

## 6.1 STUDENT ATTENDANCE, LEAVE, AND ABSENCES

### PURPOSE

- P1. To establish a uniform system to account for and document the whereabouts and participation of students during their Job Corps enrollment.
- P2. To establish criteria and systems to grant leaves to students during their Job Corps enrollment.
- P3. To establish a uniform system to report and respond to unauthorized student absences.

### REQUIREMENTS

#### ***R1. Student Attendance***

Centers shall:

- a. Establish and implement a system that tracks and documents the whereabouts of each student, to include the following elements:
  1. Morning attendance check will be conducted no later than 1 hour after a student's scheduled training day start time to establish present-for-duty status for all students. Documentation shall be authenticated by the signature of a staff member on the morning attendance check form.
  2. Attendance records for all scheduled career development activities, including both on- and off-center academic and CTT classes, group activities, and off-center trips.
  3. Method to document student arrivals and departures from the campus. Departure records shall indicate student destination and estimated and actual time of return.
  4. For residential students, a minimum of two bed checks each night.
  5. For new enrollees, transfer students, nonresidential students, and students returning from off-center status, sign-in procedures immediately upon arrival.
- b. Report each student's duty status in 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 pay/leave status change and the reason for such change in CIS.
- d. Maintain documentation of duty status for a minimum of 3 years.
- e. Establish and implement a system to encourage and promote regular attendance and identify and remediate chronic absences, missed appointments, and tardiness.
- f. Monitor and document student attendance at off-center training activities, including work-based learning, off-center training (OCT), ACT, and other center-sponsored events.

**R2. Authorized Absences**

Centers shall:

- a. Designate, in writing, staff members who are authorized to approve student leave and passes.
- b. Grant the following types of breaks and leaves to students based on the criteria shown in Exhibit 6-1:
  1. Winter/Summer Breaks
  2. Personal Leave (Paid and Unpaid)
  3. Administrative Leave With Pay
  4. Administrative Leave Without Pay
  5. Bereavement Leave
  6. Pass

Except in the case of personal leave and the winter/summer breaks, all leaves shall be requested and approved in advance. Leave shall not be granted as a means of artificially postponing the student's separation.
- c. Approve leave 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 (see the <http://forms.jobcorps.org> Web site).
- d. Document all leave requested by students on a CIS leave request form. Each automated leave request form shall include justification, as appropriate, for the type of leave requested.
- e. Charge a student leave days only for absence during scheduled center training days (not weekend, holiday, other nontraining days, or while in transit by the most direct route).
- f. Authorize overnight passes with the following restrictions:
  1. Only for periods that do not conflict with scheduled classes.
  2. For minors, only to destinations authorized by written parental consent.
- g. Report each student's leave status in CIS according to procedures shown in the CIS documentation.
- h. Maintain electronic copies of leave requests in CIS and any supporting hard-copy verification documentation in the student's personnel file. Verification obtained from phone calls will be documented on the CIS leave form and will include: name of contact person, title, phone number, date of contact, and name and address of the facility.

**R3. Unauthorized Absences**

Centers shall:

- a. Identify and report as AWOL any student who fails to return or report within 1 hour after the student's scheduled training day start time. Report the AWOL within 1 hour of the student's scheduled training day start time.
- b. Develop and implement procedures to locate and contact the student. Document retrieval efforts in CIS case notes.
- c. For minor students, contact the parents/guardian within 18 hours to inform them of the absence.
- d. Assist the student in arranging return transportation, at the student's request and expense.
- e. Notify probation or parole officers, if applicable.

### **QUALITY INDICATORS**

- Q1. Students can articulate the importance of regular attendance and understand the consequences of absences.
- Q2. Staff actions encourage, support, and enforce center attendance rules.
- Q3. The center's responsibility to safeguard minor students is achieved through granting leaves and passes in accordance with the limitations established by their parents/guardians.

## 6.2 STUDENT ALLOWANCES AND ALLOTMENTS

### PURPOSE

- P1. To provide students with an allowance to defray the cost of incidental personal expenses while enrolled.
- P2. To establish a uniform system for issuing student allowances and transition payments earned through participation and achievement.
- P3. To provide a means for Job Corps students to defray the costs of dependent care during enrollment.

### REQUIREMENTS

#### **R1. Allowances**

Centers shall:

- a. Issue pay allowances to students in accordance with the procedures specified in PRH 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, for all days in paid status in amounts specified in Exhibit 6-2.
  - 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.
  - 5. Arrival pay in amounts specified in Exhibit 6-2.
- d. Advise students that arrival pay, basic living allowance, transition payment, and other benefits are taxable and subject to withholding.
- e. Ensure that an income tax withholding form W-4 is completed for each new enrollee as required by the tax code.
- f. 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.

#### **R2. Transition Payments**

- a. Outreach and Admissions (OA) contractors shall notify all applicants upon enrollment, and centers shall notify all students upon arrival, that they may become eligible at the time of graduation to receive a transition payment, as designated in Exhibit 6-2, to assist financially in the transition into the workforce.

