

provided by Job Corps and:

1. The necessary treatment is unavailable or will be unusually costly to Job Corps; and
2. The use of Administrative Leave with Pay, Personal Leave with Pay, other types of leave, and other methods of addressing relevant medical concerns without resorting to separation have been tried or considered in each individual case and determined to be insufficient. Medical Separation with Reinstatement Rights (MSWR) must be utilized prior to a regular medical separation being given.
3. If the student is an individual with a disability, prior to initiation of a medical separation based on R5.c.1 and 2, the center must determine, in conjunction with the student through the interactive process, whether any RA/RM/AAS would address or mitigate relevant medical concerns, with the goal of allowing the student to participate in the Job Corps program to the maximum extent possible. See Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services for Participation in the Job Corps Program.

Requirements for documentation are described in detail in Chapter 6, Section 6.2 R5.e.2 below.

d. Medical separations may occur:

1. If the Center's Health and Wellness Director has a reasonable belief, based on objective evidence, the student has a medical condition or disability that may pose a significant risk of substantial harm to the health or safety of others, the Health and Wellness Director will complete the Center Applicant/Student File Review Form (which is found in Form 2-04) and refer the student to a qualified health professional who has current, documented expertise in the medical condition or disability involved in the individual case for a detailed direct threat assessment. A Form for Individualized Assessment of Possible Direct Threat (Form 2-04) must be completed in order to determine whether a medical separation is appropriate.
2. If the Center's Health and Wellness Director has a reasonable belief, based on objective evidence, that the student has a medical, mental health, and/or substance abuse treatment/monitoring need that present a significant barrier to continued participation that cannot be addressed through RA/RM/AAS, the Health and Wellness Director completes Form 1-06, Center File Review Forms, Center Applicant File Review and then will refer the student's information to a qualified health professional who has current, documented expertise in the medical condition or disability involved in the individual case to complete the Form for Individualized Health Care Needs Assessment as outlined in Form 2-05.

e. Administration of a medical separation includes the following considerations and actions:

1. At the time of medical separation, the student is first separated as a Medical Separation with Reinstatement Rights (MSWR) and may be reinstated within 180 days. If the qualified health professional determines that the student's condition cannot be stabilized in 180 days (taking into consideration the provision of reasonable accommodations, reasonable modifications in policies, practices, or procedures, and auxiliary aids and services), a regular medical separation will be given following the MSWR period and the student may reapply, unless the MSWR is extended pursuant to Chapter 6, Section 6.2, R5.e.4(a).
  - (a) A regular medical separation is given only if reinstatement following the MSWR does not occur.
  - (b) Health and social service written referrals are provided for all separated students.
  - (c) Health services staff approve a student's transportation plan for medical separation.
  
2. Documentation for a medical separation in the student health record must include at a minimum:
  - (a) The clinical assessment by the qualified health professional for separation, including current symptoms/behaviors and functional impairments and a diagnostic code;
  - (b) Individualized treatment instructions from the qualified health professional;
  - (c) Student consent;
  - (d) Referral source(s);
  - (e) Transportation details, including whether an escort is needed;
  - (f) Dates of separation and anticipated return to center;
  - (g) Individualized student medical expectations to return; and
  - (h) If the student is an individual with a disability, a copy of any accommodation plan and CIS Accommodation Plan Notes tab documentation.

Documentation in the student health record must be initiated by health services staff and completed by a qualified licensed/certified health provider, including Center Physicians/Nurse Practitioners/Physician Assistants, Center Mental Health Consultants (CMHCs), Dentists, and Trainee Employee Assistance Program (TEAP) Specialists. In some cases, it may be necessary to consult the student's treating provider or an outside specialist.

In cases of health care needs where the student does not consent to medical separation, complete Form 2-05. In cases of direct threat, see Chapter 6, Section 6.2, R5.e and complete Form 2-04. The Center must document in writing why the particular health professional(s) chosen to conduct the assessment is/are considered to have the required documented, current expertise in the medical condition(s) or disability(ies) involved in a given case. This written documentation, including documentation of the medical professional's current expertise, must be retained in the applicant's or student's medical file, pursuant to the requirements of 29 CFR 38.41(b) and 38.43.

In cases of substance use conditions, see Chapter 2, Section 2.3, R5.e.5.



3. Medical separation monitoring and follow-up:
  - (a) For MSWR, students are contacted monthly by the Health and Wellness Director to assess progress and plan their return to Job Corps within the 180 days allowed. If the student requests RA/RM/AAS in addition to those provided previously, the Health and Wellness Director/Disability Coordinator will engage the student in the interactive disability accommodation process and modify the accommodation plan accordingly. See Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services for Participation in the Job Corps Program.
4. Extensions of medical separations:
  - (a) Center staff must submit a request to the Regional Office to extend an MSWR beyond 180 days for extenuating circumstances and/or if there is a request for accommodation related to a change in the date of the student's return. The request should be accompanied by supporting documentation from the student's health-care provider verifying that extension of leave is medically necessary. Requests will be reviewed on a case-by-case basis.

#### ***R6. Re-enrollments***

Centers must effect reinstatements or re-establishments of students according to the following:

- a. Reinstatement shall be used to expedite the return to active participation of a student who was separated for medical reasons with reinstatement rights or Administrative Separation with Reinstatement Rights (ASWR). Reinstatement is a resumption of the previous enrollment, not a new enrollment. Reinstatement is effective the date the student physically reports back to the center. To qualify for reinstatement under MSWR, the student must:
  1. Return within 180 days from separation date.
  2. Provide documentation showing resolution of the medical condition (including medical, mental health, alcohol, or drug abuse conditions) and ability to participate in the program.

To qualify for reinstatement under ASWR, the student must:

1. Return within 12 months from separation date, if the separation reason was temporary or anticipated long-term closure of the center or a call to active military duty (with appropriate military documentation).
2. Submit a written request for reinstatement within 45 days after the center notifies the student that it has been selected to resume on-center operation and instruction, if the separation reason was that the student was unable to participate effectively in

distance learning during Job Corps virtual operating status.

3. Submit a written request for immediate reinstatement to begin distance learning, if the circumstances preventing the student's effective participation in distance learning and subsequent separation under ASWR have changed such that the student is able to effectively participate in distance learning (with appropriate documentation for verification of the change in circumstances) and the center has not yet resumed on-center operation and instruction.
- b. Re-establishment shall be used, with approval from the Regional Office, to return to active participation a student who:
1. Received disciplinary discharges that were overturned by the Regional Office.
  2. Was separated due to arrest for a felony or misdemeanor charge and was later exonerated.
  3. Was separated because of clerical error.

Re-establishment is a resumption of the previous enrollment, not a new enrollment. Re-establishment is effective the date the student physically reports back to the center and must be documented in the student's personnel file. For re-established students who were separated because of clerical errors, the student will be retroactively placed on paid leave under the Not Present for Duty – Separation in Error leave type as indicated in Exhibit 6-1. For re-established students who were separated because of disciplinary charges or due to an arrest, the student will be retroactively placed in a Not Present for Duty – Disciplinary Overturn leave type, in either paid or unpaid status, as determined by the Regional Office.

## 6.3 ALLOWANCES AND ALLOTMENTS

### REQUIREMENTS

#### *R1. Allowances*

Centers must:

- a. Issue personal allowances to students in accordance with the procedures specified in Exhibit 6-2, Student Allowance and Allotment System (SAAS).
- b. Ensure the physical security and financial accountability of payroll funds pending disbursement to students.
- c. Notify all students upon enrollment that they shall receive allowances as follows:
  1. Paid biweekly, in cash, by electronic funds transfer (EFT) to a bank account with a debit card or to a non-bank issued debit card, for all days in paid status in amounts specified in Exhibit 6-2, subject to the following restrictions:
    - (a) Job Corps Data Center will not change its financial transfer process;
    - (b) Students must not be charged fees to access their funds, including automated teller machine (ATM) fees;
    - (c) Charging any transaction fees to students is prohibited; and
    - (d) Operators must effect any changes using current resources.
  2. For re-enrolled students, paid at base allowance levels as if they were newly enrolled (including students with prior fraudulent enrollments).
  3. For reinstated and re-established students, paid at their previous base allowance levels.
  4. Increases in base allowance levels paid automatically as specified in Exhibit 6-2.
  5. Arrival pay in amounts as specified in Exhibit 6-2.

#### *R2. Transition Allowances*

- a. Outreach and Admissions (OA) contractors must notify all applicants upon enrollment, and centers must notify all students upon arrival, that they may become eligible, at the time of graduation, to receive a transition allowance as an incentive for attainment of academic credentials and those associated with career technical training, such as industry-recognized credentials, as designated in Exhibit 6-2.
- b. At the time of graduation, students must be notified that they must provide forwarding information to ensure proper delivery of the transition allowances.

- c. Students must be notified that failure to cash a received transition allowance check or failure to report non-receipt of a check within 12 months of the date of separation will result in forfeiture of the payment.
- d. Students who re-enroll and subsequently graduate from the program are entitled to receive a transition allowance based on those academic and career technical training credentials obtained while enrolled in Job Corps according to the requirements stated in Exhibit 6-2, and are also entitled to the transportation benefits as shown in Exhibit 6-3, Student Transportation.
- e. Centers must disburse partial transition allowances to graduated students, at time of departure, as shown in Exhibit 6-2.

### ***R3. Allowances and Taxes***

- a. Advise students that personal allowances, transition allowances, and other benefits are subject to Federal payroll withholding and Social Security taxes, because students are considered Federal employees for purposes of Federal payroll taxes.
- b. Ensure that an income tax withholding form (W-4 form) is completed for each new enrollee as required by the tax code.
- c. Ensure that wage and tax statements (W-2 forms) received by the center from the Job Corps Data Center (JCDC) are immediately distributed to all enrolled students or forwarded directly to separated students.

### ***R4. Advances and General Indebtedness***

- a. Centers may issue personal advances to students to help satisfy pressing financial obligation(s), such as a court fine, bail bond, clothing, or other personal needs. Such advances must not exceed \$250 at any given time. A personal advance may be issued only upon determination by the Center Director or designee when practical alternatives are not available to the student; failure to satisfy the financial obligation would unduly interfere with the student's successful enrollment in Job Corps; and there is a reasonable expectation that the student will be able to repay the advance. The Job Corps Data Center (JCDC) will promptly reimburse a center for its disbursement of allowable personal advances to students.
- b. Centers must ensure that the following instances of student indebtedness to Job Corps are promptly and accurately recorded in Center Information System (CIS) and also documented and maintained in the student's personnel records. Items of student indebtedness that must be recorded in CIS include:
  - 1. Personal advance
  - 2. The cost of government-furnished travel needed by the student to return to the

- center from an Unauthorized Absence
3. The cost of government-furnished travel based upon misrepresentation by the student
  4. Student's share of dependent's allotment
- c. Students must repay their indebtedness to Job Corps. Repayment of indebtedness recorded in CIS shall be initiated through automatic payroll deductions from personal allowances. In no case shall indebtedness deductions from personal allowances exceed 50 percent of the personal allowance. For students separating from the program prior to full reimbursement of indebtedness, the outstanding balance must be collected automatically from any transition payment monies available at the time of separation.
- d. Centers must recover Other Student Indebtedness as specified below and in R4.c. above.
1. Reimbursement for lost or damaged government property, with total indebtedness against a student not to exceed \$500. Student reimbursement for property loss or damage must not exceed 50 percent per pay period as a deduction against student's personal allowance. Center operators must apply such student reimbursements as offsets to be credited to the contract or interagency agreement and used to repair and replace damaged property or for other allowable costs. Any balance remaining due from the student at time of separation may be deducted from any transition payment due to the student. Thereafter, any remaining balance due must be treated as uncollectible.
  2. Center-imposed disciplinary fines may be collected from the student after the student receives his or her biweekly living allowance, not to exceed \$5 per pay period. Such fines must be paid to the Student Benefit Fund. Disciplinary fines may not be collected from any source other than a student's biweekly living allowance.

### ***R5. Allotments***

Centers must initiate allotments for those students who desire to make a support payment for dependents in accordance with Exhibit 6-2 and the following criteria:

- a. An allotment may be initiated by a student who has a child(ren) who draws substantial support from the student. The student must provide proof of dependency.
- b. Allotment amounts shall be matched by the government at five times the amount of the allotment. Students may contribute \$5 or \$10 initially, and then increase the amount to \$15, if they choose, after a minimum of 57 paid days in the Job Corps program.
- c. Allotments must be paid according to procedures specified in Exhibit 6-2.

- d. Students must be advised that the personal allowance and transition allowance will be reduced by the amount of their designated allotment(s).

## 6.4 RECORDS MANAGEMENT

### REQUIREMENTS

#### *R1. Safeguarding Personally Identifiable Information (PII) by Admissions Counselors (ACs)*

- a. Providers of enrollment services must ensure that PII gathered during the admissions process is protected at all times. ACs must adhere to the following guidelines:
  1. ACs must not use personally owned or public computers to download or store protected PII.
  2. ACs must access and store student protected PII using the CDSS Suite of Applications.
  3. E-mail containing any PII is not allowed outside the jobcorps.org domain.
  4. Approved encryption must be used to encrypt data that is moved to a portable device like a thumb drive or Compact Disk (CD).
  5. Any missing documents or equipment that contains Protected PII must be immediately reported to the Information Technology (IT) Point of Contact (POC) and the Job Corps Technical Assistance Center.
  6. When not in use, documents containing PII must be stored in locked file drawers or a secured room.
  7. All documents containing PII must be immediately retrieved from printers, copiers and fax machines as soon as they are printed or received, including the originals.
  8. Sensitive documents must be properly disposed of by shredding or placing them in a locked recycling bin, and never placed intact in a trashcan or open recycling bin.
  9. Any kind of PII that may have been left by others, or any PII incidents that staff observe should be reported immediately.
- b. Should circumstances necessitate that PII is taken outside the Outreach and Admissions (OA) office, ACs must adhere to the following guidelines:
  1. ACs must not take any PII belonging to Job Corps applicants, students or graduates off-site unless explicit approval is received from the OA manager. This applies to all forms of PII, whether in paper form such as student documents and files, or electronic form such as CDs, thumb drives, portable hard-drives or laptops.

