

U.S. DEPARTMENT OF LABOR

EMPLOYMENT AND TRAINING ADMINISTRATION

JOB CORPS CONTRACT CENTER FINANCIAL REPORT

* box for REVISED REPORT ONLY

1. CENTER NAME		2. CONTRACTOR NAME		3. PERIOD ENDING (Month, Day, Year)	
4. CONTRACT NUMBER	5. LATEST CONTRACT MOD. NUMBER	6a. APPROVED BUDGET NO.	6b. PENDING PROPOSAL DATE(S)	7. DURATION OF CONTRACT (Month, Day, Year) Begins: _____ Ends: _____	

8. STUDENT YEARS (SY) PRODUCED	9. STUDENT YEAR COST (In Dollars)
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<p>a. Current Contracted Capacity</p> <p>b. Current Month Average OBS</p> <p>c. Capacity Percent Current Month.</p> <p>d. Planned SY Contract Year to Date</p> <p>e. Actual SY Contract Year to Date</p> <p>f. Capacity Percent Contract Year to Date ...</p>	<p>a. Planned for Contract Year</p> <p>b. Actual Contract Year to Date</p> <p>10. Signature _____</p> <p>11. Typed or Printed Name and Title _____</p> <p>12. Date Submitted _____</p>
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JOB CORPS CONTRACT CENTER FINANCIAL REPORT

A. CENTER NAME		B. CONTRACTOR NAME		C. PERIOD END DATE		D. CONTRACT NUMBER	
E. Basis for Cumulative Budget Through Current Month: Prorated 2181 ___ Internal Monthly Budget ___ F. Contract Year Begin: _____ Contract Year End: _____							
CENTER OPERATION EXPENSE CATEGORIES	(1)	CURRENT MONTH ACTUAL (2)	ANNUAL BUDGET (3)	CURRENT CONTRACT YEAR TO DATE		ALLOWABLE VARIANCE AMOUNT (7)	
				PLANNED EXPENSE (4)	ACTUAL (5)		VARIANCE (4 - 5) (6)
01 Education Personnel Expense							
02 Other Education Expense							
03 Vocational Personnel Expense							
04 Other Vocational Expense							
05 Social Skills Personnel Expense							
06 Other Social Skills Expense							
07 Food							
08 Clothing							
09 Support Services Personnel Expense							
10 Other Support Service Expense							
11 Medical/Dental Personnel Expense							
12 Other Medical/Dental Expense							
13 Child Care Personnel Expense							
14 Other Child Care Expense							
15 Administrative Personnel Expense							
16 Other Administrative Expense							
17 Contractor G&A							
18 Facilities Maintenance Personnel Expense							
19 Other Facilities Maintenance Expense							
20 Security Personnel Expense							
21 Other Security Expense							
22 Communications							
23 Utilities and Fuel							
24 Facility Lease Cost							
25 Insurance							
26 Motor Vehicle Expense							
27 Travel & Training							
28 Contractor's Fee							
29 FICA Chargeback (CCG)							
30 Net Center Operations Expense							

JOB CORPS CONTRACT CENTER FINANCIAL REPORT

A. CENTER NAME		B. CONTRACTOR NAME			C. PERIOD END DATE		D. CONTRACT NUMBER	
CENTER OPERATIONS EXPENSE CATEGORIES (1)		CURRENT MONTH ACTUAL (2)	CURRENT CONTRACT YEAR TO DATE ACTUAL (3)	PRIOR YEAR CONTRACT TO DATE ACTUAL (4)	CUMULATIVE CONTRACT TO DATE ACTUAL (5)			
31	Net Center Operations							
32	Construction/Facility Rehab							
33	Equipment/Furniture							
34	GSA Vehicles Rental							
35	VST							
36	TOTAL CENTER COSTS							
37	Bidul Trans/Meal Allow							
38	Outreach/Screening/Placement							
39	Other (Specify)							
40	Other (Specify)							
41	GRAND TOTAL							
42	Contractor's G&A							
43	Contractor's Fee							

CATEGORY (1)	RECEIPTS		ISSUES		Cumulative Net Inventory Change (7)	Add Prior Contract Carryover (8)	Inventory On Hand (9)	Number Months On Hand (10)	Undelivered Commitments (11)
	Current Month (2)	Contract Cumulative (3)	Current Month (4)	Contract Cumulative (5)					
44	Clothing								
45	Food								
46	Education/Vocational								
47	Medical/Dental								
48	Fuel Oil & Propane								
49	Other								
50	TOTAL								

CURRENT CONTRACT YEAR INVENTORY NET CHANGE RECONCILIATION
 Current Cumulative Net Inventory Change _____
 Cumulative Net Inventory Change: End Prior Contract Year _____
 Cumulative Net Inventory Change: Current Contract Year _____

JOB CORPS CONTRACT CENTER FINANCIAL REPORT

A. CENTER NAME		B. CONTRACTOR NAME		C. PERIOD END DATE		D. CONTRACT NUMBER	
BALANCE CHECK	Vouchered Reimbursable Expenses	UNVOUCHERED Reimbursable Expenses	Accounts Payable	Cumulative Net Inventory Change (+ or -)	Net Center Operations Expense Contract to Date Actual		
	(1)	(2)	(3)	(4)	(5)		

FULL CONTRACT BASIS

ENTER NUMBER OF MONTHS	In Contract (1)	Completed (2)	Unvouchered Accounts Payable (4)	% Completed (3)	Funded (4)	Completed (5)	% Completed (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
81 Center Operations							
82 Construction/Rehab							
83 Equipment/Furniture							
84 GSA Vehicles/Rental							
85 Vocational Skills Training							
86 Skid Trans/Meal Altr							
87 Outreach/Screening/Placement							
88 Other (Specify)							
89 Other (Specify)							
90 TOTAL							

CENTER OPERATIONS ACCRUAL RECONCILIATION

Total Center Operations Unvouchered Accounts Payable Accrual a _____
 Date of Last Payroll Period Ending in the Reported Month b _____
 Amount of Payroll Accrual Included in Total
 Less: Amounts Vouchered (Small Businesses Only)
 Prepays:
 Insurance
 Tuition
 Other (Explain)
 Other (Explain)
 Other (Explain)
 Other (Explain)
 Total Prepays
 Net Amount of Center Operations Unvouchered Accounts

U.S. DEPARTMENT OF LABOR

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A. CENTER NAME	B. CONTRACTOR NAME	C. PERIOD END DATE	D. CONTRACT NUMBER
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VARIANCE EXCEPTION/CONCERNS			
EXCEPTION/CONCERN CATEGORY (Title & Line Number) (1)	VARIANCE AMT. (Under/Over) (2)	CAUSE OF EXCEPTION/CONCERN (3)	CORRECTIVE ACTION (4)