- b. At the time of separation, students shall be notified that they must provide forwarding information to ensure proper delivery of the transition payments.
- c. Students shall be notified that failure to cash a received transition payment check or failure to report nonreceipt 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 transition payment according to the requirements stated in Exhibit 6-2 and are also entitled to the transportation benefits, as shown in Exhibit 6-3, for enrollment travel.
- e. Centers shall disburse partial transition payments to graduated students at time of departure, as shown in Exhibit 6-2.
- f. Students separated with reinstatement rights are entitled to receive their transition payments at the time of separation or may have these monies held in their accounts pending final separation.

**R3. *Advances and General Indebtedness***

- a. Centers may issue personal advances to students to help satisfy pressing financial obligation(s), such as court fine, bail bond, clothing, or other personal needs. Such advances shall not exceed \$250 at any given time. A personal advance may be issued only upon determination by the Center Director or designee that: 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 will promptly reimburse a center for its disbursement of allowable personal advances to students.
- b. Centers shall ensure that the following instances of student indebtedness to Job Corps are promptly and accurately recorded in 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 AWOL.
  - 3. The cost of government-furnished travel based upon misrepresentation by the student.
  - 4. Student's share of dependent's allotment.
- c. Students shall repay their indebtedness to Job Corps. Repayment of indebtedness recorded in CIS shall be initiated through automatic payroll deductions from basic living allowances. In no case shall indebtedness deductions from basic living allowances exceed 50% of the basic living allowance. For students separating from the program prior to full reimbursement of indebtedness, the outstanding

balance shall be collected automatically from any transition payment monies available at the time of separation.

- c. Centers shall recover Other Student Indebtedness as specified below and in R3.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 shall not exceed 50% per pay period as a deduction against student's basic living allowance. Center operators shall 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 shall 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 shall be paid to the student benefit fund. Disciplinary fines may not be collected from any source other than a student's biweekly living allowance.

#### ***R4. Allotments***

Centers shall 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 5 times the amount of the allotment.
- c. Allotments shall be paid according to procedures specified in Exhibit 6-2.
- d. Students shall be advised that the basic living allowance and transition payment will be reduced by the amount of their designated allotment(s).

#### **QUALITY INDICATORS**

- Q1. Students can explain the allowance system and the relationship of their achievements to the transition payment they may receive at separation.
- Q2. Students understand what they must achieve to be eligible to receive a transition payment.
- Q3. Students are aware of the requirements to avoid forfeiture of a transition payment.

## 6.3 STUDENT RECORDS MANAGEMENT

### PURPOSE

- P1. To ensure accurate documentation of the services provided, skills acquired, and benefits provided to students.
- P2. To establish uniform systems for the maintenance and disposition of student records.
- P3. To ensure that a student's right to privacy is safeguarded.

### REQUIREMENTS

#### R1. *Records System*

Centers shall 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)	Chapter 6
Career Preparation and Development Records	Chapter 2 Chapter 3
Health History and Services	Chapter 6
Personal and Social Development Records	Chapter 3
Career Transition Information	Chapter 4

#### R2. *Student Personnel File*

Centers shall maintain for each student throughout enrollment a personnel file, which shall 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 requests shall be maintained electronically in CIS.
- g. Informed Consent to Receive Mental Health and Wellness Treatment

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

- h. Equal Opportunity Notice (Exhibit 6-11)

**R3. Separation**

At the time of a student's separation from Job Corps, centers shall:

- a. Combine all records listed below pertaining to that student into a single record and store it in a central location on center. Records of separated students shall contain the documents specified below:
  - 1. All records indicated in R2 above
  - 2. Final Student Profile (ETA 6-40)
  - 3. Health Record (SF 93)
  - 4. Copy of official General Educational Development (GED) certificate or, if not available, passing scores, or high school diploma (HSD) earned while in Job Corps
  - 5. Notice of separation from CIS
  - 6. Original Training Achievement Record (TAR)
  - 7. Tests of Adult Basic Education (TABE) Answer Sheets (when the TABE is not administered online) or the STS Testing Tickets
  - 8. Documentation supporting disciplinary separation
- b. Provide a copy of the student's Job Corps consent for release of information as part of ETA Form 652 to the career transition contractor within 5 working days of separation. Information from confidential files shall not be released to career transition contractors.
- c. Maintain the permanent student record on center for at least 3 years, at which time it will be retired to the Federal Records Center, as directed by the Regional Office.

**R4. Student Death**

In the event of a student's death, centers shall forward the entire record to the National Office of Job Corps within 10 days. The record shall include the sealed health record, death certificate, relevant counseling notes and records, and autopsy and chemical analysis report if received.

**R5. Confidentiality of Student Records**

Centers and Outreach and Admissions/Career Transition Services (OA/CTS) contractors shall 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).



