



**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-13**

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 ERIN  
Office of Job Corps MCGEE

Digitally signed by ERIN  
MCGEE  
Date: 2024.06.21  
16:17:19 -04'00'

SUBJECT: Implementation of the Student Safety Assessment (SSA)

1. Purpose. To instruct Job Corps centers to prepare for the upcoming pilot of the new Student Safety Assessment (SSA) in August 2024. Full implementation of the SSA will occur in 2025 with the first administration expected in February 2025.
2. Background. The Office of Job Corps received approval from the Office of Management and Budget (OMB) to replace the prior Student Satisfaction Survey (SSS) with two separate surveys that collect information from active students on student safety and satisfaction. The Student Experience Assessment (SEA), assessing students' opinions about their Job Corps experience, was implemented in January 2022 and will continue with biannual administrations. The SSA, focusing on center safety and security, will begin full implementation in February 2025 on a quarterly basis, following a pilot administration from August 5, 2024, through August 13, 2024.

The focus of the SSA is Job Corps students' perceptions of safety and security while they are participating in the program. The survey asks students a series of questions related to their perceptions of violence (e.g., bullying, physical altercations, sexual harassment/assault), drug and alcohol use, and culture (staff/center culture and safety procedures) on centers. The survey has 49 base questions with additional follow-up questions based on student responses to the base questions. Students' individual survey responses are confidential and will not be shared with the center unless there is an immediate safety issue.

The SSA is web-based and administered quarterly at each center. Each quarter, a sample of students, including non-residential students, who have been enrolled for more than two weeks will be asked to participate. Students will receive a link to the survey via their Job Corps email address and if provided, their personal email address. Students will receive reminder emails during the survey period, which is nine consecutive days from the day the survey is sent to the student. The survey will remain open during the survey period and students can complete the survey at any time during that period. Center staff should encourage all students to check their email and remind all students to take the survey when they are selected to participate. The minimum student response rate goal for the SSA pilot is 55 percent. The student response rate is expected to increase with each subsequent administration to reach the national response rate goal of 80 percent.

3. **Action.** Centers must begin preparations for the SSA pilot immediately. Preparation activities include reviewing the required and prohibited activities document (attached) and ensuring all students can access their Job Corps email.

The Office of Job Corps will host two webinars on July 18, 2024 to introduce the SSA and provide strategies to gain student buy-in, increase response rates, and encourage survey completion. All Center Directors and any staff responsible for surveys, including a center point of contact, and the center IT support staff person, are required to attend. Please see the instructions below to participate in the two webinars. Additional information and resources for students and staff will be provided via the Job Corps Student Surveys website at <http://jcstudentsurveys.com>.

**Webinar 1 – for Boston, Philadelphia, and Atlanta Regions: 10:00am ET, July 18, 2024**

Meeting link:

<https://usdol.webex.com/usdol/j.php?MTID=m33df44ab0549145c1b7130df225a99dd>

Meeting number:

2825 715 7564

Password: JobCorps2024

Join by video system:

Dial 28257157564@usdol.webex.com

You can also dial 207.182.190.20 and enter your meeting number.

Join by phone:

1-877-465-7975 US Toll Free

1-210-795-0506 US Toll

Access code: 2825 715 7564

**Webinar 2 - for Dallas, Chicago, and San Francisco Regions: 3:00pm ET, July 18, 2024**

Meeting link:

<https://usdol.webex.com/usdol/j.php?MTID=m906fda6362cf6d02ba93f74d74f4d7b5>

Meeting number:

2824 418 6537

Password: JobCorps2024

Join by video system:

Dial 28244186537@usdol.webex.com

You can also dial 207.182.190.20 and enter your meeting number.

Join by phone:

1-877-465-7975 US Toll Free 1-210-795-0506 US Toll

Access code: 2824 418 6537

The 2025 quarterly SSA administration schedule is as follows:

1<sup>st</sup> SSA: February 3, 2025, through February 11, 2025

2<sup>nd</sup> SSA: June 2, 2025, through June 10, 2025

3<sup>rd</sup> SSA: August 4, 2025, through August 12, 2025

4<sup>th</sup> SSA: November 17, 2025, through November 25, 2025

4. Expiration Date. Until superseded.
5. Inquiries. Questions or concerns should be directed to Hilda Alexander of the National Office of Job Corps at Alexander.Hilda@dol.gov.

Attachment:

- Student Safety Assessment Required and Prohibited Activities