Center Name: _____
 Contractor Name: _____
 Contract Number: _____
 Contract Year: _____ ending: _____
 Current Year or Outyear: _____ CY _____ OY _____
 Purpose of Form (check as appropriate):
 Approved Budget Number: _____
 Proposed Revision for: _____

BUDGET LINE ITEMS

BUDGET LINE ITEMS	CURRENT BUDGET	ADJUSTMENTS	REVISED BUDGET
01 Education Personnel Expense	\$	\$	\$
02 Other Education Expense			
03 Vocational Personnel Expense			
04 Other Vocational Expense			
05 Social Skills Personnel Expense			
06 Other Social Skills Expense			
07 Food			
08 Clothing			
09 Support Services Personnel Expense			
10 Other Support Services Expense			
11 Medical/Dental Personnel Expense			
12 Other Medical/Dental Expense			
13 Child Care Personnel Expense			
14 Other Child Care Expense			
15 Administrative Personnel Expense			
16 Other Administrative Expense			
17 Contractor C&A			
18 Facility Maintenance Personnel Expense			
19 Other Facilities Maintenance Expense			
20 Security Personnel Expense			
21 Other Security Expense			
22 Communications			
23 Utilities and Fuel			
24 Facility Lease Cost			
25 Insurance			
26 Motor Vehicle Expense			
27 Travel & Training			
28 Contractor's Fee			
29 FECA Chargeback (CCC only)	\$	\$	\$
30 This Year's Center Operations Expense	\$	\$	\$
Enter Lines 31-34 only for Current Year form.			
31 Prior Year Contract to Date Costs	\$	\$	\$
32 Cumulative Operations Expense (30+31)	\$	\$	\$
33 Budgeted Inventory Change (plus or minus):	\$	\$	\$
a. Inventory Level Needed	\$	\$	\$
b. Minus Inventory at Contract Start	\$	\$	\$
c. Equals Budgeted Inventory Change	\$	\$	\$
34 Estimated Cost of Contract (32 + 33c)	\$	\$	\$

REGIONAL OFFICE SIGNATURE BLOCK FOR APPROVAL OF REVISED BUDGET

Implemented Under Mod Number _____
 Type Name _____
 Date _____
 Signature _____

*See PRH for special instructions when contract is in year 1.

DEFINITION OF DATA ELEMENTS
JOB CORPS CENTER OPERATIONS BUDGET, Form 2181

Form 2181 budgets are prepared and approved in sets, consisting of a Form 2181 for the current contract year and an additional Form 2181 for each future year that remains in the contract. The following are brief descriptions of the elements of information entered on the Form 2181.

HEADING INFORMATION

Center Name. Enter the name of the Job Corps center. If the form is being prepared for a "major component" rather than an entire center, also include an identifying label for that component.

Contractor Name. Enter the name of the contractor as it appears on the contract.

Contract Number. Enter the DOL-assigned contract number.

Contract Year.

Enter 1-5, whichever applies to the contract year covered by this Form 2181. The normal pattern is as follows:

Base Year 1.....Year 1
Base Year 2.....Year 2
Option Year 1.....Year 3
Option Year 2.....Year 4
Option Year 3.....Year 5

ending. Enter the ending date of year identified in the preceding block (mm/dd/YYYY).

Current Year or Out Year. If the form applies to the current contract year, check CY; otherwise, check OY.

Purpose of Form (check as appropriate).

Approved Budget.

If the form is used for Regional Office issuance of an approved 2181 budget, check Approved Budget Number and enter the number of the approved budget in the space provided.

The initial set of forms 2181 for 1st contract year are numbered "1" and all later sets of approved 2181's are to be

numbered sequentially as they are approved by the regional Office. The same number is given to all current year and outyear 2181's in a given set. For example, the set for budget number "1" will include a number 1 budget for the first contract year, a number 1 budget for contract year 2, a number 1 budget for contract year 3, a number 1 budget for contract year 4, and a number 1 budget for contract year 5.

Proposed Revision.

If the form is used to propose budget revisions, check Proposed Revision for and, on the lines provided, caption the purpose of the revision.

BUDGET INFORMATION

For proposed budget revisions, it is normal for only the ADJUSTMENTS column to be filled out. Except in situations where the contractor and Regional Office have reached verbal agreement on specific line-item adjustments and where there is a clear expectation that the contractor's proposal will be approved immediately upon receipt in the Regional Office, there is no need to display the current budget or the revised budget at the PROPOSAL stage.

Column Headings

Current Budget. This column is used in approved budgets to display the last previous approved budget for the particular contract year. For example, if the form is used for approved budget number 8, then the "CURRENT BUDGET" column will display the "REVISED BUDGET" from approved budget number 7.

Adjustments. This column is used to enter the adjustments being requested or approved, depending on the purpose of the form.

Revised Budget. This column is used to display the revised budget that results from the approved adjustments. The entries under this column are the sums of the entries made under CURRENT BUDGET and ADJUSTMENTS.

Row Headings

Lines 1 - 29: Center Operations Expenses Categories. See earlier section in Appendix 502 for definitions of cost categories.

Line 30: This Year's Center Operations Expense. Enter the total of lines 1 through 29.

Note: Lines 31 - 34 are intended to reconcile to the Estimated Cost Clause in the contract. These lines therefore apply only to the one form in each set that is prepared for the current contract year. However, if the current year is contract year 1, then lines 31-34 should be completed on the year 2 form instead of the year 1 form.

Line 31: Prior Year Contract to Date Costs.

When current year is contract year 1: Make no entry on the 2181 for contract year 1. However, on the 2181 for contract year 2 that is contained in this set of 2181s, transfer in the amount from line 30 of the 2181 for contract year 1.

When current year is other than contract year 1: Enter the cumulative center operations costs reported on line 31 of the RTA 2110 through the end of the prior contract year.

This entry is generally subject to ADJUSTMENT only in connection with year-end reconciliations. In the year-end reconciliation exercise, the entry on line 31 under CURRENT BUDGET is made by transferring the prior year's Cumulative Estimated Cost entry (line 32) contained in the approved budget that was in place when the prior year ended. The entry under the ADJUSTMENTS column will be the reverse of the bottom line variance that is reported in the final cost report for the prior contract year. A net underrun at the end of the prior year will yield a negative entry; an overrun will yield a positive entry. The entry under REVISED BUDGET will be the actual cumulative costs reported through the close of the prior contract year.

Line 32: Cumulative Operations Expense: Under each column, enter the sum of the entries made in lines 30 and 31.

Lines 33a, 33b, 33c: Budgeted Inventory Change (plus or minus). These lines are used to compute and display the budgetary impact of a planned increase or decrease in the amount of inventory that was carried over from the previous contract. Line 33a is used to reflect the dollar value of the desired inventory level; line 33b is used to reflect the dollar value of the inventory on-hand at the start of contract (day 1 of contract year 1); and line 33c is line 33a minus line 33b.

