

Attachment 5

PY 2025 Instructions for Filing an Appeal of Second Quarter or Fourth Quarter After Exit Quarter Survey Data – Earnings Outcomes

GENERAL INSTRUCTIONS

1. Use this form to file an appeal for Q2 survey earnings outcomes only. One summary sheet must be submitted along with one completed worksheet for each job the student held during the quarter.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the CTT-20 or CTS OMS-20.
3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.
Note: Do not include the student's Social Security Number on any documentation.
5. Submit the completed and signed fillable appeal form(s) with scanned supplemental documentation by e-mail only, to:

surveyappeals@dol.gov
6. See the timetable in Appendix 501 Introduction, F.7(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2025.

INSTRUCTIONS FOR COMPLETING THE APPEAL FORM

All appeals require a completed Summary Page. For the earnings appeal that you are submitting, please do the following:

Check Box for Appeal

1. Check the appropriate box(es) to indicate whether you are appealing earnings outcomes for Quarter 2 or Quarter 4.
2. All earnings appeals must be either for a job placement that has been credited for the appropriate quarter (student took the survey and received a positive result), or be accompanied by a job placement appeal.

Student Information

1. Enter the student's Job Corps-assigned student Identification Number.
2. Enter the student's last name, followed by middle initial (if applicable), and first name.
3. Enter the name of the center from which the student separated.

4. Enter the month, day, and year that the student exited the program.
5. You must determine the service reference period for which you are filing an appeal based on the student's separation date. The table below shows the Quarter 2 period based upon the quarter the student separated.

Q2	Exit Quarter	Q2 Survey Reference Quarter	Q2 Survey Quarter Start of 8-Week Survey Window
	10/2024 – 12/2024	4/2025 – 6/2025	7/2025 – 9/2025
	1/2025 – 3/2025	7/2025 – 9/2025	10/2025 – 12/2025
	4/2025 – 6/2025	10/2025 – 12/2025	1/2026 – 3/2026
	7/2025 – 9/2025	1/2026 – 3/2026	4/2026 – 6/2026

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

Information on Person Completing the Form

1. Enter your last name and first name.
2. Enter your full position title with no abbreviations.
3. Enter the telephone number at which you may be reached.
4. Enter the e-mail address at which you may be reached.
5. Enter the name of the center or placement contractor where you are located and the appropriate six-digit identification code for your center/contractor.
6. Enter the date you are submitting the form.
7. Sign your name.

Summary Job Placement Information

1. Enter the number of total jobs held during the appealed quarter for which verification documentation is being submitted with this appeal. Enter all jobs regardless of the duration, hours, and pay of that job. A separate job worksheet must be completed for each of these jobs. Please note that placements in AmeriCorps VISTA, National Civilian Community Corps (NCCC) and Public Allies are classified as training placements and are not included in the pools of the earnings measures.
2. Enter the total quarterly earnings for all jobs held in the appealed quarter for which documentation is being submitted with this appeal. These total earnings must equal the sum of the total quarterly earnings of each job for which a Job Worksheet has been completed as part of this appeal.
3. Enter the number of total pages included in the appeal paperwork; this includes the completed form, completed worksheets for each job, and all supporting documentation of the earnings received through each job for hours worked in the quarter.

INSTRUCTIONS FOR COMPLETING THE JOB WORKSHEET

Complete one worksheet per job held by the student during the quarter.

1. Enter the name of the employer.
2. Enter the start date of employment. The start date can be before or during the appeal quarter.
3. Enter the end date of employment. The end date can be within or after the appeal quarter. If the student is still employed enter "Active."
4. Enter the employer's business address.
5. Select the type of documentation submitted to verify the earnings for this job. Multiple types of documentation may need to be submitted for one job dependent upon the type of documentation obtained and the information it contains. For a list of acceptable documentation, including what specifically the documentation must include, and how to submit the documentation to NOJC, please see Table 1 below.

