



**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-12**

**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL FOREST SERVICE JOB CORPS CENTERS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

**FROM:** ERIN MCGEE  
Acting National Director  
Office of Job Corps

**ERIN MCGEE**

Digitally signed by ERIN MCGEE  
Date: 2024.05.30 08:23:50 -04'00'

**SUBJECT:** Instructions for Correcting Data of Eligible Students' Placements Prior to Separation

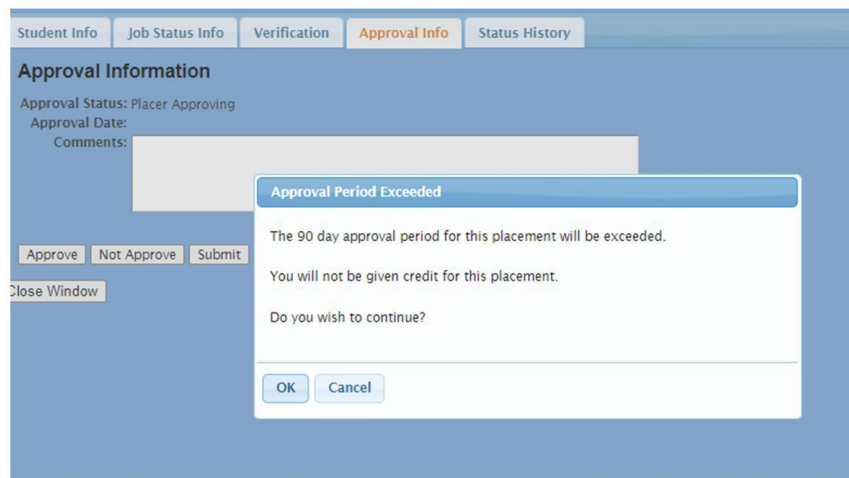
- 1. Purpose.** To provide instructions to the Job Corps Center and Career Transition Service (CTS) community on how to submit a one-time data correction request for placements prior to separation for eligible students to the Job Corps Data Center (JCDC). This is an opportunity for centers and CTS providers to rectify any discrepancies in the placement data that could not be entered accurately or timely prior to January 31, 2024.
- 2. Background.** Between July 1, 2023, and January 31, 2024, glitches to the data entry system for placement reporting led to some centers and CTS providers unable to enter placement prior to separation information for eligible students correctly and timely. This resulted in no credit for those providers on relevant placement measures within the Outcome Measurement Systems (OMS). To ensure the completeness and accuracy of Job Corps' data, the Office of Job Corps (OJC) is allowing for a one-time data correction for these cases. The placement reporting criteria are outlined in Policy and Requirements Handbook (PRH) Section 4.4R2d.
- 3. Action.** OJC is implementing a one-time process for the field to submit data correction requests for placements of eligible students whose placement occurred before separation and where the data could either not be entered or not be entered accurately (e.g., correct the submitted Date Reported and subsequent placement-related dates for a previously entered placement or enter a placement in its entirety with the accurate Date Reported). This refers to eligible students who entered a placement prior to separation with a Date Reported between

July 1, 2023, and January 31, 2024 or those who had not separated before July 1, 2023, but were placed prior to separation. All requests must be supported by required documentation.

Below are the instructions for submitting a data correction request to JCDC under this Program Instruction Notice.

1. Enter and save the affected placements with the accurate Date Reported, Date Placed, and Date Verified for the placements in CTS and “Approve” the placement. When you enter “Approve” for this placement that occurred prior to January 31, 2024, you will receive an error message stating that “The 90-day approval period for this placement will be exceeded” as shown in Exhibit 1. Click “OK.” Note: If the Date Reported is prior to July 1, 2023, and the student separated on or after July 1, 2023, this pre-July 1, 2023, placement will be addressed differently; this process is described below in step 6.

Exhibit 1: Error Message in CTS



2. Complete the attached Excel form in its entirety for each placement for which you are requesting a data correction with the accurate dates.
3. Upload all necessary supporting documentation to verify the placement (refer to PRH Exhibit 4-2) and (if applicable) other documents needed to verify that the placement continued after separation in the student’s e-folder prior to submission of the form. All documentation should be uploaded to the CTS section of the student e-folder.
4. Submit the completed Excel form to [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org) (JCDC) with the subject line “Data Correction for Placements.” JCDC will adjust the Date Approved to be the same day as the Date Verified specified on the Excel form. All data correction requests must be submitted to [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org) no later than **Friday, June 14, 2024**. This is to ensure that all placement corrections can be accurately reviewed and processed before the end of PY 2023. Any requests submitted after this date will not be reviewed. Please also note that JCDC will not accept and process any secondary data corrections once a decision has been made.

5. The Date Reported, Date Verified, and the Type of Placement should be supported by the documentation in the e-folder. OJC will audit many of these placements via its routine DIA and special audits after JCDC completes the data corrections.
6. Note that if this data correction is for a placement prior to July 1, 2023, it will not be possible to enter the Date Reported. In this case, complete steps 2–4 and then call JCDC for assistance at 800-598-5008 and select Option 3 for TAC Applications. Then, indicate that you have a Data Correction for a placement with a Date Reported prior to July 1, 2023.

The following criteria must be met for each request for approval to be granted:

- The student separated as a graduate. Former enrollees with a placement prior to separation are not eligible for this data correction.
- The placement and the supporting documentation meet the criteria listed in PRH Exhibits 4-1 and 4-2.
- The placement meets the criteria listed in PRH Section 4.4 R.2.d.1.
- The Date Reported is between July 1, 2023, and January 31, 2024, OR is before July 1, 2023, and the student was still active on July 1, 2023.
- The Date Reported is before the separation date.
- The Date Placed is at least seven calendar days after the Date Reported, and the correct Date Approved is no later than 90 days after the Date Reported. The Date Placed, Date Verified, and the Date Approved can occur either before or after separation.

Approved placements that meet the criteria of any of the CTS Placement measures will retroactively be credited for those measures in the appropriate OMS report cards for PY 2023 based upon the corrected data.

Attached are some anticipated questions and answers to assist in accurately completing the request. Please submit the completed Form to [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org) with the subject line “Data Correction for Placements.” The data correction requests can only be submitted until **June 14, 2024**.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff, particularly the CTS staff.

4. Expiration Date. Until superseded.
5. Inquiries. Questions about this data collection process should be directed to the JCDC Help Desk at [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org).

Attachments:

- Placement Prior to Separation Data Correction FAQs
- Data Correction for Placements Prior to Separation (Form)