Desired inventory levels per line 33a should normally remain constant during the life of a contract, but occasions may arise where substantial increases or decreases are necessary. For example, inventory increases are needed when new centers are opened or existing centers are expanded or in instances where carryover inventory levels from the previous contract are below reasonable operating needs. In these cases, provision must be made in the estimated cost clause to finance the inventory build up even though the build up does not, of itself, change the amount of the accrued costs that will be reported under the contract.

Where excessive amounts of carryover inventory are on hand and will be reduced, operating expenses under the current contract are being financed with federal funds provided under the previous contract -- the amount of which must be subtracted from the estimated cost of the current contract.

Line 33b (Inventory at Contract Start) should remain constant during the life of the contract, except that an ADJUSTMENT in line 33b might be expected in the early months of contract year 1 if inventory discrepancies are identified by a new incumbent contractor.

Please note that lines 33a - 33c are not intended to report fluctuations in actual inventory levels during the life of a contract; they are to be used for planned, budgeted changes only.

When current year is contract year 1: Make no entry on the 2181 for contract year 1. Instead, make appropriate entries on lines 33a-c on the 2181 for contract year 2 that is contained in this set of 2181s.

Line 34: Estimated Cost of Contract. Under each column, enter the sum of the entries made in lines 32 and 33c. The total for center operating costs shown in the estimated cost clause of the contract should be brought into agreement with line 34 under the REVISED column.

When current year is contract year 1: Make no entry on the 2181 for contract year 1. Instead, make appropriate entries in lines 33 a-c on the 2181 for contract year 2 that is contained in this set of 2181s.

REGIONAL OFFICE SIGNATURE BLOCK FOR APPROVAL OF REVISED BUDGET

This block is used by Regional Offices to signify approval of initial budgets and new, revised budgets. This block must be completed on each of the 2181s that are in the set being approved -- i.e., the 2181 for the current year and the 2181s for all remaining outyears. Entries in this section are made by the Regional Office as follows:

Typed Name and Title. Enter typed name and title of Regional Office approving official.

Signature. Signature of the approving official.

Date. Date of signature.

Implemented Under Mod Number. On the 2181 for the current contract year, enter the number of the contract modification under which the revised 2181 line item budget is being (or was) implemented in the estimated cost clause of the center contract. No entry should be made on the 2181s for outyears.

F. CONTRACT CENTER OPERATIONS BUDGETS

1. Scope.

This Section F of Appendix 502 applies only to contract centers. It does not apply to federal centers, for whom detailed budget formulation guidelines are issued on an annual basis. The instructions in Section F are further restricted to treatment of center operating expenses. Section F does not apply to the budgeting of capital cost categories nor to non-center cost categories, such as OSP. Center operators should follow guidance from the regional offices regarding budgeting requirements for these other categories.

2. Purpose.

Section F provides instructions for the development and presentation of line item budgets of center operating expenses. A line item budget is needed for each year that a center contract is in place, including option years. The guidelines in Section F cover the initial development of line item budgets as well as procedures for their subsequent revision. The line item budgets are intended to facilitate financial management and control by providing a detailed break out of the center operating costs that are summarized in the estimated cost clause of the center operating contract.

3. Overview of Requirements.

a. Formats.

Form 2181 is used to display the line item budgets, as approved by the Regional Office, for the current contract, year and for each future year that remains in the contract, including option years. Form 2181 is also used by contractors to propose budget revisions to the Regional Office.

b. Time Frames.

Center operating contracts normally have initial, 2-year base periods, followed by three 1-year option extensions. This pattern can be portrayed as follows:

Base Year 1 = Contract Year 1
Base Year 2 = Contract Year 2
Option Year 1 = Contract Year 3
Option Year 2 = Contract Year 4
Option Year 3 = Contract Year 5

G. FEDERAL CENTER OPERATING BUDGETS

1. Initial Budgets for the Program Year.
The budgets for the federally operated centers are formulated annually in a cycle that coincides with the July-June job corps program year. Several months prior to the start of a program year, the DOL-Job Corps National HQ issues detailed budget/planning instructions to the federal conservation agencies to initiate the budget formulation process. The budget proposals and the approved budgets will be formatted to show the annual amounts needed broken out into the established cost categories. A separate budget is prepared for each federal center.
2. Midyear Revisions.
The conservation agencies may submit requests for midyear revisions or adjustments to the DOL-Job Corps National Office at any time. Requests for budget adjustments must specify amounts by cost category and include adequate explanation and/or computations for the amounts involved.
3. Budget Approvals.
The DOL-Job Corps National Office should issue the approved initial program year budgets at least 2 weeks prior to the start of the program year. The DOL-Job Corps National Office should respond to requests for budget revisions within 10 working days after receipt from the conservation agency.

CHART II -- Center Information Data Collection :

Required Activity	ETA Form No.	Number of Respondents	Submissions Per Year	Total Annual Submissions	Average Time Per Submission	Proposed Total Burden Hours	Currently Approved Hours	Net Change
Job Corps Utilization Summary	6-127	122	12	1464	1 minute	24	24	0
Disciplinary Discharge	6-131A	1500	1	1500	1 minute	25	25	0
Review Board Hearings	6-131B	1500	1	1500	1 minute	25	25	0
Rights to Appeal	6-131C	1500	1	1500	1 minute	25	25	0
Student Profile	6-40	1500	1	1500	1 minute	25	25	0
Notice of Termination	6-61	1500	1	1500	1 minute	25	25	0
Property Inventory Transcription	3-28	126	52	6552	3 minutes	328	328	0
Total						477	477	0

*Data previously collected on the forms listed above is now being collected from data input screens (See Attachment) that electronically transmits data to a Center Information System (CIS). The deletion of these forms has significantly reduced paper and mailings of hard copy documents.