2. ACs must keep PII in their possession at all times during transit.
3. PII must not be left unattended in a vehicle; this includes any papers, document holders, briefcase, and/or any information on a CD, hard-drive or laptop.
4. PII must not be stored off-site (for example, at home) unless it can be stored securely such as in a locked filing cabinet or safe.

## ***R2. Collection and Handling of Education-Related Information and Documents by ACs***

ACs must:

- a. Collect, maintain, and transmit education-related information and documents as follows:
  1. Include copies of one or more of the records in the list below, if available, in the applicant's E-Folder:
    - (a) An official school transcript with the school's seal affixed. If the applicant states that they have a High School Equivalency (HSE) credential, a copy of the HSE certificate or official HSE test scores.
    - (b) A copy of an acceptable High School Diploma (HSD) or official high school transcripts indicating graduation, if the applicant states that they have completed the 12th grade and obtained a diploma. An acceptable diploma is one described in Criterion 6, Educational and Training Needs, in Exhibit 1-1, Eligibility Requirements.
    - (c) May indicate in an applicant's records that the applicant has an HSD only after receiving a copy of one or more of the following documents:
      - (1) A regular/standard HSD
      - (2) A honors diploma
      - (3) An Individual Education Plan (IEP)/special education diploma
      - (4) Official transcripts indicating graduation from a school that meets the guidelines set in Appendix 302, Guidelines for the Accreditation of Job Corps High School Programs
      - (5) A foreign diploma
  2. When filing, storing, and transmitting IEP, Section 504 plans, IEP/special education diplomas, similar documents, or any documents indicating that a particular applicant has such documents, strictly comply with the following legal requirements related to medical and disability-related information, as explained in Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information:
    - (a) Upload all medical and disability documentation to the Wellness and Accommodation E-Folder in CIS.
    - (b) Place these records in separate "health records" files that are kept and stored separately from all other information about the individual applicant until the records are sent to the center.



- (c) Carefully limit access to these documents. Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information, explains what categories of persons are legally authorized to have access to the documents.
  - (d) Transmit hard copies of the documents in sealed envelopes in accordance with Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information. Make the best effort to ensure that the copies are delivered only to persons who are authorized to have access to those specific types of documents.
- b. If the applicant has not provided copies of the required official records, contact the appropriate state HSE Administrator (see Exhibit 1-1, Eligibility Requirements, Criterion 6, Educational and Training Needs), or the last high school the applicant attended; send the administrator or school a Records Release Authorization (Form 1-02), signed by the applicant or their parent or guardian, requesting that the required official records be delivered to the OA office or Job Corps center.
- c. Before an applicant departs for their center of assignment, ensure that the center has received either the official records listed above, or documentation of the official request. This documentation must include contact information for the HSE Administrator or school from which the records have been requested.

### ***R3. Collection and Handling of Health-Related Information and Documents by ACs***

ACs must:

- a. Use the Job Corps Health Questionnaire (ETA 6-53) to collect health information about the applicant offered enrollment, along with any medically connected documentation, as described in the instructions for the Job Corps Health Questionnaire (ETA 6-53).
- b. Upload all health and disability documentation to the Wellness and Accommodation E-Folder in CIS and forward the originals of the Job Corps Health Questionnaire (ETA 6-53) of the applicant offered enrollment, and all documentation that has been collected, to the center of assignment. See Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information.
- c. For applicants who are not offered enrollment, retain copies of the Job Corps Health Questionnaire (ETA 6-53), and all related documentation that has been collected, in a file stored separately from any other information about the applicant. The Job Corps Health Questionnaire (ETA 6-53), the related documentation, and all other medical or disability-related information about the applicant must be kept confidential, and access to this information must be strictly limited to persons with a need to know, as described in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information.

OA agencies may retain copies of the ETA 6-52, applicant folder cover sheet, folder inventory, alternate contact sheet and a copy of documentation showing proof of low income eligibility.

#### ***R4. Documentation by ACs***

ACs must:

- a. Enter all information involving applicant eligibility criteria in the Outreach and Admissions Student Input System (OASIS) in accordance with the procedures specified in the OASIS documentation and Regional Office procedures.
- b. Use the procedures described in Exhibit 1-1, Eligibility Requirements, to verify, assess, and document information relating to applicant eligibility criteria.
- c. Use the procedures described in Exhibit 1-1, Criterion 12, Authorization for Use and Disclosure of Health Information to provide documentation to Job Corps centers for their use in assessing applicants' health needs.

#### ***R5. Applicant Files***

ACs must ensure that OASIS files are available to the center of assignment and that hard copy documents are available to the center at least 7 working days prior to each applicant's scheduled arrival at the center, or departure to the center, if using government-furnished transportation.

#### ***R6. Withdrawal of Application***

If an applicant withdraws their application, or an applicant offered enrollment chooses not to enroll, all supporting documentation should be maintained with the central file, and returned to the OA agency. See Chapter 1, Section 1.5, R5, Movement of Application Files.

Files must be maintained for a minimum of 3 years from the end of the applicable program year. Health and disability-related documentation must be maintained in a separate file to which access is strictly limited, as described in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information.

#### ***R7. Electronic Training Achievement Record (e-TAR) Recordkeeping***

Centers must:

- a. Ensure Career Technical Training (CTT) instructors record skill proficiency by rating the appropriate skills area on the e-TAR. This action (i.e., recording a rating level)

represents verification to the student of skill attainment. The date entered does not necessarily indicate when the student completed the task. The date indicates the instructor's assertion of skill proficiency, documenting that the student is able to perform the task to industry standards with little or no supervision. The student does not need to be present for duty in order for the instructor to perform the data entry process.

- b. Centers must ensure that all students' test results and progress are documented on approved e-TARs including credential attainment results.
- c. Provide a copy of one or more of the following: credential attainment certificate, and/or e-mail/electronic notification of pass/fail results from credential issuing party. This can be a hard copy in a student's permanent records file or uploaded into the e-TAR system.

**R8. *e-TAR Student Portal Access***

Students will use the *Student Portal* to access their e-TAR and check off the student acknowledgement box. This allows the student to stay informed of their progress. This is for information only. This does not impact the completion status or closing out of the e-TAR.

**R9. *Student Testing System Reporting/Documentation/Recordkeeping***

Centers must:

- a. Ensure all students' reading and mathematics test results and progress are documented and recorded using the automated Student Testing System (STS) of the Center Information System (CIS).
- b. Document student academic progress as described in the center's CDSS Plan that is referred to in Chapter 5, Section 5.1, R8.

**R10. *High School Equivalency (HSE) and High School Diploma (HSD) Reporting/Documentation/Recordkeeping***

Centers must record information on students' HSE and high school diploma achievement while on center in the Center Information System (CIS) and maintain the appropriate supporting documentation in the students' permanent Job Corps files.

- a. HSD/HSE Completion Reporting
  1. The HSE completion date recorded in CIS will be the date on the student's HSE certificate, if available. If the HSE certificate cannot be obtained prior to a student's separation, the center can enter the date of the student's last HSE test on the official notification from the HSE testing center indicating the student has passed the HSE assessment.

2. The official high school diploma completion date recorded in CIS will be the date on a student's diploma. If the high school diploma is not available at the time of a student's separation, the center can enter either: the date of the official letter from the diploma-granting institution indicating the student has met all the requirements for graduation and will be issued a diploma at a later date; or the date on the student's official high school transcripts indicating graduation.
- b. HSD/HSE Final Documentation
1. Copies of the HSE certificates or official HSE scores must be included in students' permanent files.
  2. Copies of high school diplomas students earned while on center, final high school transcripts, and supporting documentation on special education services, as applicable for students with documented disabilities, must be included in students' permanent files.
- c. HSD/HSE Progress Reporting and Documentation
1. Copies of students' HSE practice test results (paper answer sheets, or reports generated by official practice test software, or Testing Management System (TMS) reports) will be maintained by centers required by the states in which they are located to show documentation of official practice test results prior to students taking HSE exams.
  2. Centers must record students' test scores in each HSE content area in CIS, as written confirmation is received from the testing center. Scores recorded in CIS must be updated to record higher test scores that students may obtain in retests, as needed, in each content area.
  3. Students' progress in their HSD and HSE must be documented in the students' Pathway Achievement Record (PAR).

### ***R11. General Reporting/Documentation/Recordkeeping in CIS***

Centers must document and record in CIS, all student:

- a. Concurrent Training progress (Approved alternate and additional forms of documentation must be included in the student's permanent records upon separation.)
- b. Work-Based Learning (WBL) assignment and progress (WBL Module)
- c. Leadership training/student government participation
- d. Driver's education progress and test results

- e. Provision for water safety instruction and swimming proficiency
- f. Wellness training progress and accomplishments
- g. Limited English Proficiency (LEP) test results and progress in the student's Personal Career Development Plan and other applicable modules of CIS

***R12. Counseling Reporting/Documentation/Recordkeeping***

Centers must:

- a. Ensure that counselors maintain a record of individual counseling sessions to include, at a minimum, the following information:
  - 1. The reason for such session
  - 2. An assessment
  - 3. A plan of action with appropriate follow-up
- b. Implement safeguards to assure that personal information about individual students, subject to the Privacy Act, is shared among staff only to the extent necessary to ensure the safety and effective provision of services to students, and no further, in accordance with Chapter 6, Appendix 601 (Student Rights to Privacy and Disclosure of Information). Personal counseling records must be treated as confidential documents.
- c. Advise students regarding counselors' responsibilities for safeguarding confidentiality and for disclosing information that is legally required or that may represent a threat to the student or others.
- d. Monitor, on a monthly basis, the accuracy of records and data that students enter in their MyPACE Career Plans and PAR. Document changes and updates to these plans and record in Case Notes.
- e. Any medical, health, or disability-related information about a particular person must be treated with extreme care. Federal law requires that all such information be treated as strictly confidential and that it be transmitted and stored in a way that ensures confidentiality, in accordance with Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information.

***R13. Fact-Finding Board Reporting/Documentation/Recordkeeping***

- a. Regardless of the outcome of the Fact-Finding Board, centers must ensure that documentation is retained on center and is available for auditing for at least three years, consistent with other recordkeeping responsibilities.
- b. Centers must ensure that all student incentives, infractions, and sanctions are documented and recorded using CIS. This includes documenting the date of the Fact-Finding Board, the disposition, and in the case of Level II Fact-Finding Board, a rationale if the Board's recommendation is not upheld.

#### ***R14. Clothing Documentation***

Centers must maintain records and receipts in each student's personnel file for each clothing purchase. Such records must include a signed receipt for all clothing allowances issued to the student.

#### ***R15. Community Living (Residential) Reporting/Documentation/Recordkeeping***

Center operators must:

- a. Develop procedures to record important information about student-related events as the events occur and to transmit the information from each shift to the next.
- b. Maintain individual records for each student that contain, at a minimum, basic identifying information, including emergency contacts, and written parental consent (minors) for weekend passes to approved destinations. Such records must be readily accessible to dormitory staff.

#### ***R16. Records System***

Centers must develop and maintain a uniform records system to accurately document and regularly update the following types of information, services, and accomplishments for each student during enrollment, as specified in the designated chapter:

Administrative Records (enrollment data, allowances and allotments, leaves and absences, and case notes)	Chapter 6
Career Preparation Period and Career Development Period Records	Chapter 6
Health History and Services	Chapter 2
Personal and Social Development Records (including Fact-Finding Board documentation)	Chapter 2, Chapter 6
Career Transition Services Information	Chapter 4

#### ***R17. Student Personnel File***

Centers must maintain for each student throughout enrollment a personnel file, which must include the following documents:

- a. Folder Inventory Form
- b. Student Job Corps Data Sheet (ETA 6-52)<sup>1</sup> and required enrollment forms
- c. Record of Issue/Spent Clothing Allowance
- d. Designation of Beneficiary (SF 1152)
- e. Zero Tolerance for Violence and Drugs Certification
- f. All hard-copy verification documentation supporting pay and leave status, including parental pass consent for minors (Leave/Documentation and Case Notes). Leave requests must be maintained electronically in CIS.
- g. Informed Consent to Receive Mental Health and Wellness Treatment
- h. Equal Opportunity Notice (Form 1-07)
- i. A hard copy of the My Pathway to Achieving Career Excellence (MyPACE) Career Plan (initial and all versions), justification statement if student changed career pathways during enrollment and a final Pathway Achievement Record (PAR). MyPACE Career Plan and PARs must also be stored electronically and uploaded in the CIS e-Folder.

### ***R18. Separation***

- a. At the time of a student's separation from Job Corps, centers must combine all necessary records, excluding those with disability and/or medical information, pertaining to that student into a single record and store it in a central location on center. Medical, health, and disability-related information must be stored in sealed envelopes in a secured location separate from the student's general personnel file. See Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information. Records of separated students must contain documents as specified below:
  1. All records indicated in R17 above
  2. Final Student Profile (ETA 6-40)
  3. Copy of official HSE certificate or, if not applicable, passing scores, or high school diploma earned while in Job Corps including final high school transcript(s) (if the student earned their diplomas from a center accredited as a degree-conferring high school).
  4. Notice of separation from CIS

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<sup>1</sup> Form generated through OASIS (Outreach and Admissions Student Input System). For forms requiring signature, a signed copy shall be maintained in the student personnel file.