**R6. Access to Student Records**

Centers and OA/CTS contractors shall 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 (Exhibit 6-10) and Authorization (Exhibit 1-3).

**R7. Release of Information**

Centers and OA/CTS providers shall 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 Appendix 601. This shall apply as long as the center has custody of the record.

**R8. Freedom of Information Act Requirements**

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

**R9. Subpoenas for Student Records**

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

**QUALITY INDICATORS**

- Q1. Students and staff understand and respect confidentiality of student information.
- Q2. Requests for information are responded to in a timely and professional manner.
- Q3. Student records accurately identify and document student progress and achievement.

## **6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS**

### **PURPOSE**

- P1. To establish a uniform system that enables centers to enroll new students and account for the transfer of students from one Job Corps center to another.
- P2. To establish criteria for the transfer of students between centers.
- P3. To establish a standard system that clearly defines the types of separation codes to be used for record keeping and data processing at the end of a student's enrollment in the program.

### **REQUIREMENTS**

#### **R1. *Enrollments***

Centers shall:

- 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 on government-furnished transportation and do not reach the center are not considered arrivals.
- b. Upon a student's arrival, enroll him or her by creating a student record in 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 shall be the date of arrival on center.

#### **R2. *Transfers***

Centers shall:

- a. By mutual agreement with another center and with notification 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. Is interested in and qualified for a training program not available at the current center.
  - 2. A 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.
  - 4. Has medical needs that cannot be met at the current center, and facilities and services are available at another center.
- b. The transferring center remains accountable for the student until the day he or she arrives at the receiving center.

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

Centers shall:

- a. Grant extensions of up to 1 additional calendar year of enrollment (not to exceed 3 calendar years total) to students enrolled in designated advanced programs (advanced career training or advanced training).
- b. Request Regional Office approval to extend a student's 2-year enrollment limit for up to 6 months for the student to qualify for graduation. Maintain documentation of approval in the student's personnel folder.

**R4. Separations**

- a. Centers shall establish an orderly system to process students separating from the Job Corps program, which includes at a minimum:
  1. Updating all student accomplishments in the CIS, including attainment of GED and/or vocational completion.
  2. Documentation of the reasons for the student's separation 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 career transition specialists and support staff at the student's destination.
  6. Assignment of the student to a career transition service 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 service providers.
  8. Notification and transmission of student separation data to the Job Corps Data Center within 2 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 shall be determined automatically by the CIS based upon data entered regarding the student's accomplishments while enrolled, and in accordance with criteria shown in PRH Section 4.2, Eligibility for Services.
- c. Centers shall enter separation codes for students in accordance with the following definitions and separation codes listed in the CIS documentation:
  1. Orderly 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 that the student has achieved as much benefit from the Job Corps program as his or her abilities will allow.
3. Resignation separation – Student freely decides to quit the Job Corps. Resignations must be accepted at any time a student requests unless he or she is pursuing it as a means of avoiding a disciplinary discharge. Students in AWOL status may not resign unless they return to center.
4. Disciplinary separation – Student has committed a behavioral infraction or has an accumulation of behavioral infractions of such gravity that it disqualifies him or her from further enrollment in Job Corps.
5. Medical separation – Student is no longer able to participate in Job Corps due to medical, dental, or mental health reasons; documentation of the student's medical condition must be provided. If at the time of medical separation, the student is determined to be eligible for reinstatement once the medical condition is resolved, the student is then separated as a Medical Separation With Reinstatement rights (MSWR), and may be reinstated within 180 days.
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 he or she became enrolled as the result of a significant screening error.
9. Absent Without Leave (AWOL) separation – A student is in AWOL status in excess of 6 consecutive training days, or 12 training days in a 6-month period. The effective date of separation is at 1 hour past the student's scheduled reporting time on the 7th or 13th day of absence, as applicable. The summer and winter breaks are considered paid nontraining days. For students in AWOL status at the onset of the break, the count of AWOL days will be suspended and will resume on the first training day following the break.
10. Administrative Separation With Reinstatement (ASWR) – For temporary or anticipated long-term center closure when designated by the Regional or National Office.
11. Withdraw HIPAA consent – If the student or parent/legal guardian of a minor student revokes the HIPAA consent.

**R5. Re-enrollments**

Centers shall 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 (MSWR) or administrative separations 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 a student must:
  1. Provide documentation showing resolution of the medical condition and ability to participate in the program.
  2. Return within 180 days from separation date.
- b. Re-establishment, with or without pay, at the discretion of the Regional Office will be effective the date the student physically reports back to the center, as documented in the student's personnel file and used for students who:
  1. Receive disciplinary discharges that are overturned by the Regional Office.
  2. Are separated because of clerical errors.
  3. Are separated due to arrest for a felony or misdemeanor charge and are later exonerated.

**QUALITY INDICATOR**

- Q1. Student separation transactions are processed in a timely and accurate manner.