The following section contains the worksheet to determine the quarter's pay for that job. The worksheet is comprised of rows and columns to ultimately calculate the total pay the student received from this job for hours worked during the quarter.

Each row should contain information for one pay period worked during the quarter as shown on the earnings documentation. A pay period could be for the entire month, bi-monthly, bi-weekly, or weekly. A quarter is comprised of 13 weeks; however, this may not correspond perfectly with the student's work weeks, and the pay periods, for the quarter, may actually fall across 15 work weeks. Only those hours worked during the quarter and the corresponding earnings should be entered in the worksheet.

The columns show for each pay period the start-date and end-date of the pay period, the details of wages, hours, and earnings to calculate base pay, the details for calculating extra pay, and the total pay.

Enter the begin-date and end-date of the period; the begin-date must be no earlier than the start of the quarter and the end-date can be no later than the end of the quarter.

For the columns under "Standard Pay" and "Extra Pay", only the relevant columns in the worksheet need to be completed; determining the relevant columns is dependent upon the information supplied through the documentation validating the earnings for this job. For example, if a pay stub is obtained that indicates the number of hours worked in the pay period, hourly wage and earnings made in the pay period, then this information needs to be entered into the "Number of hours worked per period," "Wage per hour," and "Gross earnings for the period," respectively. Similarly, under the "Extra Pay" columns only enter information on Overtime, Tips, and Commissions earned from hours worked during

the quarter that are shown in the documentation. If there is information for “Other Pay,” include an explanation in the area indicated of the type of payment.

The “Base Pay Subtotal,” is to be calculated based upon information entered in the previous five columns. The following formulas can be used to calculate Base Pay:

- “Number of days worked” x “Number of hours worked per day” x “Wage per hour”
- “Number of hours worked per period” x “Wage per hour”
- “Gross Earnings per the period”

The “Extra Pay Subtotal” is to be calculated based upon information entered in the previous six columns. The following formula can be used to calculate Extra Pay:

- “Overtime Pay”* + “Tips” + “Commissions” + “Other”
*“Overtime Pay” is calculated by multiplying “Overtime Wage” by “Overtime Hours”

For each pay period, sum the “Base Pay Subtotal” with the “Extra Pay Subtotal” to calculate the “Total Pay.”

When information has been entered for all pay periods, sum the “Total Pay” to obtain the “Quarter Total Pay” for that job.

When you have entered all information for all jobs and earnings during the quarter under appeal, add the total earnings from each individual job together. This number must be the total for the summary sheet.

Table 1. Acceptable Documentation for Earnings Appeals for Each Job

Type of Documentation	Required Information	Additional Documentation Required	Must be scanned and emailed to NOJC
All pay stubs for earnings received from work conducted in the quarter	<p>All pay stubs from all employers in the quarter must be included in the appeal. All pay stubs must include:</p> <ol style="list-style-type: none"> 1) Earnings for the pay period or the hourly pay rate in the pay period; 2) Hours per pay period; 3) Start and end dates for each pay period; 4) Overtime and commission if included on the Earnings Appeal Form; and, 5) The company name and address. 	<p>If any criteria listed under required information is missing then a Verification of Employment form is required. Verification of Employment form must include:</p> <ol style="list-style-type: none"> 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any. 	Only if Verification of Employment form is included
Proof of income for tax purposes (e.g., W-2) and Verification of Employment form	Documentation showing all income received from the job worked during the quarter that minimally covers the entire period identified on the Earnings Appeal Form for each job.	<p>Verification of Employment form must include:</p> <ol style="list-style-type: none"> 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any. 	Yes; Verification of Employment form must be an original or have proof that it was faxed or emailed from employer
Third Party (e.g., The Work Number,) Documentation	<p>Third-party documentation is an acceptable form of verification. Any earnings based on tips will need to be documented on the third-party documentation or an alternative from of documentation will be needed. Third-party documentation must include:</p> <ol style="list-style-type: none"> 1) Each pay period as a separate line with the pay 	<p>If any criteria listed under required information is missing, then a Verification of Employment form is required. Verification of Employment form must include:</p> <ol style="list-style-type: none"> 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 	Only if Verification of Employment form is included