5. Training Achievement Record (TAR)
    - (a) For students who complete their program while using a paper TAR, the completed original TAR is required for the students' permanent file.
    - (b) For students assigned to an e-TAR, e-TARs will be stored electronically and will be available through the Center Information System (CIS/CIS3G).
    - (c) The full e-TAR will be permanently stored in the data warehouse. In addition, as a contingency measure, centers will keep a hard copy of the e-TAR summary page in the student permanent record file and credential attainment results (refer to Chapter 6, Section 6.4, R.7.b. and c.).
  6. Tests of Adult Basic Education (TABE) – Answer Sheets (when the TABE is not administered online) or the Student Testing System (STS) Tickets
  7. Fact-Finding Board documentation (whether result was termination or retention)
  8. Unauthorized Absence CIS Case Notes
- b. Provide a copy of the student's Job Corps Consent for Release of Information as part of ETA Form 6-52 to the Career Transition Services Contractor within five working days of separation. Information from confidential files must not be released to Career Transition Services Contractors.
  - c. Maintain the permanent student record on center for at least three years, at which time it will be archived to the Federal Records Center, as directed by the Regional Office.

### ***R19. Student Death***

In the event of a student's death, the center must follow Significant Incident Report (SIR) reporting requirements (see Chapter 5, Section 5.4), upload a copy of the student health record into Wellness and Accommodation E-Folder in CIS, and then physically send the entire student personnel record (including sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days. The mailed sealed health record must include Office of Worker's Compensation Programs (OWCP) forms and written notification of death, plus the death certificate and autopsy and toxicology reports if available. See Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information.

### ***R20. Confidentiality of Student Records***

Centers and Outreach and Admissions/Career Transition Services (OA/CTS) contractors must safeguard and ensure the confidentiality of student personal information contained in records, as well as verbal and written communications, in accordance with federal, state, and local law, and as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information) and Appendix 202 (Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information).



***R21. Access to Student Records***

Centers and OA/CTS contractors must provide students and parents/guardians of minors with access to their records on request. Access to medical records can be denied in accordance with the Notice of Medical Information Use, Disclosure, and Access (Form 2-01) and Authorization for Use and Disclosure of Your Health Information (Form 6-02).

***R22. Release of Information***

Centers and OA/CTS providers must respond to requests from former students or third parties for information concerning their enrollments, upon receipt of a written, signed release of information, and in accordance with provisions of Chapter 5, Section 5.1, R31.c and Appendix 601. This shall apply as long as the center has custody of the record.

***R23. Freedom of Information Act Requirements***

Centers and OA/CTS contractors must respond to requests for disclosure of personal information about students in accordance with the Freedom of Information Act as specified in Appendix 601.

***R24. Subpoenas for Student Records***

Centers and OA/CTS contractors must forward all subpoenas to produce a student record, or to testify regarding a student record to the Regional Office.

***R25. Records and Reports Maintenance***

Center operators, agencies, and OA/CTS contractors must maintain records and reports for three years. Records of disclosures of protected health information shall be kept for three years. Exceptions to this retention period shall be communicated by the National Office of Job Corps on a case-by-case basis.

## 6.5 RIGHTS

### REQUIREMENTS

#### ***R1. Student Rights***

- a. Centers and Outreach and Admissions/Career Transition Services (OA/CTS) contractors must inform all applicants and students of their rights and protections regarding civil rights, including disability accommodations (see Chapter 2, Section 2.4, R2), sexual harassment (see Chapter 2, Section 2.5, R6), religious rights (see R2 below), and nondiscrimination (see Appendix 602). At a minimum, centers and contractors must provide applicants and students with the Equal Opportunity Notice set forth in 29 CFR 38.35 (see Form 1-07). The Notice must be included in each student's file, and provided in alternate formats upon request to applicants and students with visual impairments. Where an alternate-format notice has been provided, a record that such a notice has been given must also be made a part of the student's file.
- b. Staff Training  

Job Corps centers must ensure that all Job Corps center staff are fully apprised of, and annually trained in, requirements regarding civil rights; including religious rights (see Exhibit 5-4).

#### ***R2. Religious Activities/Treatment of Religious Organizations***

Job Corps places a high value on the right of students in Job Corps to exercise their religious freedom. As detailed in R2.a–h below, Job Corps centers are required to allow students to engage in religious activities on center.

In implementing this requirement, Job Corps centers must not discriminate among students on the basis of religion, religious belief, or lack thereof. Therefore, Job Corps centers must remain neutral in their treatment of various religions; must not require or, based on religion, prohibit participation by any student in religious activities; and must neither encourage students in, nor discourage students from, belief in religion generally, or in any particular religion.

- a. Respect for Religious Rights

Job Corps centers must ensure that each student has the right to worship, or not worship, as he or she chooses.

- b. Religious Activities Permitted on Center

1. Job Corps centers must permit students to express their views related to religion and to exercise their right to religious freedom. Job Corps centers must permit residents to engage in voluntary religious activities, including holding religious services, on

center. Reasonable time, place, and manner restrictions may be imposed, however.

2. Job Corps centers must inform students about their rights to engage in religious activities on center. To the extent applicable, centers must also develop, and inform students about, procedures for scheduling (and monitoring, where appropriate) religious activities to ensure equitable allocation of space and other center resources. In preparing the calendar of recreational events and activities required by Chapter 2, Section 2.2, R3.a, centers must include those on-center religious services that are open to all students and/or supervised by Job Corps staff.

c. Religious Accommodations

1. Centers must develop, and inform students how to access procedures for requesting religious accommodations (for example, special diet or exemption from center activities or rules for religious reasons).
2. If a center denies a request for a religious accommodation, the center must:
  - (a) Explain to the student the reason for the denial, and any appeal rights and procedures.
  - (b) Create and keep a record describing the request, indicating that the request was denied and explaining the reason for the denial.

d. Transportation to Local Religious Facilities

Job Corps centers may provide students with transportation to and from local religious facilities. The decision whether to provide transportation to a particular facility must not be based on religion. However, Job Corps centers may impose reasonable time, place, and manner restrictions. For example, a Job Corps center may decide that it will provide transportation only to facilities that are located within a particular distance from the center. If Job Corps centers choose to provide transportation to religious facilities, these centers must develop, and inform students about, procedures for requesting such transportation. Note: Providing such transportation does not relieve Job Corps centers of the obligation in R2.b above to permit students to engage in voluntary religious activities on center.

e. No Discrimination on the Basis of Religion

In providing Job Corps services, Job Corps centers must not discriminate against or favor a current or prospective student on the basis of religion or religious belief or lack thereof. This requirement does not preclude Job Corps centers from accommodating religion or religious belief (e.g., permitting exemptions from certain Job Corps center rules for students based on religious reasons) nor does it require Job Corps centers to give similar treatment or exemptions to students who desire “accommodations” for reasons unrelated to religion or disability (see Chapter 2, Section 2.4, R2 for information about accommodating students with disabilities). Job Corps centers are permitted to supervise on-center religious activities as appropriate to maintain good

order and discipline, so long as Job Corps centers do not rely upon the religious (or nonreligious) nature of an activity, or student gathering, in choosing which activities or gatherings to supervise.

f. Prohibited Activities

The following activities are always prohibited on center, regardless of any religious motivation.

1. Acts of violence
2. Animal sacrifice
3. Performance of curses, hexes, or other rituals or actions intended to harm others
4. Public nudity
5. Acts of self-mutilation or infliction of bodily harm
6. Use or display of weapons
7. Exclusion by race, ethnicity, color, or national origin
8. Sexual acts
9. Use, possession, or sale of controlled substances as defined under the Controlled Substances Act; being under the influence of, using, or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; operating a motor vehicle while under the influence of alcoholic beverages; and being under the influence of or using alcoholic beverages
10. Possession of unauthorized goods, as defined in the Job Corps regulations at 20 CFR 686.120, which include:
  - (a) Firearms and ammunition
  - (b) Explosives and incendiaries
  - (c) Knives
  - (d) Homemade weapons
  - (e) All other weapons and instruments used primarily to inflict personal injury
  - (f) Stolen property
  - (g) Drugs, including alcohol, marijuana, depressants, stimulants, hallucinogens, tranquilizers, and drug paraphernalia except for drugs and/or paraphernalia that are prescribed for medical reasons
  - (h) Any other goods prohibited by a center operator in a Student Handbook
11. Coercion or harassment of anyone based on religion or lack thereof

g. When Federal Support May Be Used to Support Inherently Religious Activity

Except as described in this PRH, Job Corps centers must not use direct federal support for inherently religious activities such as worship, religious instruction, or proselytization.

At Job Corps facilities where there is such a degree of government control over the program environment that religious exercise would be significantly burdened absent affirmative steps by Job Corps operators (such as at isolated Job Corps facilities), program officials may take affirmative steps to ensure that program beneficiaries are able to exercise their religious freedom, including the use of direct federal support to provide access to religious services and activities where necessary to ensure the opportunity for exercise of religious rights. Indirect federal support – e.g., support received due to the exercise of genuine and independent choice by a Job Corps student – is not subject to these restrictions on providing Department of Labor (DOL) support to inherently religious activities.

Note: Center supervision of students engaged in religious activities and gatherings, to the extent such supervision occurs in a manner consistent with center supervision of students engaged in nonreligious activities and gatherings, does not constitute federal “support” for religious activities.

h. Religious Organizations Must Be Treated on a Basis Equal to That of Other Organizations

Religious organizations are eligible on the same basis as any other organization to participate in Job Corps programs or activities. Job Corps centers must not discriminate against or favor an organization on the basis of the organization’s religious character or affiliation or lack thereof. Religious organizations that participate in Job Corps programs must be permitted to maintain their religious identity. Religious organizations are permitted to use their facilities to provide services to Job Corps without removing or altering religious art, icons, scriptures, or other religious symbols from those facilities.

***R3. Voting Rights***

Centers must develop and implement procedures to assist students to vote locally or by absentee ballot. Any assistance with voter registration must be conducted with nonpartisan entities free from party affiliation, bias, or designation.

***R4. Use of Applicant and Student Photos and Moving Images***

All contractors and centers must ensure that photos and moving images of Job Corps applicants and students are not taken, used on printed materials, or posted on the Internet, except when proper releases have been obtained, as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information).

**R5. Authorizations (Consent for Treatment)**

Centers must ensure that proper authorizations are obtained prior to delivery of health services to students.

- a. The signed consent form (ETA 653) serves as authorization for basic routine health care and must be placed in the student health record by the time a student arrives on center. Additionally, each student must have a signed Informed Consent to Receive Mental Health and Wellness Treatment form in the student health record by the time the student arrives on center.
- b. Each time a student requires services other than those covered under the blanket consent signed on admission, written consent must be obtained from the student or parent/legal guardian.
- c. In emergency situations, the Center Director may make an exception to the requirement for consent when a student who has reached the age of maturity cannot give consent or a parent/guardian of a student under the age of maturity cannot be contacted. This must be documented in the student's health record.

**R6. Student Tort Claims**

Job Corps centers must:

- a. Advise students of their status as federal employees for purposes of the Federal Tort Claims Act, 28 CFR Part 15 and 20 CFR 686.900.
- b. Assist students in submitting claims to the Regional Office for damage, loss, or destruction of personal property, when the property is under the control and custody of the center, in accordance with the Federal Tort Claims Act, 28 CFR Part 15, in accordance with procedures described in Appendix 602.

**R7. Access to Legal Services**

Job Corps centers must provide students with information about the availability of legal assistance within the community at no cost to Job Corps, for those charged with a felony or misdemeanor.

**R8. Student Legal Obligations**

Job Corps centers must assist students in resolving minor legal obligations and civil fines or court-ordered restitution.

**R9. Notification of Discrimination Complaints**

OA/CTS contractors and centers must promptly notify the Regional Office of any administrative actions or lawsuits that are filed against the contractor or center that allege discrimination on the grounds of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, or any other prohibited factor, including those filed by students and applicants. The notification must include:

- a. Names of the parties to the action or lawsuit
- b. Forum (court or administrative agency) in which each case was filed
- c. Relevant case numbers

The Regional Office will convey the information to the Office of Job Corps, which is responsible for promptly conveying this information to the U.S. Department of Labor Civil Rights Center (DOL-CRC), as described in 29 CFR 38.42.

**R10. Complaint Process for Suspected Enrollment Discrimination**

If the applicant believes that he or she has been denied admission for enrollment as a result of discrimination on a protected basis (race, color, religion, sex/gender, national origin, age, disability, political affiliation or belief, citizenship, or participation in a program or activity financially assisted under Workforce Innovation and Opportunity Act Title I <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>), he or she may file a written complaint within 180 days of the decision, with either the recipient of the funds, as defined in 29 CFR 38.4, such as the OA agency or the Job Corps contractor, or center operator (if not federally operated), or the U.S. Department of Labor Civil Rights Center (DOL-CRC). The contact information of the Director of DOL-CRC is as follows:

Director, Civil Rights Center  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room N-4123  
Washington, DC 20210  
(202) 693-6502 (voice)  
TTY: (202) 693-6516  
[CivilRightsCenter@dol.gov](mailto:CivilRightsCenter@dol.gov)

For electronic versions of DOL-CRC's complaint form in English or Spanish (PDF or HTML format), using Internet Explorer, please go to DOL-CRC's website at: <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/external/how-to-file-complaint>.