Paper Reduction Act Support Documentation

1. 6-127 Job Corps Utilization Summary: Replaced by Weekly Onboard Strength (WSSR) Report

Adobe Acrobat - [row_02122003.pdf]

File Edit Document Tools View Window Help

pd row_0 STUDENT PAY, ALLOTMENT AND MANAGEMENT INFORMATION SYSTEM PAGE:1
DATE: 02/13/2003 21:05:03

WEEKLY ONBOARD STRENGTH
02/06/2003 - 02/12/2003
REGION: 01 Boston (Region 01)

CENTER	PLANNED O.B.S.	CURRENT O.B.S.	% OF PLAN	TERMS	WTR	% TERMS 90+ DAYS	NO PRES	% OF PLAN	% O.B.S. NOT PRES	% O.B.S. OFF-CTR
Connecticut										
CENTER TOTAL	200	206	103.0	4	1.94	100.0	165	82.5	19.9	4.4
MALE RES.	86	87	101.2	0	0.00	0.0	68	79.1	21.8	3.4
MALE N/R	14	18	128.6	0	0.00	0.0	16	114.3	11.1	16.7
FEMALE RES.	64	71	110.9	1	1.41	100.0	54	84.4	23.9	0.0
FEMALE N/R	36	30	83.3	3	10.00	100.0	27	75.0	10.0	10.0
Grafton										
CENTER TOTAL	300	303	101.0	15	4.95	80.0	262	87.3	13.5	0.3
MALE RES.	130	124	95.4	8	6.45	87.5	109	83.8	12.1	0.8
MALE N/R	5	21	420.0	2	9.52	50.0	16	320.0	23.8	0.0
FEMALE RES.	130	117	90.0	5	4.27	80.0	97	74.6	17.1	0.0
FEMALE N/R	35	41	117.1	0	0.00	0.0	40	114.3	2.4	0.0
Loring										
CENTER TOTAL	380	351	92.4	12	3.42	75.0	316	83.2	10.0	1.1
MALE RES.	235	241	102.6	10	4.15	70.0	222	94.5	7.9	1.7
MALE N/R	5	9	180.0	0	0.00	0.0	6	120.0	33.3	0.0
FEMALE RES.	135	100	74.1	2	2.00	100.0	87	64.4	13.0	0.0
FEMALE N/R	5	1	20.0	0	0.00	0.0	1	20.0	0.0	0.0
Northlands										
CENTER TOTAL	280	280	100.0	15	5.36	73.3	260	92.9	7.1	1.4
MALE RES.	153	169	110.5	10	5.92	80.0	159	103.9	5.9	0.0
MALE N/R	5	5	100.0	0	0.00	0.0	3	60.0	40.0	0.0
FEMALE RES.	112	104	92.9	5	4.81	60.0	98	87.5	5.8	3.8
FEMALE N/R	10	2	20.0	0	0.00	0.0	0	0.0	100.0	0.0
Penobscot										
CENTER TOTAL	346	358	103.5	8	2.24	75.0	305	88.2	14.8	0.0
MALE RES.	149	181	121.5	5	2.76	60.0	161	108.1	11.0	0.0
MALE N/R	17	19	111.8	0	0.00	0.0	11	64.7	42.1	0.0
FEMALE RES.	147	133	90.5	1	0.75	100.0	118	80.3	11.3	0.0

157K 1 of 25 85x118

2. 6-131A Disciplinary Discharge, 6-131B Review Board Hearings, 6-131C Rights to Appeals: Replaced by the following Student Conducts Data Entry Screens

CIS - 090700 San Jose Job Corps Center

File Edit View Control Window Help

Record Student Conduct Incident

Name: Adams, Alya S Student ID: 452545
Gender: Female Age: 18 Counselor: Ngo, V.T.

Incident Information

Date: 02/14/2003 Student Notified
Time: 00:00 AM
Location: A - Security Post
Type: Level I Infraction
Description: Physical assault that causes bodily harm.
Reporting Staff: [dropdown]
Comment:

Pending Reports Student Conduct Incident Report Clear Save Delete

Ready Student: Adams, Alya S Active Student ID: 452545 User ID: spdc

CIS - 090700 San Jose Job Corps Center

File Edit View Control Window Help

Incident Disposition

Name: Adams, Alya S Student ID: 452545
Gender: Female Age: 18 Counselor: Ngo, V.T.

Disposition Data

Disposition Date	Disposition Staff	Action

Disposition Details

Date: 02/14/2003
Disposition Staff: JDC Support
Type: Level I Infraction
Description: Physical assault that causes bodily harm.

Update Incident Report Update History Save

Data Fields for Student Conduct:

Behavior table

Column name	Type	Nulls
behavior_id	serial	no
enrtype_id	integer	no
staff_id	integer	yes
incident_id	integer	no
behavior_dt	date	no
behavior_tm	datetime hour to second	no
behavior_loc_cd	integer	no
behavior_rpt_dt	date	no
behavior_comm	text	yes
stud_notified	char(1)	yes
case_closed	char(1)	no

Disposition table

Column name	Type	Nulls
disposition_id	serial	no
behavior_id	integer	no
staff_id	integer	no
action_id	integer	yes
incident_id	integer	yes
disposition_dt	date	no
disposition_comm	varchar(255)	yes

Review_board table

Column name	Type	Nulls
disposition_id	integer	no
rb_type_cd	integer	no
determination_cd	integer	no
recommendation_cd	integer	no
rb_comm	varchar(255)	no

3. 6-40 Student Profile

Center Information System
San Jose Job Corps Center
STUDENT PROFILE

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Student Photo Note (Enhancement)

San Jose Job Corps Center, 898700
3485 East Hills Drive
San Jose, California 951272378
Telephone (408)254-6827 Fax (408)254-5863

Personal Data

Student Name Adeem, Atye S	Student ID 452545	Date of Birth 09/06/1983	Place of Birth NEW YORK, New York	US Citizen Yes
Gender Female	Race Black or African American	Marital Status Single	Dependents 0	
Home Address 237 WEST PINE AVENUE #18 LOMPOC, California 93438		Family Status 113	No. in Family 1	

Ready Student: Adeem, Atye S Active Student ID: 452545 User id: spdc

4. 6-61 Notice of Termination

015 - 090700 San Jose Job Corps Center

File Edit View Insert Tools Window Help

Notice of Separation Report

US DEPARTMENT OF LABOR Employment and Training Administration JOB CORPS NOTICE OF SEPARATION		
NAME OF STUDENT(LAST, FIRST, MI) Abdu, Omar M	STUDENT ID 100734	GENDER Male
STUDENT'S HOME ADDRESS, TELEPHONE NUMBER 5204 EWING AVE SOUTH MINNEAPOLIS, Minnesota 55410 (612) 820-0264		DATE OF BIRTH 11/06/1975
DATE OF ENROLLMENT 07/10/2000	ENROLLMENT TYPE New Student	
DATE OF SEPARATION 11/01/2002	PAID DAYS 821	
		SEPARATION TYPE Ordinary Separation
READMISSION STATUS: A. RECOMMEND STUDENT FOR READMISSION AT A LATER DATE?		B. IF READMITTED, RECOMMEND REASSIGNMENT TO THIS CENTER?