Type of Documentation	Required Information	Additional Documentation Required	Must be scanned and emailed to NOJC
	period start or end date, hours worked, and gross earnings. 2) Overtime, tips, and commission if included on the Earnings Appeal Form; and, 3) Employer company name and address.	6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.	
Earnings Statement from employer or payroll company	Printed pay summary from the employer or payroll company (e.g., ADP) showing the earnings for the entire period within the quarter included in the appeal for this job. The Earnings Statement must include: 1) Earnings for the pay period or hourly pay rate in the pay period; 2) Hours per pay period; 3) Start and end date of the earnings; 4) Overtime, tips, and commission if included on the Earnings Appeal Form; and 5) Employer company name and address.	If any criteria listed under required information is missing, then a Verification of Employment form is required. Verification of Employment form must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.	Only if Verification of Employment for is included
Timesheet record AND Verification of Employment Form	Printed (not handwritten) timesheet(s) for the entire appeal period showing the hours worked at each job in the quarter. The timesheets must contain employer's company name, the printed name (as applicable) and signature of the person signing the timesheets.	Verification of Employment Form for each job worked in the quarter must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Point of contact at the employer including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned in the quarter, if any.	Yes; Verification of Employment form must be original or have proof that it was faxed or emailed from employer

**U.S. Department of Labor
 PY 2025 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY EARNINGS OUTCOMES**

Student Information (Please Print):		Check Box for Appeal:		
1. Student Identification Number:	Q2 Earnings	Q4 Earnings	Job Placement Appeal Submitted YES NO	
2. Last Name: _____ MI (if applicable): _____ First Name: _____				
3. Center Attended:	4. Date of Separation:	Month	Day	Year

Correct Start and End Dates for the Appropriate Quarter (Quarter 2 after Exit Quarter)

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

Information of Person Completing the Form:	
1. Print Your Name:	2. Your Position Title:
3. Your Telephone: ()	4. Your e-mail address:
5. Contractor Name/Code (six-digit ID Code):	6. Date form submitted:
7. Signature: _____	

Summary Job Placement Information:		
1. Number of Jobs Held During Quarter:	2. Total Earnings from All Jobs in the Quarter:	3. Number of Pages Included in Appeal Paperwork:

National Office Use Only	
Reviewed by:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for Denial:

FOR EACH JOB HELD BY THE STUDENT DURING THE QUARTER, PLEASE COMPLETE A JOB WORKSHEET USING THE TEMPLATE ON THE FOLLOWING PAGE. COMPLETE ONE WORKSHEET FOR EACH JOB.

JOB WORKSHEET

1. Employer's Name:	2. Employment Start Date:	3. Employment End Date:
4. Employer's Address		
5. Type of Documentation Submitted to Verify Earnings:	Pay Stub: _____ Timesheets: _____ Earnings Statement: _____ Third Party: _____ Proof of Income for Tax Purposes: _____	

Complete the following worksheet for each pay period in documentation*. Note, the quarter period is comprised of 13 weeks; however, this may not correspond perfectly with the work weeks, and the quarter period may actually fall across 15 work weeks. Record quarter total for all employment in section "Summary Job Placement Information" box 2.

Period	Begin Date	End Date	Standard Pay						Extra Pay						Total Pay	
			Number of days worked	Number of hours worked per day	Number of hours worked per period	Wage per hour	Gross Earnings for the period	Base Pay Subtotal	Overtime			Tips	Commission	Other* (Explain below)		Extra Pay Subtotal
									Wage	Hours	Pay					
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
QUARTER TOTAL																

*Explain any values entered under "Extra Pay" or "Other":