***R11. Applicant/Student Complaints***

Job Corps centers must develop and implement systems to respond to complaints of discriminatory treatment of students or applicants, or violation of civil or religious rights, which include the following features:

- a. A designated, trained Equal Opportunity Officer who will:
  1. Assist students and applicants in filing complaints with the center or with the DOL Civil Rights Center (CRC).
  2. Attempt to informally resolve complaints filed with the Job Corps center.
  3. Document all complaints filed with the Job Corps center (including keeping a complaint log) and all actions taken in connection with complaints.
  4. Provide center-wide training and publicity.
  5. Ensure that student complainants are not subjected to retaliation or other adverse treatment.
  6. Provide written notice of students' right to file complaints, and written guidance to assist students in filing complaints.
  7. Advise students of appeal rights and procedures.
  8. Serve as the center's liaison with CRC.
  9. Monitor and investigate the Job Corps center's activities to make sure the center is complying with its nondiscrimination and equal opportunity obligations.
  10. Report directly to the appropriate official about equal opportunity matters.
  11. Undergo training to maintain competency.
- b. Complaint resolution procedures as specified in Appendix 602 (Civil Rights and Nondiscrimination).

***R12. Equal Employment Opportunity/Civil Rights***

Center operators and OA/CTS contractors must:

- a. Not deny employees equal opportunity/civil rights because of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, or any other prohibited factor. Sexual harassment is prohibited in



Job Corps. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.

- b. Provide prompt, fair, and impartial consideration of discrimination or other civil rights complaints through an established and approved grievance system.

## 6.6 CLOTHING

### REQUIREMENTS

#### *R1. Student Clothing*

Centers must:

- a. Issue, at no cost to the student, uniforms, specialized and safety equipment, and clothing necessary for a student to participate in career technical training. Such clothing and equipment must meet safety and health requirements and industry standards so that the student is able to function comfortably and effectively in all weather conditions.
- b. Issue, but retain as government property, such clothing and safety equipment that is determined to be serviceable and that can be sanitized.
- c. Issue, for retention by the student, safety shoes and other items that cannot be sanitized.

#### *R2. Cash Clothing Allowance*

Centers must establish a system to provide clothing allowances for students in the amounts indicated and according to the time schedule shown below:

First clothing allowance:	\$100 (requires minimum 30 days length of stay)
Second clothing allowance:	\$125 (for projected graduates only; may issue within 90 days of projected graduation)
AT/ACT clothing allowance:	\$100 (available at time of transfer)

#### *R3. Emergency Clothing*

- a. Centers must provide for emergency clothing needs and deduct the amount provided from the student's clothing allowance.
- b. In the event of a disaster declaration made by the President under the Stafford Act, at the discretion and approval of the Regional Director, students may be provided with clothing and other personal items up to \$500 in value.

## 6.7 TRANSPORTATION

### REQUIREMENTS

#### *R1. Motor Vehicles*

Center operators and OA/CTS contractors must follow the requirements of ETA Handbook 359 and 48 CFR Chapter 1 Subpart 51.2 regarding acquisition and use of motor vehicles.

#### *R2. Goal Achievement*

The National Office of Job Corps will work continuously to reduce petroleum fuel consumption through the following measures:

- a. Increasing the number of Alternative Fuel Vehicles (AFV) in Job Corps' fleet.

Job Corps centers must make every effort to attain AFVs when replacing existing fleet or when acquiring new leases

- b. Maintaining oversight of all new vehicle acquisitions, replacements, and returns

1. Job Corps centers with a need to acquire or replace a vehicle must justify this need or action to the Office of Job Corps.
2. To acquire a new or replacement vehicle, the requesting center must submit the Request to Lease a GSA Vehicle form to the center's Project Manager (PM) for submission to the Office of Job Corps (see Form 6-05). Information on AFVs that can be leased directly from GSA can be found at [www.GSA.gov](http://www.GSA.gov) in the most current Product Guide for Alternative Fuel Vehicles (AFV). The website [afdc.energy.gov](http://afdc.energy.gov) contains descriptions of alternative fuels and additional AFV resources.

To ensure accurate completion of the report, when acquiring new vehicles or renewing existing leases, the agency code 1680 should be used to complete all necessary paperwork.

- c. Reducing the consumption of petroleum fuel through efficient fleet policies

Center operators must examine their center's fleet to determine which vehicles are necessary for center operations. Vehicles that are being consistently underutilized (driven less than 800 miles per month) for three consecutive months should be viewed as candidates for return. In order to retain these vehicles, justification must be provided to the Office of Job Corps, Division of Facilities and Asset Management (DFAM). There are no eligibility requirements for returning a vehicle to GSA.

- d. Establishing fleet standards that will lead to more efficient operations

Center staff must acquire vehicles based upon the fleet standards established by the Office of Job Corps, replacing high-fuel-consumption vehicles with fuel-efficient vehicles.

Center operators must examine which of their vehicles are high-fuel-consumption vehicles and replace them with more fuel-efficient vehicles. Although vehicle returns may be made at any time, replacements must meet the eligibility requirements set forth by GSA. Vehicle replacements must follow the process outlined in R2.a and R2.b above.

Vehicle replacement standards are the criteria used to determine whether a GSA-leased vehicle is eligible for replacement. This information is listed in Exhibit 6-4, Minimum Requirements for Replacing Vehicles Leased from the General Services Administration Prior to the End of the Lease.

- e. Providing General Services Administration (GSA) with annual fleet acquisition requirements

Upon the announcement of GSA's annual solicitation for the fleet acquisition requirements for the upcoming fiscal year, each Job Corps center must prepare its fleet acquisition requirements and send to its Project Manager by August 15 for approval. Acquisition requirements will be forwarded to GSA by the Project Manager (PM). Form 6-06, GSA Annual Fleet Requirements Spreadsheet, must be used by centers to submit this information.

### ***R3. Standard Operating Forms and Procedures for Fleet Management***

Center operators must ensure that centers have standard forms and procedures in place to document the vehicle information that must be reported to the National Office of Job Corps on a monthly basis. The National Office has developed standard forms to assist in the tracking of fleet information. The standard forms include Form 6-03, GSA Vehicle Log, and Form 6-04, GSA Vehicle Maintenance Log.

### ***R4. Fleet Management Reporting***

Center operators must ensure that:

- a. Fleet Managers are entering all vehicle information into the Job Corps Fleet Tracking Management System on a monthly basis.
- b. Vehicle information is reported by the 10th day of the current month for the previous month. This information must be recorded in the Job Corps Fleet Tracking Management System. The information entered into the system will assist the Office of Job Corps with its reporting requirements.

**R5. *Vehicle Accident Recordkeeping*****a. SF-91, Operator's Report of Motor Vehicle Accident**

The operator of any government vehicle involved in an accident will complete an SF-91 form at the scene of the accident, if possible. The center will develop procedures to ensure that copies of the SF-91, and other applicable forms, are available in each vehicle, including privately owned vehicles, rentals, and GSA vehicles used for official business.

**b. SF-91A, Investigation Report of Motor Vehicle Accident**

This report is used for motor vehicle accidents resulting in vehicle and/or property damage over \$500, or disabling work injuries including fatalities caused by a motor vehicle accident.

**R6. *Overview of Center Director Responsibilities for Vehicle Safety Programs***

Each Center Director must be responsible for:

- a. Administration of the motor vehicle safety program.
- b. A program for training, testing, and licensing students.
- c. A comprehensive vehicle maintenance and inspection program.
- d. Promotion and incentive awards programs to encourage traffic safety.
- e. Compliance with state and local motor vehicle laws.
- f. An effective accident investigation and analysis system.
- g. An on-center system of traffic control to include appropriate signs and lines.

**R7. *Overview of Vehicle Operation Requirements***

- a. Government-owned vehicles and leased vehicles, collectively called GOV, must be operated by individuals meeting the following qualifications:
  1. Drivers must possess a valid state driver's license.
  2. Drivers must possess a valid federal employee identification or Job Corps identification.
- b. Student operation of GOV must be authorized by the Center Director and limited to driver's training only.

- c. All over-the-road vehicles must be equipped with fire extinguishers, emergency warning lights, and well-maintained first-aid kits.
- d. In GOV, all drivers and passengers must wear seat belts in all over-the-road vehicles (except buses where seat belts are not available). When infants and/or children are being transported, safety restraints must meet applicable state requirements for size/weight.
- e. Drivers must not engage in cell phone usage, text messaging, or use personal or government-supplied electronic equipment, when operating GOV or when driving privately owned vehicles (POV) while on official government business.
- f. No vehicle will be loaded (with personnel or materials) beyond the vehicle's rated capacity.
- g. All operators must adhere to applicable federal, state, and local vehicle operator licensing and safe operator requirements. Federal requirements may include, but are not limited to, Hours of Service (Part 395 of the Federal Motor Carrier Safety Administration [FMCSA] regulations).
- h. Students will not be transported in the back bed of a pickup truck or other open-bed vehicle, including vehicles equipped with caps covering the bed of the truck, unless such vehicle has been equipped with appropriately designed and constructed seating and safety restraints.
- i. If a bus has an auxiliary gas tank that powers the air conditioner, the vehicle must have that tank properly guarded.
- j. Aisles in buses and vans must be kept free of obstructions that may hinder orderly evacuation of the vehicle during an emergency. Passengers must be seated at all times. Tools, equipment, luggage, and other personal belongings must be properly stored and secured before operating the vehicle.
- k. No bus transporting students or staff shall have the emergency door locked or constricted.
- l. All vehicles that are driven by staff and students on center must meet appropriate federal and state safety requirements.
- m. While a commercial driver's license (CDL) is preferred for those drivers operating 12- and 15-passenger vans, operators must, at a minimum, adhere to the vehicle operator licensing and safe operator requirements for the state or local jurisdiction.
- n. All 12-passenger vans currently leased or owned by Job Corps contractors and agencies are to be operated in a manner that reduces the risk of vehicle rollover and other known risks associated with operating the vehicles. Job Corps contractors and agencies are

permitted to purchase new vans and retain 12-passenger vans that are currently in their GSA fleet inventory. The vans must be operated in accordance with the guidelines and restrictions detailed below:

1. The 12-passenger vans will carry a maximum of eight passengers, including the driver. If there is a need to transport more than eight passengers, it must be done using multiple vehicles.
  2. Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof.
  3. Rear seats must be removed.
- o. All 15-passenger vans currently leased or owned by Job Corps contractors and agencies are to be modified and operated in a manner that decreases known risks associated with operating the vehicles. Job Corps contractors and agencies are permitted to retain 15-passenger vans that are currently in their GSA fleet inventory in accordance with the guidelines and restrictions detailed below; however, centers are encouraged to explore other fiscally responsible transportation options before purchasing, leasing, or renting additional 15-passenger vans.
1. All 15-passenger vans will carry a maximum of 10 passengers, including the driver. If there is need to transport more than 10 passengers, it must be done using a higher capacity vehicle, or by using multiple smaller vehicles.
  2. Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof.
  3. Rear seats must be removed.

### ***R8. Government-Furnished Transportation***

Centers must provide Job Corps students with government-furnished transportation between their home and Job Corps centers in accordance with procedures issued by the Regional Office under the conditions and circumstances shown in Exhibit 6-3 (Student Transportation).

### ***R9. Local Transportation***

Centers must:

- a. Provide transportation to and from the center daily for nonresidential students.
- b. Provide transportation to and from the center's designated arrival point for students using government-paid transportation.

- c. Provide transportation for students to and from off-center training, work-based learning, and off-center activities.
- d. Provide transportation for students to and from off-center medical/dental appointments. In lieu of the center providing transportation, the center may approve a student's request to be transported by a friend, partner, or family member.

***R10. Transportation for Dependent Children***

Centers must provide government-paid transportation to and from home to children who participate in Job Corps Residential Parent/Child programs. Such transportation must be authorized to the same extent as it is allowed for their parents.