Ready Student: Abdu, Omar M Separated Student ID: 100734 User: kit apdc

Data fields for separation

Separation table

Column name	Type	Nulls
sep_id	serial	no
address_id	integer	no
enrtype_id	integer	no
placer_id	integer	yes
project_sep_dt	date	no
sep_dt	date	yes
sep_type_cd	integer	no
sep_reason_cd	integer	yes
twr_pay	char(1)	yes
readmit_recmd	char(1)	yes
accept_readmit	char(1)	yes

5. 3-28 Property Inventory Transcription: Replaced by the EPMS

Netscape

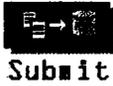
Job Corps Electronic Property Management System

Name	Date	Region	State	Contract Number	Center Name	Contact
EPMS User	02/14/03	00	NULL	SSSSSSSSSS	TEST SITE	NULL

ACQUISITION

Item Description: PROJECTOR, 16MM MOVIE

Source Agency	Location	Document Number	Item Code	Quantity	Unit Cost	Mfg. Code
00	001	DOC-1234	67500	1	235.00	PAN



Windows taskbar showing Start button, taskbar buttons for Internet Explorer, Netscape, and other applications, and system tray icons for volume, network, and time.

6-101 Allowance & Allotment Change; 6-105 Receipt for Taxable Clothing and Transportation; 6-107 Receipt for Cash Payment; and 6-108 Receipt for Misc. Cash Collections are incorporated into the following Pay Change Data Entry Screen.

Pay Change Data Enter Screen

UIS - 000700 San Jose Job Corps Center

File Edit View Control Utilities Window Help

Advance Pay and Student Debt

Name: Adams, Alya S Student ID: 452545
Gender: Female Age: 19 Counselor: Ngo, V T.
Advance Pay Student Debt

Type	Date	Amount
Arrival Pay	02/11/2002	25.00
Taxable Transportation	08/01/2002	83.75
Issue Late Pay	11/13/2002	39.48

Insert Delete

Advance Pay Information

Type: Arrival Pay Print Receipt
Date: 02/11/2002
Amount: 25.00
Comment: Spanish Conversation Select Student
Save

Ready Student: Adams, Alya S Active Student ID: 452545 User ID: apdc

7. Allotment data entry screen

ITS - 010100 Graduation Job Corps Center

File Edit View Control Tables Window Help

[-] Allotment Requests

Name: ALLEN, JR, STEVEN Student ID: 406800
 Gender: Male Age: 23 Counselor: Murphy, Jessica

Allotment Information
 Tax ID/SSN: 003324635 Last Name: Exempt 1099:
 Type: Business First Name:
 Business: COMMON OF MASS Middle Initial:

Beneficiary Information

Child Name	Birthday	Gender	Beneficiary
Alan Vincent M.	11/23/2001	Male	<input checked="" type="checkbox"/>

Allotment Address Information
 Address: COMMONWEALTH OF MASSACHUSETTS
 Address: PO BOX 55140
 City: BOSTON
 State: Massachusetts
 Country: United States Zip: 02205
 Home Phone: () - () -
 Work Phone: () - () -

Allotment Information
 Relationship to Student: Other
 Case No:
 Start Date: 11/14/2002
 Stop Allotment:
 Change Date:

Amount Information
 Contribution: 15
 Monthly: 75
 Total Contribution: 90

Select Allotment

Ready Student Status Student ID User id: epdc

These forms are no longer in use:

8. 6-102 Forms Transmittal Letter

9. 6-103 Signature Card

10. 6-104 Voucher for Allocation Living Expense

11. 6-106 Initial Allowance Authorization

12. 6-142B WSSR Log

psd rowo STUDENT PAY, ALLOTMENT AND MANAGEMENT INFORMATION SYSTEM PAGE:1
 DATE: 02/13/2003 21:05:03

WEEKLY ONBOARD STRENGTH
 02/06/2003 - 02/12/2003
 REGION: 01 Boston (Region 01)

CENTER	PLANNED O.B.S.	CURRENT O.B.S.	% OF PLAN	% OF TERMS	WTR	% OF 90+ DAYS	NO PRES	% OF PLAN	% O.B.S. NOT PRES	% O.B.S. OFF-CTR
Connecticut										
CENTER TOTAL	200	206	103.0	4	1.94	100.0	165	82.5	19.9	4.4
MALE RES.	86	87	101.2	0	0.00	0.0	68	79.1	21.8	3.4
MALE N/R	14	18	128.6	0	0.00	0.0	16	114.3	11.1	16.7
FEMALE RES.	64	71	110.9	1	1.41	100.0	54	84.4	23.9	0.0
FEMALE N/R	36	30	83.3	3	10.00	100.0	27	75.0	10.0	10.0
Grafton										
CENTER TOTAL	300	303	101.0	15	4.95	80.0	262	87.3	13.5	0.3
MALE RES.	130	124	95.4	8	6.45	87.5	109	83.8	12.1	0.8
MALE N/R	5	21	420.0	2	9.52	50.0	16	320.0	23.8	0.0
FEMALE RES.	130	117	90.0	5	4.27	80.0	97	74.6	17.1	0.0
FEMALE N/R	35	41	117.1	0	0.00	0.0	40	114.3	2.4	0.0
Loring										
CENTER TOTAL	380	351	92.4	12	3.42	75.0	316	83.2	10.0	1.1
MALE RES.	235	241	102.6	10	4.15	70.0	222	94.5	7.9	1.7
MALE N/R	5	9	180.0	0	0.00	0.0	6	120.0	33.3	0.0
FEMALE RES.	135	100	74.1	2	2.00	100.0	87	64.4	13.0	0.0
FEMALE N/R	5	1	20.0	0	0.00	0.0	1	20.0	0.0	0.0
Northlands										
CENTER TOTAL	280	280	100.0	15	5.36	73.3	260	92.9	7.1	1.4
MALE RES.	153	169	110.5	10	5.92	80.0	159	103.9	5.9	0.0
MALE N/R	5	5	100.0	0	0.00	0.0	3	60.0	40.0	0.0
FEMALE RES.	112	104	92.9	5	4.81	60.0	98	87.5	5.8	3.8
FEMALE N/R	10	2	20.0	0	0.00	0.0	0	0.0	100.0	0.0
Penobscot										
CENTER TOTAL	346	358	103.5	8	2.24	75.0	305	88.2	14.8	0.0
MALE RES.	149	181	121.5	5	2.76	60.0	161	108.1	11.0	0.0
MALE N/R	17	15	111.8	0	0.00	0.0	11	64.7	42.1	0.0
FEMALE RES.	147	133	90.5	1	0.75	100.0	118	80.3	11.3	0.0

CHART III -- PDF FORMS:

Required Activity	ETA Form No.	Number of Respondents	Submissions Per Year	Total Annual Submissions	Average Time Per Submission	Proposed Total Burden Hours	Currently Approved Hours	Net Change
Job Corps Health Staff Activity	6-125	122	1	122	25 minutes	51	49	2
Job Corps Health Annual Service Costs	6-128	122	1	122	25 minutes	51	49	2
Immunization Record	6-112	71000	1	71000	5 minutes	5,917	5,917	0
CM Health Record Envelope	6-135	71000	1	71000	13 minutes	15,383	15,383	0
CM Health Record Folder	6-136	71000	1	71000	13 minutes	15,383	15,383	0
Inspection Residential & Educational Facilities	6-37	122	4	488	5 minutes	41	36	5
Inspection of Waste Treatment Facilities Costs	6-39	23	4	92	1 hr. 25 min	130	130	0
Inspection Water Supply Facilities	6-38	122	4	488	1 hr. 25 min	693	670	23
Total						37,648	37,617	31

**DEPARTMENT OF LABOR
EMPLOYMENT & TRAINING ADMINISTRATION
JOB CORPS WELLNESS CENTER
ANNUAL PROGRAM DESCRIPTION**

Center:

Prepared by:

Program Year:

Instructions: Submit this form annually by August 15th to the health support contractor.

