

February 5, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-20
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Clarification of 6- and 12-Month Follow-up Survey Crediting Policy

1. Purpose. This Program Instruction is being issued to clarify crediting policy for 6- and 12-month follow-up survey results in situations where the initial placement is identified as a Questionable Placement (QP) and is then found to be invalid by the Regional Office.
2. Background. Recently, several cases have arisen where a follow-up survey was administered to a graduate whose initial placement was later found to be invalid. This Program Instruction provides clarification regarding crediting for such situations in accordance with existing crediting stipulations in PRH Appendix 501.
3. Guidelines. If a credited initial placement is determined to be invalid through the QP process, the positive credit for that initial placement is replaced with a negative credit on all relevant report cards.

If the follow-up surveys capturing placement at the 6- and 12-month marks are conducted prior to the determination that the initial placement is invalid, the student is retroactively removed from the pool for the 6- and 12-month measures, since the student is not eligible to be surveyed. Thus, any credit (whether positive or negative) for the 6- and 12-month measures (as applicable) is also removed from all relevant report cards.

4. Action. Addresses are to ensure that a copy of this Program Instruction is distributed to the appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Aquila Branch at branch.aquila@dol.gov.