## EXHIBIT 6-1 DUTY/PAY/LEAVE STATUS CHART

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Paid	Present for Duty	Present for Duty on Center	N/A	For students involved in normal training and other on-center activities, including students who are staying on center and participating in center authorized off-center training during the winter break.	
Paid	Present for Duty Off Center	Present for Duty Off Center	Non-Resident ACT/OTP	For non-resident students enrolled in off-center ACT/OTP programs.	<ul style="list-style-type: none"> <li>Centers must have documented daily accountability for student attendance at the ACT/OTP site (per Chapter 3 Section 3.1 R12). Documentation should be submitted, at a minimum, once per week to the center.</li> </ul>
Paid	Present for Duty Off Center	Present for Duty Off Center	Career-Related Activity	For students involved in authorized activities off-center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.	<ul style="list-style-type: none"> <li>Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing cannot exceed 10 training days during enrollment.</li> <li>The Regional Office, at its discretion, may grant a waiver to extend the 10 training day limit if there is a reasonable expectation of full-time employment. Regional Office extensions are limited to 5 training days during a student's enrollment.</li> <li>Students must have at least 2 pre-arranged and verifiable job interviews (one of which may be the CTS, One-Stop Career Center/American Job Center, or Employment Office) set up for this period.</li> <li>Students must have an appointment to visit the Career Transition Services (CTS) office in their hometown if one exists; if not, telephone contact with the appropriate CTS office should be scheduled.</li> <li>At the end of the job search period, if the student has not been successful in job search activity, the student will be separated from the Program, effective as of their 11th day of separation (or the 16th day, if a Regional Office waiver has been granted), with a referral to the appropriate CTS office. The center has the option of returning the student to the center for additional training or employability assistance before the 11th day (or 16th day).</li> </ul>
			CTST/WBL/OTP	For student involved in off-center training that requires overnight stays that are part of pre-approved curricular activities (CTST, WBL, OTP).	<ul style="list-style-type: none"> <li>The CTST projects must be approved on a center's CTST plan.</li> <li>Other WBL and OTP programs must have approval by the Regional Office through the CDSS plan or authorization letter.</li> </ul>

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
			Distance Learning	For students not involved in in-person instruction. This leave status should <b>not</b> be used for other off-center instruction including OTP and ACT.	<ul style="list-style-type: none"> <li>Centers must have documented accountability for student attendance and participation.</li> <li>Centers must use the distance learning module within CIS-3G to document a student's attendance. The documentation must be based on actual hours of attendance and participation, not planned or scheduled work.</li> <li>UA status during distance learning must be determined based on current policy.</li> <li>Distance Learning may be used for all instruction if required by the National Office due to a center or national crisis.</li> </ul>
			Authorized Off-Center Training Activity	For students involved in authorized off-center training activities.	<ul style="list-style-type: none"> <li>Covers off-center training activities for programs including but not limited to Home based Work-based Learning, pre-apprenticeship, USDA Public Lands Corps (PLC), Work Experience Programs (WEP), and similar programs.</li> <li>Authorized off-center training activity is limited to a maximum of 6 weeks (42 calendar days) per student enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit, not to exceed an additional 10 weeks (70 calendar days). A written request for the waiver must be submitted to the region with supporting documentation before the end of the student's initial 6-week assignment.</li> <li><b>For the USDA PLC Program only</b>, the extension should be limited to students who are at least 75% complete in the student's Training Achievement Record (e-TAR) or if there is a reasonable expectation of full-time employment.</li> <li>At the end of the authorized off-center training activity, students may return to the center or leave as an ordinary separation without returning to the center. When a student does not return, the student's CTS Specialist must schedule a meeting with the student.</li> </ul>
Paid	Present for Duty Off Center	Present for Duty Off Center	Firefighting, Emergency Service	For students involved in authorized activities off-center firefighting and/or national emergencies.	<ul style="list-style-type: none"> <li>Assignments shall not exceed 6 consecutive weeks (42 calendar days) without Regional Office approval.</li> <li>The Regional Office, at its discretion, may grant a waiver to extend the 8-week limit if there is a confirmed need to extend firefighting/emergency service, not to exceed an additional 10 weeks (70 calendar days).</li> <li>Verification must be documented on the leave form in the CIS.</li> </ul>
Paid	Present for Duty Off Center	Present for Duty Off Center	Center Miscellaneous	For students involved in authorized, off-center activities like recruiting drives, escort duty, competitions, awards, conferences, and events.	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 10 training days during enrollment.</li> <li>Verification must be documented on the leave form in the CIS.</li> </ul>

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Paid	Present for Duty En Route	En Route	En Route	For students in authorized travel status, using the most direct route home; or to the receiving center for: <ul style="list-style-type: none"> <li>• New Arrivals</li> <li>• Separations</li> <li>• Transfers</li> </ul>	<ul style="list-style-type: none"> <li>• New enrollees with inbound travel overnight or longer.</li> <li>• Separating students with travel overnight or longer.</li> <li>• Transferring students during travel by the most direct route.</li> <li>• En route status not authorized if a student takes an unauthorized side trip or layover.</li> </ul>
Paid	Present for Duty On Pass	On Pass	National Guard Duty	For authorized overnight passes including National Guard weekend duty.	<ul style="list-style-type: none"> <li>• Must not conflict with scheduled classes.</li> <li>• Destination must be documented.</li> <li>• For minors, only to destinations authorized by parental consent.</li> </ul>
			Visit Family/Friends		
Unpaid	Not Present for Duty	Winter Break	Alternative Winter Break	For students who participate in authorized off-center training during the winter break period and choose to take their winter break at a later date. Some examples of off-center training include but are not limited to; CTST, WBL, WEP, PLC, pre-apprenticeship, apprenticeship, ACT, or OTP.	<ul style="list-style-type: none"> <li>• Set by the National Office of Job Corps to include 10 non-training days as well as 2 federal winter holidays and 3 weekends.</li> <li>• Destination is the home of record or an alternate destination.</li> <li>• For minors, only to destinations authorized by parental consent.</li> <li>• Students are entitled to go on winter break regardless of the length of enrollment.</li> <li>• Students may elect not to go on break, choosing to remain at the center instead. Centers must have an appropriate level of structured activities for students who remain at the center during the winter break.</li> <li>• Regional Office approval is necessary to authorize students, who are not able to go on the scheduled winter break because of conflicts with their off-center training or program activity schedules, for an alternative winter break. Documentation of Regional Office approval must be maintained in the student's permanent record.</li> </ul>
			Winter Break Off-Center	For students who choose to depart the center for the winter break period.	
			Winter Break On-Center	For students who choose to remain at the center during the winter break period and are not participating in authorized off-center training.	
Paid	Not Present for Duty – Administrative Leave With Pay	Administrative Leave With Pay	Center Closure for Emergency	For authorized absences due to: <ul style="list-style-type: none"> <li>• Center closure for emergency conditions.</li> <li>• Securing medical/dental treatment as concurred by center health staff.</li> <li>• Subpoenaed court appearance</li> <li>• Temporarily housed off-center as a precaution against harm or injury to self.</li> <li>• Life-threatening illness or injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone documented to act on the parents' behalf).</li> <li>• Serious illness or injury to student's child.</li> <li>• Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not exceed 5 training days within any consecutive 6-month period.</li> <li>• Must be verified by the attending physician, hospital authority, government authority, or court official, except for H1N1 influenza symptoms. Students exhibiting H1N1 influenza symptoms do not require third-party verification for use of this leave category.</li> <li>• Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility.</li> <li>• Regional Offices can authorize an additional 5 training days for students who have extenuating circumstances. Documentation and regional approval must be maintained in the student's permanent record.</li> <li>• Regional Offices can extend the number of training days under this leave in the case of emergency center closure.</li> </ul>
			Illness or Injury of Child		
			Illness With Symptoms of H1N1 Influenza		
			Life-Threatening Illness/Injury		
			Pregnancy-related Procedure		
			Securing Medical Treatment		

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
			Subpoenaed Court Appearance		
			Temporarily Housed Off Center		
Paid	Not Present for Duty – Bereavement Leave	Bereavement Leave	Bereavement	Death in the immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, or someone documented to act on the parents’ behalf).	<ul style="list-style-type: none"> <li>Not to exceed 10 training days per the prior 12-month window of time.</li> <li>Must be verified by the attending physician/hospital, funeral director, or the American Red Cross.</li> <li>Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility.</li> <li>Verification must be obtained within 1 working day after the leave request.</li> <li>Must be authorized by CD or designee.</li> </ul>
Paid	Not Present for Duty – Active Duty Military	Active Duty Military	Active Duty Military	Short-term active duty in National Guard.	<ul style="list-style-type: none"> <li>Not to exceed 8 weeks (56 calendar days) during enrollment.</li> <li>Must be verified with Military Personnel.</li> </ul>
Paid	Not Present for Duty – Paid Time Off (PTO)	Paid Time Off	Paid Time Off	For students to use at their discretion. Only allowed with the concurrence of the center (e.g., vacation, to take care of personal business such as un-subpoenaed court appearances, meeting with probation/parole officer, elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations).	<ul style="list-style-type: none"> <li>One PTO day is accrued every 30 calendar days of enrollment. PTO day must be requested by the student and the CIS leave form submitted, no later than 1 hour after a student’s scheduled training day start time on the leave date. New students will begin with 3 PTO days.</li> <li>No special documentation is required, other than the CIS leave form.</li> </ul>
Unpaid	Not Present for Duty – Unauthorized Absence (UA)	Unauthorized Absence	N/A	For students who fail to return or report to the center within 2 hours of the student’s scheduled training-day start time.	<ul style="list-style-type: none"> <li>Unauthorized absences that exceed 6 consecutive training days (not including weekends, holidays, winter break, or other center non-training days, for example) will result in separation from the program 2 hours after the student’s scheduled training-day start time on the 7<sup>th</sup> training day, with the separation date being the 7<sup>th</sup> training day.</li> <li>Unauthorized absences, exceeding 12 nonconsecutive training days (not including weekends, holidays, winter break, or other non-training days, for example) in the prior 6 months will result in separation from the program 2 hours after the student’s scheduled training-day start time on the 13<sup>th</sup> training day, with the separation date being the 13<sup>th</sup> training day, unless the student resigns.</li> <li>If the student contacts the center with a credible and verifiable explanation, the student’s status may be changed to the appropriate leave category, effective the date of the emergency, if the emergency prevented the student from contacting the center timely. The required verification is the same as outlined for Bereavement, Administrative Leave with Pay, etc., unless the student resigns.</li> </ul>

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Unpaid	Not Present for Duty – Missing Minor Student (MMS)	Missing Minor Student	N/A	For minor students who are missing through no fault of their own and whose parents/guardians are unaware of the student’s whereabouts.	<ul style="list-style-type: none"> <li>When a minor student is reported as an Unauthorized Absence (UA) and their parent/guardian verifies that they are unaware of the student’s whereabouts.</li> <li>This status should be used only in a bona fide case of a minor student who is missing through no fault of their own.</li> <li>This is a prelude to taking the required steps for locating and contacting missing students as noted in Chapter 6.</li> <li>This category requires proper documentation such as a police report and a Significant Incident Report (SIR).</li> </ul>
Unpaid	Not Present for Duty – Fact-Finding Board Leave (FFBL)	Fact-Finding Board Leave	Level I Infraction	For student removal pending FFB results.	<ul style="list-style-type: none"> <li>CSO incident report must be documented and submitted in CIS, before granting any leave.</li> <li>Up to 3 training days, due to alleged participation in a Level I infraction.</li> <li>Up to 5 training days, due to alleged participation in a Level II infraction if the student is determined to be a threat to themselves or others.</li> <li>National Director has the discretion to extend this leave if the National Director has suspended the timeframe for the Fact-Finding Board to issue its decision if the student subject to the Fact-Finding Board is also the subject of an active police investigation.</li> <li>National Director can remove any student charged with a Level II infraction if the National Director determines they are a threat to themselves or others, in accordance with the PRH.</li> </ul>
			Level II Infraction		
Unpaid	Not Present for Duty – Regional Office Management Leave (ROML)	Regional Office Management Leave	Cultural/Religious Accommodation	<p>For special circumstances such as:</p> <ul style="list-style-type: none"> <li>The student does not have sufficient PTO leave days accrued to take care of significant personal business such as un-subpoenaed court appearances, meeting with their probation/parole officer(s), elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations.</li> <li>Leave for subsistence activities and disability/religious accommodations.</li> <li>Personal considerations which affect retention.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 5 training days per year of enrollment. This restriction does not apply to additional leave days provided as a reasonable accommodation to students (e.g., with disabilities or as a religious accommodation), with emergencies, or other significant personal business that may be granted by the Regional Director.</li> <li>Students must provide documentation, for their leave request to return home, and it must be maintained in the permanent record.</li> <li>Leave must be requested by the student, and the CIS leave form submitted no later than the end of the same training day.</li> <li>Can only be approved by the Regional Director or Division Chief.</li> </ul>
			Disability Accommodation		
			Elective Medical or Dental Procedure		
			Meeting with Probation Officer		
			Other		
			Pressing Family Obligation		
			Retention Support		
			Subsistence Activities		
Un-Subpoenaed Court Appearance					
Unpaid	Not Present for Duty – National Office Management Leave (NOML)	National Office Management Leave	For Special Circumstances	For special circumstances as determined by the National Director of Job Corps.	<ul style="list-style-type: none"> <li>Parameters for the leave, including timeframes and transportation, will be determined by the National Director of Job Corps on a case-by-case basis.</li> <li>NOML is a National Director directive and cannot be requested.</li> </ul>

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Unpaid	Not Present for Duty – Personal Leave for Childcare Without Pay (PLCW/OP)	Personal Leave for Childcare Without Pay	PL for Childcare w/o Pay	For students who are parents that have to remain at home and must care for dependent children (e.g., sickness or interruption in day care).	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 5 training days during enrollment.</li> <li>Students must provide a statement confirming their parental responsibilities, before using this leave status.</li> <li>Personal Leave for Childcare must be requested by the student, with the CIS leave form submitted no later than the end of the same training day.</li> <li>No special documentation is required.</li> <li>Can only be used after PTO days are exhausted.</li> </ul>
Paid	Not Present for Duty – Separation in Error	Separation in Error	Separation in Error	For students who are separated due to clerical error and must be re-established.	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>This leave category may be used at the discretion of the Regional Office.</li> <li>Center must submit justification to Regional Office for approval.</li> </ul>
Paid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn With Pay	Disciplinary Overturn With Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office.	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>Center must submit justification to Regional Office for approval.</li> <li>Regional Office to approve the use of this status.</li> </ul>
				For re-establishment after the student is cleared of a felony or misdemeanor charge.	
Unpaid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn Without Pay	Disciplinary Overturn Without Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office.	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>Center must submit justification to Regional Office for approval.</li> <li>Regional Office to approve the use of this status.</li> </ul>
				For re-establishment after the student is legally cleared of a felony or misdemeanor charge.	
Paid	Not Present for Duty	Spring Break 2020 COVID-19	Spring Break 2020 COVID-19 Off-Center	For students who departed the center for the Spring Break 2020 COVID-19 period.	<ul style="list-style-type: none"> <li>Criteria and limitations are primarily defined in Program Instruction Notice (PIN) 19-14.</li> <li>Set by the National Office of Job Corps to include 30 calendar days.</li> <li>Destination is home of record, or an alternate destination.</li> <li>For minors, only to destinations authorized by parental consent.</li> <li>Transportation is provided to all students.</li> <li>Students are entitled to go on Spring Break 2020 COVID-19 Leave regardless of the length of enrollment.</li> <li>Centers must have an appropriate level of structured activities for students who remain at the center during the spring break period.</li> <li>The National Director can extend the number of days under this leave type.</li> </ul>
			Spring Break 2020 COVID-19 On-Center	For students who remain at the center during the Spring Break 2020 COVID-19 period.	

