

June 29, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-36
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 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: Use of Social Security Numbers in the Follow-up Survey Appeal Process

1. Purpose. To transmit the updates of the Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey Data and the U.S. Department of Labor Job Corps Appeal Form for 6- or 12-Month Survey Data.

2. Background. Job Corps conducts third-party verifications of 90-day and 6- and 12-month placements via a computer-assisted telephone interview (CATI) survey system to determine whether former enrollees and graduates are working or enrolled in school during the survey period. When survey outcome results are deemed inaccurate by Job Corps Career Transition Services (CTS) contractors, National Training Contractors (NTCs), or Job Corps centers with placement responsibilities, an appeal can be filed with the National Office of Job Corps.

Effective immediately, Instructions for Filing an Appeal of 6- or 12- Month Follow-up Survey Data and the U.S. Department of Labor Job Corps Appeal Form for 6- or 12-Month Survey Data will no longer reference or request student Social Security numbers. CTS contractors, NTCs, and Job Corps centers must complete the appeal form using, instead, the student's Job Corps-assigned student identification number. This update is in accordance with Job Corps Program Instructions No. 06-23 and 06-25 regarding personally identifiable information.

The revised instructions and the updated form will be available online upon release of Policy and Requirements Handbook (PRH) Chapter 5, Appendices 501a, 501b, and 501c, 2007 Outcome Measurement System.

3. Action. CTS contractors, NTCs, and Job Corps centers submitting appeals should begin using the 2007 Instructions immediately. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Rachel Floyd-Nelson at (202) 693-3211 or floyd-nelson.rachel@dol.gov.

Attachments

A – Instructions for Filing an Appeal of 6- or 12- Month Follow-up Survey Data

B – U.S. Department of Labor Job Corps Appeal Form for 6- or 12-Month Survey Data