WELLNESS CENTER STAFFING

Position on center	Specify compensation: Salary (S), Contract (C), Subcontract (SC), Fee (F)	Total hours per week	Hourly rate
Physician			
Mental Health Consultant			
Dentist			
Health Services Administrator			
TEAP Specialist			

MEDICAL UNIT

Note: Facility includes the health and wellness clinic (ambulatory care) and the inpatient beds.

Is the health and wellness facility staffed 24 hours a day? Circle one Yes No

If not, provide health and wellness facility hours:

Provide health and wellness check hours:

Number of exam/treatment rooms:

Isolation rooms:

How are medications administered to students during the day, evening and weekend hours?
(e.g. individual doses, doses administered through residential advisors in the dormitories, or given directly to students and taken as directed without supervision)

Provide the name, address, distance, and transit time from center for emergency care:

Provide the name, address, distance, and transit time from center for inpatient care:

Does the center physician have admitting privileges? Circle one Yes No

DENTAL UNIT			
Dental unit operations:	Circle one	On center	Off center
Number of operatories on center:			
Provide dental health check hours:			
MENTAL HEALTH UNIT			
List the mental health services specified in the CMHC's (sub)contract:			
If the CMHC is not a psychiatrist, who is consulted on prescribing psychotropic medications?			
Name and address of the inpatient psychiatric facility used for emergencies:			
Is there a written agreement with the facility?	Circle one	Yes	No
TRAINEE EMPLOYEE ASSISTANCE (TEAP) PROGRAM			
Number of staff trained to perform alcohol screening?			
Who is responsible for obtaining urine samples?			
Briefly describe the TEAP program (Are student groups, intervention groups, and/or relapse programs provided on or off center?).			
OPTICAL SERVICES			
Provide the name, address, and type of (sub) contract/arrangement for optical services:			
Unit cost of eye examination:			
Average unit cost of frames/lenses:			

JOB CORPS IMMUNIZATION RECORD

Name _____ Center _____

DOB _____ DOE _____ SSN _____

Agent	Date	Manufacturer Lot Number Expiration Date	Dose Route Injection Site	Date VIS*	Signature
Tetanus-Diphtheria Toxoid-Adult (Td)					
Oral Poliovirus Vaccine (OPV)					
Measles/ Mumps/ Rubella (MMR)	1				
	2				
Hepatitis B Vaccine (HBV)	1				
	2				
	3				
Influenza	1st yr				
	2nd yr				
Others:					

*Date vaccine information sheet (VIS) given to student/parent/legal guardian.

Rubella Test Date _____

Rubella Titer Date _____

REACTIONS (use reverse as needed):

PPD TESTING

Name _____ Center _____

DOB _____ DOE _____ SSN _____

Has student ever had: 1. Positive PPD skin test: _____ Date (Month/Year)
 2. Subsequent chest x-ray: _____ Result (+/-)
 3. Treatment with INH: _____ Duration (Months)

Date of last x-ray and results _____

Date	Manufacturer Lot Number Expiration Date	Dose/Strength Route Injection Site	Signature	Date Read	Signature	Results in Millimeters
						MM
						MM
						MM

Date(s) of x-rays/laboratory tests ordered and results:

Date placed on/not placed on preventive treatment (circle one). Specify why not placed on preventive treatment.

NOTE: Read reaction in 48-72 hours after injection
 Measure only induration
 Record results in millimeters
 Record as positive or negative per CDC guidelines
 Interpret without regarding to history of BCG vaccination

CLASSIFYING THE TUBERCULIN REACTION	
≥5mm is positive in:	<ul style="list-style-type: none"> ● Students who are HIV positive ● Students who have had close contacts with persons with infectious TB ● Students who have a chest radiograph suggestive of previous TB ● Students with clinical evidence of tuberculosis ● Students who inject drugs
≥10mm is positive in:	<ul style="list-style-type: none"> ● Students with certain medical conditions, excluding HIV infection ● Foreign-born students from areas where TB is common ● Medically underserved, low-income populations including high-risk racial and ethnic groups (including the homeless)
≥15mm is positive in:	<ul style="list-style-type: none"> ● All students with no known risk factors for TB

(This envelope contains MEDICALLY CONFIDENTIAL material.)

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NUMBER	NAME AND ADDRESS OF CENTER
DATE OF TERMINATION				
M / M / D / D / Y / Y				

INSTRUCTIONS

1. This envelope contains MEDICALLY CONFIDENTIAL material of the Job Corps Student indicated above.

Access to this MEDICALLY CONFIDENTIAL material is restricted to authorized medical personnel.

2. Use this envelope at all times to transmit the Student's medical papers or HEALTH RECORD FOLDER.

3. Place a check mark (✓) in boxes provided below, for items placed in this envelope.

- ETA 6-53, "JOB CORPS HEALTH QUESTIONNAIRE"
- ETA 6-54, "PARENTAL CONSENT TO ENROLLMENT IN THE JOB CORPS"
- ETA 6-112, "JOB CORPS IMMUNIZATION RECORD"
- SF 88, "REPORT OF MEDICAL EXAMINATION"
- SF 93, "REPORT OF MEDICAL HISTORY"
- SF 513, "CLINICAL RECORD - CONSULTATION"
- SF 514, "CLINICAL RECORD - LABORATORY REPORT"
- SF 519, "CLINICAL RECORD - RADIOGRAPHIC REPORT"
- SF 600, "HEALTH RECORD - CHRONOLOGICAL RECORD OF MEDICAL CARE"
- SF 603, "HEALTH RECORD - DENTAL"
- FORM CA-1, "EMPLOYEE'S NOTICE OF INJURY"
- FORM CA-4, "CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY OR OCCUPATIONAL DISEASE"
- FORM CA-6, "OFFICIAL SUPERIOR'S REPORT OF EMPLOYEE'S DEATH"
- FORM CA-16, "REQUEST FOR EXAMINATION AND/OR TREATMENT UNDER THE FEDERAL EMPLOYEE'S COMPENSATION ACT"
- FORM CA-20, "ATTENDING PHYSICIAN'S REPORT"
- OTHER MEDICALLY RELATED DOCUMENTS