## EXHIBIT 6-2 STUDENT ALLOWANCE AND ALLOTMENT SYSTEM (SAAS)

	<b>Eligibility</b>	<b>Minimum Paid Days</b>	<b>Amount</b>	<b>Pay Out</b>	<b>Criteria</b>	<b>Paid By</b>	<b>Deductions</b>
Basic Living Allowance	Program Enrollment	1-182 paid days 183+ paid days	\$45 per pay period \$70 per pay period	Bi-weekly in cash, electronic funds transfer to a bank account with a debit card or to a non-bank issued debit card.	UA, MMS, FFBL, ROML, NOML, PLCW/OP, and winter break leave days are not paid	Center	Collected by JCDC as payroll deductions: <ul style="list-style-type: none"> <li>• payroll taxes</li> <li>• indebtedness</li> </ul> Collected by the center: <ul style="list-style-type: none"> <li>• student fines</li> <li>• property loss/damage reimbursements</li> </ul>
Allotments	Student with child(ren)	Student # of share days \$5 N/A \$10 N/A \$5-\$15 57+	Matched at 5 times the student share by Job Corps	By check to designated allottees	Proof of dependency required	JCDC	Student share collected automatically by JCDC as payroll deduction.
Arrival Pay	Newly Enrolled Re-Enrolled	N/A	\$25 (one-time payment)	Upon arrival in cash	N/A	Center	Payroll taxes* (*applied retroactively to first regular bi-weekly allowance check by JCDC)
Transition Payment	Graduate with HSE or high school diploma completion only (attained while at Job Corps)	N/A	\$200	90% at time of departure from center - JCDC check for balance	Hired at time of departure from center (with valid telephone verification)	Center and JCDC	Payroll taxes Advances Student Allotment share General indebtedness Other indebtedness
				50% at time of departure from center - JCDC check for balance	Not hired at time of departure from center		
Transition Payment	Graduate with CTT completion only (no HSE or high school diploma attained)	N/A	\$500	90% at time of departure from center - JCDC check for balance	Hired at time of departure from center (with valid telephone verification)	Center and JCDC	Payroll taxes Advances Student Allotment share General indebtedness* Other indebtedness * (*up to \$500)
				50% at time of departure from center - JCDC check for balance	Not hired at time of departure from center		
Transition Payment	Graduate with combination of either a HSE or high school diploma (requires completion at Job Corps) and Job Corps CTT completion	N/A	\$1,200	90% at time of departure from center - JCDC check for balance	Hired at time of departure from center (with valid telephone verification)	Center and JCDC	Payroll taxes Advances Student allotment share General indebtedness* Other indebtedness * (*up to \$500)
				50% at time of departure from center - JCDC check for balance	Not hired at time of departure from center		
Survey Completion Payments	Students who completed CPP or were enrolled for 60 or more days	N/A	\$10 \$20	N/A	Following completion of: Quarter 2 survey Quarter 4 survey	JCDC	

## EXHIBIT 6-3 STUDENT TRANSPORTATION

Purpose of Travel	Authorized Destination	Limitations	Government Paid Travel?	Taxable?
<b>Enrollment</b>	Home to center of assignment		Yes	No
<b>Readmission</b>	Home to center of assignment	Arranged and purchased by center	Yes	No
<b>Separation</b>	Center to home of record, or center to location of placement		Yes	Yes
<b>Transfer</b>	Between sending and receiving centers		Yes	No
<b>Bereavement Leave</b>	Center to home and return	Death of immediate family must be verified and meet bereavement leave requirements	Yes	Yes
<b>Winter Break</b>	Center to home and return, or to destination other than home, if authorized by parent/guardian for minor students	Costs for travel to destination other than home shall not exceed cost to home destination	Yes	Yes
<b>Administrative Leave With Pay</b>	Center to home and return	Leave must be verified and meet administrative leave requirements	Yes	Depending on the circumstances <sup>2</sup>
<b>Paid Time Off</b>		If combined with winter break, any costs for travel beyond the government paid travel from the center to home or an alternative destination and back to the center must be charged to the student.	No	N/A <sup>3</sup>
<b>Regional Office Management Leave</b>	Center to home and return	At Regional Office's discretion; may be arranged and purchased by center and charged to student when there is a reasonable expectation that costs can be recovered during the student's enrollment	No	N/A
<b>National Office Management Leave</b>	Center to home and return, contingent on National Director's directive		Depending on the circumstances. Will be determined on a case-by-case basis.	Depending on the circumstances. Will be determined on a case-by-case basis.
<b>Personal Leave for Childcare without Pay</b>	Center to home and return		No	N/A

<sup>2</sup> Not taxable for absences such as center closure for emergency conditions as that is for the convenience of the government.

<sup>3</sup> Taxable column is N/A in multiple travel categories since there is no government paid travel to tax.



<b>Purpose of Travel</b>	<b>Authorized Destination</b>	<b>Limitations</b>	<b>Government Paid Travel?</b>	<b>Taxable?</b>
<b>Present for Duty Off Center</b>	Center to P-DOF site	No more than two times during enrollment unless waived by the Regional Office	Yes	No
<b>Fact-Finding Board Leave</b>	Center to home and return based on Fact- Finding Board (FFB) outcome	Return to center will be based on FFB outcome	Yes	No
<b>Relocation (Center or National Training Contractor [NTC] Initiated)</b>	<ol style="list-style-type: none"> <li>1. Center or NTC program to place of employment</li> <li>2. Center to educational institution or training agency that has accepted student for admission</li> <li>3. Center to site of interview with apprenticeship sponsor</li> </ol>	<ol style="list-style-type: none"> <li>1. With firm job commitment</li> <li>2. Student has been accepted for admission</li> <li>3. Student meets standards of sponsor and has reasonable assurance of acceptance into program (Payment for travel to other than home location is not allowable for students with less than 90 days in Job Corps)</li> </ol>	Yes	Yes
<b>Relocation (Student Requested)</b>	Center to community other than student's home of record	Center has reasonable assurance that a bona fide job offer exists and that employer will hire student subject to interview	Yes	Yes
<b>Unauthorized Absence</b>	Return to center	At student request, may be arranged and purchased by center and charged to student	No	N/A
<b>Student Death (shipment of remains)</b>	Center to place of enrollment or other point in the U.S. or possessions as agreed to by Center Director and next-of-kin		Yes	No

**EXHIBIT 6-4**  
**MINIMUM REQUIREMENTS FOR REPLACING VEHICLES LEASED FROM**  
**THE GENERAL SERVICES ADMINISTRATION**  
**PRIOR TO THE END OF THE LEASE**

<b>Vehicle Category</b>	<b>Fuel Type</b>	<b>Years and Miles</b>
Passenger Vehicles	Any	3 years and 36,000 miles <i>or</i> 4 years and any miles <i>or</i> any number of years and 60,000 miles
Light Trucks 4x2, 4x4	Non-diesel	7 years or 60,000 miles
	Diesel	8 years or 150,000 miles
Medium Trucks 4x2, 4x4	Non-diesel	10 years or 100,000 miles
	Diesel	10 years or 150,000 miles
Heavy Trucks 4x2, 4x4, 6x4, 6x6	Non-diesel	12 years or 100,000 miles
	Diesel	12 years or 250,000 miles
Ambulances	Non-Diesel	7 years or 70,000 miles
	Diesel	7 years or 100,000 miles
Conventional Buses	Any	8 years or 150,000 miles
Forward Control Buses	Any	10 years or 250,000 miles
Transit Buses	Any	12 years or 500,000 miles
Intercity Coach	Any	15 years or 1,000,000 miles

## **APPENDIX 601**

### **STUDENT RIGHTS TO PRIVACY AND DISCLOSURE OF INFORMATION**

Each applicant or student is entitled to privacy in accordance with federal, state, and local law, and in accordance with the following policies.

#### **1. Privacy of Person and Possessions**

The Job Corps center director must ensure that each student's area, including any storage for belongings, remains private. Neither students nor their belongings may be searched or examined except under circumstances described in Chapter 5, Section 5.3, Safety and Security. If evidence that may be used in a criminal prosecution is discovered, the student involved is to be advised of his or her right to remain silent and to an attorney.

#### **2. Confidential Personal Information**

- a. Information collected as part of the admissions process must be protected in accordance with the terms of the Privacy Act. Each applicant shall be informed of the following and acknowledge by signing the Job Corps Consent Record:
  - (1) The statutory authority for the request
  - (2) Why the information is needed
  - (3) Whether it is voluntary or mandatory to give the information
  - (4) The effects of not providing information
  - (5) The uses which may be made of the information
- b. Personal information contained in center records, as well as verbal and written communication between students and staff, must be held in confidence.
- c. Student information may be released to other staff on a need-to-know basis when it is judged to be in the interest of the student, but the student must be informed of the possibility.
- d. Staff must advise students in advance about the types of information that must be shared with the center director or other center personnel when it affects the welfare of the center as whole or requires action to protect the welfare of an individual enrollee.
- e. Confidential student information may not be copied or kept by anyone except as provided by the Disclosure of Information (Section 5 below) procedures.
- f. Department of Labor representatives may review counseling, health, and other confidential records for administrative purposes.
- g. Job Corps students or staff shall not participate in, nor be the subject of, any study or research project unless it has been approved through the Regional Office and by the National Director of Job Corps. Such participation, if approved, must only be on a

voluntary basis, and the researcher must guarantee to protect the anonymity of all staff and students involved in any presentation of the results.

### **3. Access to Student Records**

- a. Students, and parents or guardians of minor students, shall be granted access to their records upon request. Access to medical records can be denied in accordance with the Notice (Form 2-01) and Authorization (Form 6-02).
- b. If a student or parent of a minor student objects to any information in the record, he or she may request a meeting with the center director to request that such information be removed or modified. If the request is denied, the record must be documented with the reasons. The student and or parent/guardian may also include a written objection to the content. All such statements shall become part of the student's personnel record.
- c. If a student or parent of a minor student objects to any information in the medical record, he or she has the right to amend their protected information. Amendments will be made in accordance with the Notice and Authorization.
- d. When the center has custody of the record, designated center staff shall respond to requests from former students or third parties, for information concerning their enrollments, only upon receipt of a written signed release of information, and in accordance with the provisions of Chapter 5, Section 5.1, R31.c, this appendix, the Notice, and the Authorization.

### **4. Use of Student Photos or Moving Images**

- a. Outreach and Admissions/Career Transition Services (OA/CTS) contractors and centers shall ensure that photos or moving images of Job Corps students are taken, used on printed materials, or posted on the Internet only when the student, or legal guardian in the case of minors, has:
  - (1) Been informed about the possible uses of such pictures for promotional purposes, for an unlimited time; and
  - (2) Has signed a Right to Use Photographic Likeness or Moving Images release (as shown in Form 5-08 for adult students, and Form 5-09 for minors).
- b. In all cases where a photographer, newspaper, or other entity has been hired to take pictures, the contract for services shall either:
  - (1) Include language that states "All Copyright and/or Intellectual Property Rights are the property of the Department of Labor"; or
  - (2) A "Notice of Copyright" must be signed by the photographer before the photograph may be used (as shown in the Job Corps Forms Handbook).

## 5. Disclosure of Information

All requests for personal information about students must be treated as requests under the Freedom of Information Act and the Privacy Act of 1974, and handled pursuant to 29 CFR Parts 70 and 71 and 45 CFR Parts 160 and 164.

- a. No student records of information of any kind about a student may be released to outside agencies or persons without the student's signed consent, or parent/guardian consent for minor students, and DOL authorization (applicable regional office) in accordance with Chapter 5, Section 5.1, R31.c, with the following exceptions:
  - (1) Upon written request, parents or guardians of minors and probation or parole officers may be given information regarding a student's general medical condition and/or achievement in the program.
  - (2) To avert a serious threat to health or safety, protected health information can be released. Medical information may be provided to local health authorities in the case of student death to assist with their investigation.
  - (3) A student's name, address, age, former residence, dates of entry and/or separation, forwarding address and other possibilities for locating a student or his or her family may be released to state or federal law enforcement agencies or other government investigators.
  - (4) CTS providers shall be provided a summary of each student's academic and vocational achievement and other such information necessary to assist in the placement of a student. Placement agencies must obtain a written release of information from each student prior to sharing information with prospective employers, schools, and training institutions.
  - (5) Where a job opportunity with a prospective employer is covered by a federal government security clearance requirement necessitating that the employer receives information on the student's arrests, convictions, and/or probation or parole status, the placement agency shall release such confidential information only after obtaining a signed consent from the student or parent/guardian.
  - (6) All subpoenas to produce student records or to testify regarding a student record shall be forwarded to the Regional Office for consultation with the Regional Solicitor.

