

<p style="text-align: center;"><b>Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data</b></p>
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**GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for 6-month or 12-month survey data.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, VES-20, or CTS OMS-20.
3. Job Corps centers, Career Transition Services (CTS) agencies, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.  
Note: Do not include Social Security numbers.
5. Submit the appeal with documentation to the National Office of Job Corps Program Accountability Unit at:

200 Constitution Avenue, NW  
Room N4463  
Washington, DC 20210

**INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

***Check Box for Appeal***

1. Check the appropriate box(es) to indicate the survey (6- or 12-month) and the type of appeal you are filing.
2. You may file an appeal for placement only, the amount of earnings only, or for both placement and earnings. If you are appealing an education placement, mark the placement box for the appropriate survey. If you are only appealing the earnings reported, mark the earnings box for the appropriate survey. If you are appealing a job placement, mark both the placement box and the earnings box for the appropriate survey.

***Student Information***

1. Enter the student's Job Corps-assigned student identification number in the boxes.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day, and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in the Center Information System (CIS), for the student whose data you are appealing. Query the information by entering the student's Job Corps-assigned student identification number. Record the start and end date in the appropriate boxes in 5 and 6.

If no survey record appears in CIS/CTS, then an appeal cannot be filed.

**Use the table below to determine which sections to complete for different types of placements:**

<b>Type of Placement</b>	<b>If Appealing</b>	<b>Then Complete</b>
One part-time or full-time job	Same	Section A
School or training placement	Same	Section B

**Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Print the employer’s name.
2. Enter the total number of hours that the student worked in the survey week. The student must have worked the minimum number of hours required for a valid Job Corps placement during the 7-day period represented by the survey week for the job(s) to qualify for credit.
3. Use the pay stub information to check one box in item 3 to indicate how the student was paid (e.g., hourly, weekly, monthly).
4. Use the pay stub information to enter the dollar amount of earnings in item 4. Note: The student must have earned at least federal minimum wage for this to qualify as a Job Corps Job Placement.
5. If the student earns other payments from this job, enter the weekly amount of those payments in item 4.

**You must attach written documentation of employment information.** Pay information must either: (1) at a minimum, include the complete 7-day week period prior to the date surveyed; or (2) show that the student worked a minimum of 20 hours during the dates that cover the survey week. For example: The survey week is from September 4 to September 10. The student is paid by the week and the pay stub covers September 6th to September 12th, when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. Written documentation may include a pay stub, written statement on letterhead, or a business card/official stamp affixed to an employer verification form. Documentation through The Work Number detailing the student’s employment information in such a way as to meet Job Corps’ placement requirements is also accepted for verification *only* if accompanied by the student’s pay stub.

**Section B: Education**

If you are appealing data on education status, complete Section B.

1. Print the name of the school or training institution.
2. Check the type of school/training program or college the student attends. Note: In order to qualify, this schooling/training must meet the Job Corps requirements for a school/training placement.
3. Enter information on attendance/enrollment in this column. If the student:

- a. is enrolled in high school, **enter the grade level and the number of hours the student attended during the survey week.** The student must be enrolled in 9th grade or higher to qualify.
  - b. was enrolled in a post-secondary career technical training (CTT) or technical school, enter the **number of hours the student attended during the survey week.**
  - c. was enrolled in college, record the number of **course credit hours** the student was **registered** to take for the period that includes the dates of the survey week.
  - d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the **number of hours the student worked during the survey week.**
  - e. was enrolled in an “other” program (e.g., a program to obtain a GED), enter the **number of hours the student attended during the survey week.**
4. Enter the type of “other” training program on the line.

**You must attach a letter from the school or training program or college documenting that the student was enrolled/attending and the number of hours/credits during the 7-day period covered by the survey week.**

***Information About You (Bottom of Form)***

- 1-2. Print your name and sign the form in the adjacent box. Include the date you prepared the form in the space next to your signature.
3. Record the name of the placement agency where you work or the appropriate identification code for your center/agency.
4. Provide the telephone number at which you may be reached.