STUDENT HEALTH RECORD ENVELOPE

STUDENT HEALTH RECORD ENVELOPE

1. Purpose. Form ETA 6-135 is an envelope for the purpose of providing a means to enclose and seal a Student's Health Record when it is necessary to forward the record from one location to another. This mechanism is to ensure that only designated personnel may have access to the Student's Health Record.
2. Originator. Center health staff.
3. Frequency. When necessary to forward the Health Record to a medical facility, or the ETA Regional Office for purposes of retirement of the record, or to other appropriate locations.
4. Distribution. To transmit the Student's Health Record to locations stated in Items 1 and 3 above.
5. General Instructions. The Health Record Envelope contains medically confidential material of the student. Access to this material is restricted to authorized personnel. Utilize the ETA 6-135 at all times to transmit the student's medical papers or health folder. The envelope will be sealed, after a Student's Health Record has been inserted in it, for purposes of shipping the health record from one location another.
6. Detailed Instructions. Self-explanatory.
7. Disposition. Upon separation of a student, the ETA 6-135 is used to forward the Health Record to the ETA Regional Office for disposition. In the event of a student's death, this form, along with the entire health record and the student's personnel records, shall be forwarded to the Job Corps National Office, 200 Constitution Ave., N.W., Room N4456, Washington, D. C. 20210

IF Found
RETURN TO NEAREST
U.S. POST OFFICE



NOTE TO POSTMASTER:
FORWARD TO THE OFFICE OF
MEDICAL DIRECTOR JOB CORPS
EMPLOYMENT AND TRAINING
ADMINISTRATION
WASHINGTON, D.C. 20213

HEALTH RECORD

DEMOGRAPHIC DATA		IMMUNIZATIONS DATES ONLY		TEST DATES ONLY
HOME ADDRESS		DT		GC
HOME PHONE	EMERGENCY PHONE	POLIO		VDRL
DATE OF BIRTH	SEX	MEASLES		TB SKIN
DATE OF ARRIVAL		RUBELLA		CHEST X-RAY
MEDICAID NO.				HCT
INSURANCE CO.				PAP
POLICY NO.				SICKLE CELL
OTHER				GRAV
NEXT OF KIN		ALLERGIES		EXAMINATIONS DATES ONLY
ADDRESS				CURSORY
RELATIONSHIP	PHONE			PHYSICAL
				CLASS II DENTAL

STUDENT HEALTH RECORD

1. Purpose. Form ETA 6-136 is a folder for the purpose of maintaining a current, concise, and comprehensive account of a student's medical and dental history during the entire period of enrollment with the Job Corps.
2. Originator. Center health staff.
3. Frequency. Upon initial arrival of a student at a Job Corps center.
4. Distribution. The health record is to be maintained in the center's infirmary or health unit during the student's enrollment. Upon the student's separation from Job Corps, the health record shall be forwarded to the ETA Regional Office for disposition.
5. General Instructions. The Health Record is medically confidential and is to be adequately secured at all times. The center's health personnel are the only authorized persons to have direct access to the health record. Health information from the health record shall not be released to anyone without the concurrence of the center physician.
6. Detailed Instructions. Self-explanatory.
7. Disposition. Upon separation of a student from the Job Corps, the entire health record will be sealed in an envelope (Form ETA 6-135) and forwarded to the ETA Regional Office for disposition. In the event of a student's death, this form, along with the entire health record and the student's personnel records, shall be forwarded to the Job Corps National Office, 200 Constitution Ave., N.W., Room N4456, Washington, D.C. 20210.

JOB CORPS ENVIRONMENTAL HEALTH PROGRAM

INSPECTION OF RESIDENTIAL AND EDUCATIONAL FACILITIES

Center Name _____ Center Director _____
 Center Address _____

ITEM	WT.	ITEM	WT.
STRUCTURAL INTEGRITY		INDUSTRIAL HYGIENE AND SAFETY	
1. Floors: clean, cleanable, in good repair	1	*25. Work areas have adequate ventilation; proper venting of auto exhaust	4
2. Walls and ceilings: clean, paint in good condition, cleanable	1	26. Eye protection worn as necessary	3
FIRE PROTECTION		27. Protective clothing worn as necessary	2
*3. No fire hazards	4	28. Fire extinguishers accessible, charged	2
4. Fire extinguishers adequate and charged	2	29. Flammable liquids and oily rags and waste properly stored	3
*5. Fire escapes accessible, marked, unlocked, periodic fire drills conducted	4	*30. Power equipment equipped with safety guards and used under supervision	4
DORMITORIES		31. Welding and blow torches used in approved, restricted, well-ventilated area	3
6. Windows, sills, curtains, screens, shades: clean and in good repair	1	DISPENSARY AND INFIRMARY	
7. Lighting adequate, fixtures clean	1	32. Examining rooms private, separate from reception area, clean, adequate space	1
8. Ventilation adequate, no odors or moisture	1	33. Adequate storage space, medical supplies in locked closet or cabinet	2
*9. No evidence of vermin	4	34. Communicable disease patients in isolation rooms equipped with bathrooms and showers	1
*10. Electrical installations adequate	4	SWIMMING POOL	
11. Plumbing installations adequate	1	*35. Adequate chlorine residual	4
12. Rubbish containers: provided, adequate, clean, emptied	1	36. Adequate pH	2
13. Lockers and clothing storage adequate and clean.	1	*37. Bacteriological tests made monthly; no bacteriological violations	4
14. Cleaning supplies, mops, brooms properly stored	1	38. Filtration equipment in good repair and cleaned routinely	1
15. Soiled linen: properly stored and handled	1	*39. Pool sides clean, bottom of pool clearly visible	4
BEDS AND BEDDING		40. Pool deck clean and in good repair	1
*16. Beds: clean, in good repair, free of vermin	4	*41. Adequate lifesaving apparatus available and accessible	4
17. Blankets and linens clean and dust-free	2	42. One person designated as in charge of pool maintenance	1
18. Mattress covers in use, clean	2	43. Records kept on use of chemicals	2
BATHROOMS		SCORE (100 less total weight of violations)†	
*19. Toilets: adequate in number, clean, disinfected daily, in good repair, toilet paper available	4		
*20. Showers and tubs: in good repair, hot and cold water, clean, disinfected daily	4		
*21. Sinks: clean, in good repair, hot and cold water, soap available	4		
22. Adequate ventilation, no odors or moisture	2		
EDUCATIONAL AREAS			
23. Classrooms clean, well-ventilated, adequate lighting	1		
24. Restrooms adequate, conveniently located, clean	1		

COMMENTS:

The items circled above were found violated on this date and must be corrected by next inspection or earlier.