## **APPENDIX 602**

### **CIVIL RIGHTS AND NONDISCRIMINATION**

Job Corps shall provide equal opportunity for all employees and students without regard to race, religion, color, national origin, gender, disability, or political affiliation or belief. Sexual harassment is prohibited. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.

#### **Responsibilities:**

1. Students must be treated equally with no segregation or discrimination of any kind with respect to training, working assignments, eating arrangements, or any other center activities. Segregated housing on the basis of gender is allowed as outlined in 45 CFR 86.32.
2. Staff shall not be discriminated against in employment practices on the basis of race, color, national origin, gender, age, disability, religion, or political affiliation or belief.
3. The Directorate of Civil Rights (DCR) for the Department of Labor (DOL) shall be responsible for enforcing equal opportunity in all DOL-funded programs, including the provision of Job Corps services. DCR shall conduct periodic reviews of contract centers to ensure compliance with civil rights laws and regulations.
4. The DOL Office of Federal Contract Compliance (OFCCP) shall be responsible for ensuring contractor compliance with the mandates of Executive Order 11246, and enforcing nondiscrimination and equal opportunity for Job Corps contractor staff.
5. For agency-operated Civilian Conservation Centers, the Equal Opportunity Officers of the agency shall be responsible for enforcement of equal opportunity and nondiscrimination for staff only.

#### **CENTER EQUAL OPPORTUNITY PROGRAMS**

Each center shall ensure the protection of the civil rights of staff and students, and shall promote an atmosphere free from discrimination and harassment.

Each center shall:

1. Appoint in writing a center equal opportunity (EO) officer, who shall:
  - a. Advise the Center Director on all civil rights matters.
  - b. Monitor the operation of complaint/grievance procedures.
  - c. Maintain logs and records of complaints/grievances.

- d. Inform complainants of the disposition of complaints and appeal rights.
  - e. Assist students in completion of DCR Complaint Information Forms.
  - f. Coordinate the center EO committee.
2. Establish a three-to-five-member EO committee to conduct impartial hearings on civil rights issues or disability complaints.
  3. Advise students and staff on how to conduct themselves if they feel they are subjected to acts of discrimination, hostility, or unfair treatment within the community. Assist in resolving the matter as follows:
    - a. Center Directors may use remedies and conciliation services available under state law. The Regional Office shall be notified in this event.
    - b. Establishments that appear to discriminate may be placed “off limits” if an administrative or legal proceeding is in progress.
    - c. Inform all staff members and students that steps to resolve differences with the community or community group are in process, or will be resolved by a specific date.

### **AFFIRMATIVE ACTION PLANS**

Each center shall submit an Affirmative Action Plan to the Regional Office within 90 days of contract award, and update it annually on the contract anniversary date. The plan shall include methods to:

1. Communicate center policies and programs to foster full understanding, acceptance, and support within the community and among students and staff.
2. Foster participation in community activities that work toward improved and equal opportunities for minority groups.
3. Encourage staff racial and gender balances that reflect that of the student population.
4. Obtain, develop, and utilize the skills of minority group and female staff to the maximum extent possible.
5. Ensure assimilation of minority group members and females throughout various center organizational and responsibility levels.
6. Identify and analyze civil rights problem areas.

7. Correct and follow up on problem situations and, if necessary, ensure that appropriate steps are taken to discourage recurrences.
8. Provide prompt, fair, and impartial consideration of discrimination complaints.

## **COMPLAINT PROCEDURES**

### **Equal Opportunity Complaints**

1. All EO complaints alleging discrimination or sexual harassment must be filed not later than 180 days of the alleged discriminatory or adverse action.
2. The center's EO officer must provide assistance to complainants, either students or staff, in the preparation of formal complaint statements.
3. Each formal complaint statement shall contain the following:
  - a. Name, home address, telephone number, work address, work unit, and work title of the complainant
  - b. Basis for the allegation, i.e., race, gender, national origin, etc.
  - c. Nature of the complaint, i.e., detailed description of the circumstances
  - d. Any supporting facts, documentation, or witnesses
4. Complainants shall not be subjected to any adverse treatment, retaliation, punishment, or other administrative action based upon their submission of such complaints.
5. Efforts should be made to resolve EO complaints informally and at the lowest level possible.

### **Disability/Discrimination Complaints**

1. All complaints filed under Section 504, Non-Discrimination Under Federal Grants and Programs, of the 1973 Rehabilitation Act as amended in 1992, must be filed not later than 180 days from the date of the alleged discrimination.



2. The following three steps shall be used in handling such complaints:

Step	Action	Time Frame
Step One	Student's Counselor or staff's immediate supervisor attempts to resolve issues. If unresolved, refer to Step Two.	five working days
Step Two	Center EO Officer attempts to resolve issues. If unresolved, refer to Step Three.	10 working days
Step Three	Impartial hearing before center EO Committee	Held within 30 days of filing of complaint
	Committee issues recommendation to Center Director	Within 50 days of filing of complaint
	Center Director issues final written decision	Within 60 days of filing of complaint
	Complainant may appeal decision to the Directorate of Civil Rights	Within 30 days of the decision

3. All complaints shall be completely documented by the center. Documentation shall include:
- a. Names of persons involved
  - b. Nature of the complaint
  - c. Actions taken
4. When complaints are successfully resolved or final decisions are rendered, a complete report of each such case shall be forwarded to the Regional Director.
5. Complainants wishing to appeal decisions to the DCR shall be given the address and telephone number of that office by the Center Director or EO Officer.
6. Documentation shall be kept confidential and shared only with those DOL officials who may need to review the information in the conduct of their official duties.
7. Documentation shall be retained in the center's active files for three calendar years, unless otherwise directed.

**FORMAL COMPLAINT/GRIEVANCES WHERE TO FILE**

Complainant		Type of Complaint/Grievance	Cognizant Agency
Student		Privacy Rule	Office of Civil Rights (OCR) Secretary U.S. Department of Health and Human Services ATTN: Office for Civil Rights Hubert H. Humphrey Building 200 Independence Avenue, SW Washington, DC 20201
		Discrimination: Race, color, national origin, religion, gender, age, citizenship, or political affiliation or belief	Directorate of Civil Rights
		Disability	Individual Center (in accordance with center procedures)
Staff	Contractor Staff	Discrimination: Race, color, national origin, gender, or religion	Directorate of Civil Rights <b>or</b> Office of Federal Contract Compliance <b>or</b> Equal Opportunity Commission
		Discrimination: Age or political affiliation	Directorate Of Civil Rights
		Disability	Individual Center (in accordance with center procedures) <b>or</b> Office Of Federal Contract Compliance
	Agency Staff	Discrimination: Race, color, national origin, gender, age, religion, or disability status	Operating Agency (in accordance with agency procedures)

**Tort Claims**

1. Job Corps students are federal employees for purposes of the Federal Tort Claims Act.
2. Center operations funds are not to be used for award of tort claims.
3. Centers shall assist students in filing claims with the Regional Office for damage, loss, or destruction of personal property, when the property is under the control and custody of the center, using the following procedures:
  - a. Only the owner of the property, injured person, or duly authorized agent or legal representative may submit claims. (If filed by agent or legal representative, claim must show the title or capacity of the person presenting it and evidence of his/her authority to file the claim.)
  - b. Claims must be submitted using SF 95. All claims submitted shall include the following:
    - (1) Appropriate receipts, estimates, or other documentation supporting the amount claimed.

- (2) A report of investigation including a statement showing exactly which duties, if any, the student was performing at the time of the incident.
- (3) An attachment containing the student's financial institution account number and bank routing number or a request for waiver of payment via electronic funds transfer. (Note: If for whatever reason Job Corps is unable to secure financial information or a waiver, the student must be paid by check.)

The following is a suggested format for collecting financial institution information and language for the waiver request.

ABA Routing No.                    \_\_\_\_\_ (9 characters)  
 Acct. No.                            \_\_\_\_\_

"I request a waiver from the requirement to receive payment by electronic funds transfer (EFT) for the following reason(s)." Check appropriate line(s):

- I have a physical disability that precludes my use of EFT.
- There is a geographic barrier to my use of EFT.
- Use of EFT would impose a financial hardship.

Signature of Claimant: \_\_\_\_\_

- c. Claims shall be submitted to the Center Director, who will forward them along with a recommendation to the Regional Office of Job Corps.
4. Job Corps may pay claims to students for lost, damaged, or stolen property up to a maximum of \$300 when such loss is not due to the negligence of the student. The student shall always be compensated for losses when they occur as a result of a natural disaster or when the student's property is in the protective custody of the Job Corps, which shall always be the case when the student is in an Unauthorized Absence (UA) status.
5. The Regional Office shall promptly notify the student and the center of its determination on each case.

## **FORM 6-01**

### **MAXIMUM BENEFIT SEPARATION**

A maximum benefit separation recommendation means that a formal determination has been reached through the student performance evaluation process that the student has achieved as much benefit from the Job Corps program as his or her abilities will allow. This type of separation should occur rarely and only be used for those students who have stagnated in their progression despite being appropriately supported.

The request for a maximum benefit separation must be submitted to the Regional Office for review and must be accompanied by supporting documentation. The center must demonstrate the following:

1. What specifically are the areas in which the student is not progressing (e.g., TABE, class work, career technical skills requirements, etc.)?
2. What efforts have been made to assist the student in progressing within academics and/or career technical training (e.g., strategies, etc.)?

Next, the center must complete its responses to the checklist on Page 2 (Attachment A), complete the summary statement on Page 4 (Attachment B), and attach all relevant, supporting documentation, as indicated.

## ATTACHMENT A

### Recommendation for Maximum Benefit Termination Considerations Checklist

*(Please complete the checklist below and attach the center's supporting documentation to it.)*

**Student Name:**
**Student ID:**

Yes	No	N/A	Considerations	Discussion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the student's progress stagnated in the Job Corps program?	
			If this is a student with a disability:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the center's disability coordinator been included in the review of student data?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the student receiving accommodations? If the student is not receiving accommodations, why not (e.g., student turned down offered accommodations, Reasonable Accommodations Committee (RAC) not held, etc.)?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the RAC conducted and documented meetings every 45-60 days to discuss the student's progress and/or the need for possible alternate or additional accommodations?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the existing accommodations were not successful, were any changes to the student's accommodations or needs modified based upon recommendation of the RAC? <i>*(If further review is needed, visit or call the Job Accommodation Network (JAN) and/or your regional disability consultant.)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If modifications to the accommodation plan were made, did they help the student progress?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this a student with a cognitive disability who has a TABE waiver?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this a student suspected of having a disability?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the center explored any potential opportunities to get the student assessed? If not, why not?	

**Student Name:****Student ID:**

Yes	No	N/A	Considerations	Discussion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were a variety of instructional and learning strategies used to help the student progress?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you included the following required documents with your request?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachments A and B	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RAC meeting minutes, if a student with a disability receiving accommodations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation plan, if a student with a disability receiving accommodations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TABE history	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic and career technical training progress/status (e.g., copies of diplomas, TARs, transcript, etc.)	

\* The Job Accommodation Network (JAN) is a service provided by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP). JAN represents the most comprehensive resource for job accommodations available. Visit the JAN site at <http://www.jan.wvu.edu/>.

**ATTACHMENT B**

**Recommendation for Maximum Benefit Separation Summary Statement**

Please summarize why the center is requesting a maximum benefits separation for this student. Describe the efforts used to assist this student to progress (e.g., strategies used, supports provided, etc.).

**Student Name:**

**Student ID:**

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**FORM 6-02**  
**AUTHORIZATION FOR USE AND DISCLOSURE OF**  
**YOUR HEALTH INFORMATION**

**As Required by the Health Insurance Portability and Accountability Act of 1996**

We, the \_\_\_\_\_ Health Center, are prohibited by federal law from using or disclosing your personal health information (except for the uses and disclosures listed in a Notice you have received or will receive), unless you authorize us to share this information with others. This Authorization lists the uses and disclosures of your health information that may be required during your participation in the Job Corps program. Your signature on this document authorizes us to use and disclose your health information in the situations described in this document.

Job Corps requires applicants to sign this Authorization as a condition of enrollment in the Job Corps program. You have the right to revoke this Authorization by notifying us in writing, except if we have relied on the Authorization. You may submit a written revocation of this Authorization to \_\_\_\_\_ (Center Director/Center Director Designee). We will provide you with health services regardless of whether you revoke this Authorization or any part of it, as long as you are a Job Corps student. However, revoking this Authorization may result in dismissal from Job Corps. If you are dismissed from Job Corps, we will no longer provide you with health center services.

**Please note that health information that we share with others under this Authorization may, in certain circumstances, be further disclosed, and may no longer be protected by applicable health privacy standards.** This Authorization will be effective from the date of your signature and will remain in effect, unless revoked, until 3 years after you have separated from Job Corps, in accordance with the Job Corps document retention policy.

By signing this document, you authorize us to share your personal health information with others in a number of circumstances. These circumstances are listed below. In each circumstance, we will share only the minimum amount of information needed to accomplish the purposes described. We will share information only with people who need to know this information. Nothing in this Authorization allows anyone to share your entire medical file with anyone else, unless that is the minimum amount of information necessary to accomplish the purposes described. Also, nothing in this Authorization allows anyone to share information about you if it is not lawful to share that information.

The law requires us to identify the person, or class of persons, who are authorized to use or disclose protected health information with someone else. In each circumstance in which we share information, a health care provider or health center staff member, including the head of the health center, will convey the information. These people may be doctors, nurses, dentists, mental health professionals, or other health care providers; health center receptionists, record keepers, or other administrative staff; or health center supervisors or managers.

The following is a list of ways information may be used or disclosed:

- 1. We may share with the Center Director information about your physical and mental health, including any diagnosis and any recommended accommodations or modifications.**



This information may be shared only if it has an effect on the operation of the center or any of its staff, or any other Job Corps student, and only if the Center Director would need to know the information for purposes of managing such an effect appropriately. The types of information may include information about the following conditions, among others: contagious diseases, including sexually transmitted diseases; positive illegal drug or alcohol screens; pregnancy; suicidal or homicidal thoughts or other life-threatening situations; and disability. The Center Director, as the supervisor of all other center personnel, also may be informed of any information that we share with other center staff persons, to ensure appropriate use of the information, as described in this Authorization.

- 2. We may share with academic, career technical, and career counseling staff information about certain health conditions.** We may share information about a present health condition that may be aggravated by the activities being supervised or conducted by academic and career technical staff persons or that could cause harm to yourself or another student, for the purpose of avoiding such health aggravation or harm. In addition, if you make a request for an accommodation or a modification in your academic or career technical training, we may share that request and the minimum health information necessary to support that request with members of the academic and career technical staff for the purpose of fulfilling your request. To the extent that present health restrictions in the academic or career technical training programs or your requests for accommodation or modification could affect your overall career technical or academic plan or goals, or could discourage you from pursuing your existing plans or goals, we may share this limited health information with members of the career counseling staff for the purpose of encouraging you to select, remain in, or return to programs you are able to complete. Career counseling staff, however, will not use this limited health information to “steer” students into stereotypical programs based on their health conditions.
- 3. We may share with career transition staff information about certain health conditions, as described below.** This information may be shared when you are absent from or on leave from Job Corps or have been separated from Job Corps for purposes of assisting you in meeting your own health needs away from the Job Corps center, and ultimately assisting you in obtaining career opportunities outside of the Job Corps program. Information we may share includes the following: mental health information (excluding psychotherapy notes), including information about medications that may alter mental functioning; information about pregnancies, diseases (including HIV), medication management, and illegal drug use or alcohol abuse (including drug test results); information about accommodations or modifications you have requested, whether for a disability or for any other health condition; oral health information, including treatment plan and appointments; and any health information that may be responsible for a leave of absence from Job Corps or your separation from Job Corps. We may share this information for the purpose of helping you identify community health, housing, child care, support groups, affinity job clubs, social organizations, or other community resources that may assist you in staying healthy and obtaining and keeping employment. In addition, this information may be shared for the purpose of following up with you regarding your independent living needs as well as to encourage you to return to Job Corps, if possible.
- 4. We may share with residential living staff (including counselors), Trainee Employee Assistance Program (TEAP) specialists, and mental health staff (including mental health consultants) information about certain health conditions, as described below.** This information may be shared for purposes of assisting you in meeting your own health needs while on center. Information we may share includes the following: mental health information

(excluding psychotherapy notes), including information about medications that may alter mental functioning; information about pregnancies, diseases (including HIV), medication management, and illegal drug/alcohol use (including drug test results); information about accommodations or modifications you request, whether for a disability or for any other health condition; and oral health information, including treatment plan and appointments. We may share each piece of information only with particular staff members that need to know this information to assist you or to avoid an emergency.

5. **We may share with food service staff information about your dietary needs, including information about allergies, weight management, diabetes management, and other diet needs or recommendations.** This information may be shared for purposes of avoiding medical emergencies and ensuring you are provided with appropriate food and nutrition. We will share this information only if you have a specific dietary need arising from or related to a health condition.
6. **We may share with residential living staff information about medications, allergies, medical (including mental) conditions that may warrant emergency or other immediate care, accommodations or modifications requested, or infectious/contagious diseases.** We may share this information for the following purposes: assisting you with your medication schedule or other health needs; protecting other students from infection or contagion; providing you with an appropriate environment for allergy control, including, if necessary, appropriate personal products; and ensuring that you receive requested accommodations or modifications in your living quarters for any disability. In addition, if you have a condition for which medication is prescribed for you, and you do not take that medication after you have been instructed to do so, and your uncontrolled condition may result in an unwarranted risk to yourself or others, we may share information about your condition and your failure to take your medication with disciplinary staff, including the center standards officer.
7. **We may share with safety and security staff, including federal safety officers, information about illegal drug use or alcohol abuse (underage alcohol use or disruptive or other inappropriate consumption by legal drinkers), including positive drug or alcohol test results, information about any injury or illness you incur in the performance of your duties at Job Corps, and information about medical or mental health conditions only if such conditions may assist in explaining harmful or unusual behavior you display.** We may share this information for the purpose of preventing further access by you or other students to illegal drugs, correcting or preventing environmental or other hazardous conditions that may cause injury or illness to you or other students, and managing harmful or unusual behavior (that may pose a threat to you or others) appropriately for your individual circumstance. In addition, we may share information about your allergies to foods, drugs, insect venom, or other substances for the purpose of appropriately managing emergency situations that may arise due to an allergic reaction, as well as attempting to prevent such situations.
8. **We may share with recreational staff information about allergies, asthma, or other health conditions, to the extent that those conditions may contribute to a medical emergency while participating in certain recreational activities. In addition, we may share information about the results of any sports physical or other examination you may have been required to have in order to participate in certain recreational activities.** We may share this information for purposes of helping to ensure your safety while participating in sports or other recreational activities, and to help ensure that activities you are asked or required to do

are not dangerous for you.

- 9. We may share with a Trainee Employee Assistance Program (TEAP) specialist information about illegal drug use or alcohol abuse (underage alcohol use or disruptive or other inappropriate consumption by legal drinkers), including positive drug and alcohol test results, and information about medications you may be taking.** We may share this information for purposes of assisting you in appropriate medication management and avoiding unhealthy drug dependencies.
- 10. We may share with student records and data management staff information about a health condition that causes you to be absent from or take leave from Job Corps, or that results in your medical separation from Job Corps.** Medical information documenting the reasons for absences may be shared for purposes of accounting for your health-related absence from Job Corps, as well as to assist center staff in evaluating your possible re-enrollment in Job Corps after a medical separation. Only the information necessary to accomplish these purposes may be shared.
- 11. We may transfer your medical records to the student records staff for the purpose of meeting Privacy Rule document retention requirements and for providing storage of your records until they are forwarded to the Department of Labor under Job Corps' records retention requirements.**
- 12. We may share information about illegal use of drugs and alcohol abuse (underage alcohol use or disruptive or other inappropriate consumption by legal drinkers), including the results of any drug test.** (Job Corps has a Zero Tolerance policy for illegal drug use and alcohol abuse. This means you may be expelled from Job Corps for illegal use of drugs or for alcohol abuse.) This information may be shared with a wide variety of people, including other medical testing facilities, the center standards officer and other disciplinary staff (including members of the Review Board who review proposed disciplinary action), law enforcement officers, probation officers, center safety and security staff, the center group life manager, members of the academic and career technical staff, members of the student records and data management staff, center and off-center mental health, rehabilitation, or support group personnel, and employees of the U.S. Department of Labor and their contractors. We may share this information with any of the above individuals, for any of the following purposes: verifying that the results of a drug/alcohol test are accurate; enforcing the Zero Tolerance policy by determining whether you have used illegal drugs or abused alcohol and, if so, determining the appropriate consequence (including appeals of that consequence); referring you to center or off-center mental health professionals, counselors, and/or addiction support groups; preventing further access by you or other students to illegal drugs or alcohol; assisting in compliance with local, state, or federal law; assisting you in managing your social life, education, and career without using illegal drugs or abusing alcohol; identifying illegal drug use or alcohol abuse trends among Job Corps students; and documenting illegal drug use and alcohol abuse in your student records to account for resulting consequences, as well as for purposes of determining your eligibility for re-enrollment in Job Corps.
- 13. We may share information with others if you request us to do so.** We will ask you for a separate Authorization in that case.
- 14. We may share limited amounts of health information about you with Job Corps center or**

Department of Labor personnel, or their contractors, for the purposes of resolving internal grievances or disputes, to the extent that the health information is a subject of the dispute.

**15. Nothing in this Authorization authorizes us to share psychotherapy notes about you, except as allowed by federal law.** Psychotherapy notes are notes made by a health care professional about the contents of a private counseling session or a group, joint, or family counseling session that are kept separate from your medical record. These notes do NOT include information about your medications, counseling session start and stop times, type and frequency of any treatment, clinical test results, and any summary of the following: diagnosis, ability to function, treatment plan, symptoms, prognosis (outlook), and your progress. This information may be shared as provided in the Notice and this Authorization. If we believe that we should share psychotherapy notes for a purpose that requires your authorization, we will ask you to sign an authorization for that particular circumstance. Refusal to give us an authorization to share psychotherapy notes about you will not affect your eligibility to continue in Job Corps.

**16. Nothing in this Authorization authorizes us to share your health information for other purposes.** For instance, this Authorization does not permit us to share your health information for purposes of determining your selection for Job Corps, your enrollment at any particular Job Corps center, your career choices (unless you require reasonable accommodations to perform the essential functions of a job), or any other purpose not set forth in this Authorization. However, other law or policies may govern these purposes. Again, we will share only the minimum amount of information necessary to accomplish the purposes described.

#### Other Routine Uses

In addition to the above uses and disclosures of your medical information (and the uses and disclosures listed in the Notice you have received or will receive), we may disclose any and all medical information about you under the following circumstances:

- We may share information with state and federal law enforcement agencies or other government investigators to assist them in locating you or your family.
- If you are a minor, we may share information with your parent(s) or guardian(s), if not prohibited by law.
- We may share information with social service agencies in cases of a student's termination in order to provide services such as Medicaid.

### **AUTHORIZATION**

I, \_\_\_\_\_, have received a copy of this Authorization. I have read this Authorization and I understand that it explains circumstances in which I permit my health information to be used and shared with others. I authorize the uses and disclosures described in this Authorization.

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DATE

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/

SIGNATURE

**AUTHORIZATION BY PARENT OR GUARDIAN (IF A MINOR)**

I, \_\_\_\_\_, am a parent or guardian of the individual named above. I have received a copy of this Authorization. I have read this Authorization and I understand that it explains circumstances in which I permit my child's (or charge's) health information to be used and shared with others. I authorize the uses and disclosures described in this Authorization.

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DATE

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SIGNATURE





**FORM 6-05  
REQUEST TO LEASE A GSA VEHICLE**

1. Center Name: \_\_\_\_\_
2. Point of Contact (POC) Name: \_\_\_\_\_
3. Date: \_\_\_\_\_
4. POC E-mail Address: \_\_\_\_\_
5. Local GSA Representative E-mail: \_\_\_\_\_
6. Is this a Vehicle Replacement or New Vehicle? \_\_\_\_\_
7. Tag Number of the Vehicle Replaced: \_\_\_\_\_
8. Vehicle Make/Model: \_\_\_\_\_
9. Model Year: \_\_\_\_\_
10. Vehicle Type: \_\_\_\_\_
11. Lease Cost: \_\_\_\_\_
12. Period of Lease: \_\_\_\_\_
13. Purpose of the Vehicle: \_\_\_\_\_
14. Justification for all new vehicles or non-AFVs (Submit a separate sheet if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**This space is designated for authorized parties only.**

Regional Office Use	National Office Use	OASAM Use*
Date Received:	Date Received:	Date Received:
Reviewed by:	Reviewed by:	Reviewed by:
<input type="checkbox"/> Supported <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	Comments:	Comments:
<i>* If requested, vehicle is a non-AFV.</i>		



### **Instructions for Requesting to Lease a GSA Vehicle**

Please complete the "Request to Lease a GSA Vehicle" form to request permission to lease a vehicle from the General Services Administration (GSA).

Upon completion of this form, the form must be e-mailed to the center's Project Manager. The Center Director must be copied on this e-mail.

1. Enter the name of the Job Corps center requesting the vehicle.
2. Enter the name of the point of contact (POC) for this request.
3. Enter the date of the request.
4. Enter the POC's e-mail address.
5. Enter the local GSA representative's e-mail address.
6. Indicate whether the request is for a vehicle replacement or a new vehicle.
7. Enter the vehicle tag number (if this is a replacement vehicle).
8. Enter the vehicle make/model (example: Ford Taurus).
9. Enter the model year.
10. Enter the vehicle type (examples: Sedan, SUV, Bus).
11. Enter the monthly lease cost.
12. Enter the period of the lease (example: May 1, 2005 – May 1, 2008).
13. Enter the purpose for the vehicle (examples: driver's education, security).
14. Justify the need for a new vehicle or, in the instance of a non-AFV request, why an AFV will not suffice.

The POC, Center Director, Regional Director, and the local GSA representative will receive an e-mail from the Project Manager, stating the approval or denial of the request.

**Please do not write below the dotted line. That area is for use by the authorizing parties only.**

## FORM 6-06

### GSA ANNUAL FLEET REQUIREMENTS SPREADSHEET

**Center Name:** \_\_\_\_\_

**Local GSA<sup>1</sup> Representative's E-mail Address:** \_\_\_\_\_

*Note: If this is not an alternative fuel vehicle (AFV), submit a narrative as to why this vehicle is needed. All non-AFV's will require National Office and Office of the Assistant Secretary for Administration and Management (OASAM) approval.*

Make/ Model	Vehicle Type	Purpose	Replacement Tag (If Applicable)	Justification for a New Vehicle	Regional Office Support (Yes/No)	Regional Office Comments	National Office Approval (Yes/No)	National Office Comments	OASAM Approval (Yes/No)	OASAM Comments

<sup>1</sup>General Services Administration (GSA)