*Critical items requiring immediate corrective action by the Center Director.

†A score of 70 or less requires follow-up correspondence from Center Director to the Job Corps Health Office with this inspection report detailing necessary corrective action and proposed schedule for completion.

Inspector Date:

I have received a copy of this report and understand its contents.

Inspected By:

Agency:

FORWARD WITHIN 7 DAYS OF INSPECTION TO:

SIGNED

TITLE

JOB CORPS NATIONAL HEALTH OFFICE
 601 D STREET, N.W. - ROOM 6434
 WASHINGTON, D.C. 20213

ETA 6-37

WHITE-Job Corps Health Staff
 PINK-Job Corps Region/Project Manager

GREEN-Office of Program Management

YELLOW-Job Corps Center
 GOLDENROD-Environmental Health Inspector

INSPECTION OF RESIDENTIAL AND EDUCATIONAL FACILITIES

ETA form 6-37

1. Purpose. The purpose of this form is to provide Job Corps with a quarterly record of the performance of formal health evaluation of a Job Corps center's lodging and other facilities.
2. Originator. This form is completed by an appropriate representative of an authorized public health agency or another qualified environmental health specialist, other than center-related personnel, selected by the Center Director.
3. Frequency. Quarterly by February 28, May 30, August 31 and November 30 and any additional time that conditions may warrant.
4. Distribution. Copy 3 is retained by the center for action purposes. Copy 4 is also for action and followup purposes and in the case of conservation centers it is forwarded to the agency's (U.S. Department of Agriculture or Interior) Washington, D.C. office. Copy 4 for other type centers is forwarded to the ETA regional office for action and followup purposes. Copies 1 & 2 (ETA Job Corps national office health staff) and copy 5 (to the Environmental Health Inspector) are for purposes of technical assistance and monitoring.
5. General Instructions. This form is a three page snap-out. Each page is composed of five copies. Each item should be carefully completed by the authorized person performing the inspection. Check each item indentifying approval or violation under the building designation for facilities indicated.
6. Detailed Instructions. Self-explanatory.
7. Disposition. Each recipient of this form is to maintain it on file for a period of two years, and then destroy.

JOB CORPS ENVIRONMENTAL HEALTH PROGRAM
INSPECTION OF WASTE TREATMENT FACILITIES

Center Name _____ Center Director _____

Center Address _____

This inspection report is not required of Centers discharging waste into municipal sewage systems receiving treatment satisfactory to meet applicable water quality standards.†

Indicate nature of facilities by checking below all those which apply:

- | | |
|---|---|
| <p>1. <input checked="" type="checkbox"/> Septic tank and drainfield</p> <p>2. <input type="checkbox"/> Oxidation pond or nonaerated lagoon</p> <p>3. <input type="checkbox"/> Mechanical aerated lagoon</p> <p>4. <input type="checkbox"/> Evapotranspiration system</p> <p>5. <input type="checkbox"/> Primary settling</p> <p>6. <input type="checkbox"/> Trickling filter</p> | <p>7. <input checked="" type="checkbox"/> Activated sludge</p> <p>8. <input type="checkbox"/> Coagulation - flocculation</p> <p>9. <input type="checkbox"/> Phosphorus removal</p> <p>10. <input type="checkbox"/> Filtration</p> <p>11. <input type="checkbox"/> Disinfection - chlorine or other</p> <p>12. <input type="checkbox"/> Land treatment</p> <p>13. <input type="checkbox"/> Other (specify)</p> |
|---|---|

ITEM	WT.	ITEM																		
OPERATION																				
*14. All units operating satisfactorily (discuss specific violations below)	10	28. Provide the following information. If not available or not measured please indicate. (This item has zero weight) Extreme and average effluent BOD recorded during the last three months. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Minimum</u></td> <td style="text-align: center;"><u>Average</u></td> <td style="text-align: center;"><u>Maximum</u></td> </tr> <tr> <td style="text-align: center;">_____ mg/l</td> <td style="text-align: center;">_____ mg/l</td> <td style="text-align: center;">_____ mg/l</td> </tr> <tr> <td style="text-align: center;">_____ date</td> <td style="text-align: center;">_____ date</td> <td style="text-align: center;">_____ date</td> </tr> </table> Extreme and average effluent suspended solids recorded during the last three months. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Minimum</u></td> <td style="text-align: center;"><u>Average</u></td> <td style="text-align: center;"><u>Maximum</u></td> </tr> <tr> <td style="text-align: center;">_____ mg/l</td> <td style="text-align: center;">_____ mg/l</td> <td style="text-align: center;">_____ mg/l</td> </tr> <tr> <td style="text-align: center;">_____ date</td> <td style="text-align: center;">_____ date</td> <td style="text-align: center;">_____ date</td> </tr> </table>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>	_____ mg/l	_____ mg/l	_____ mg/l	_____ date	_____ date	_____ date	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>	_____ mg/l	_____ mg/l	_____ mg/l	_____ date	_____ date	_____ date
<u>Minimum</u>	<u>Average</u>		<u>Maximum</u>																	
_____ mg/l	_____ mg/l		_____ mg/l																	
_____ date	_____ date		_____ date																	
<u>Minimum</u>	<u>Average</u>		<u>Maximum</u>																	
_____ mg/l	_____ mg/l		_____ mg/l																	
_____ date	_____ date		_____ date																	
15. Operator checks facility daily and has necessary certification	7																			
16. Equipment in good repair	5																			
*17. All units enclosed by fence	8																			
18. Control of weed growth; no sludge deposit or buildup	3																			
19. Sludge disposed of in approved manner	3																			
20. No insect breeding, odors, or other nuisance	3																			
21. Operation logs maintained daily with all chemical usage recorded	5																			
EFFLUENT																				
*22. Effluent meets discharge permit standards†	15	29. Provide the following information (This item has zero weight) a) Name of operator in charge: _____ b) Laboratory or individual conducting effluent testing: _____ c) Permit effluent standards† BOD - _____ SS - _____ Coliform - _____ Other - _____																		
23. All effluent parameters measured and recorded as required by discharge permit	7																			
24. Discharge volume recorded daily	5																			
25. Effluent disinfected as required	9																			
SEPTIC TANKS AND DRAINFIELDS																				
26. Septic tank cleaned regularly	5																			
*27. Sewage drainfield operating properly with no liquid breaking through to ground surface	15																			
SCORE ^a (100 less total weight of violations)																				

COMMENTS:

The items circled above were found violated on this date and must be corrected by next inspection or earlier.

*Critical items requiring immediate corrective action by Center Director.

†Standards for discharge of waste into receiving streams are those determined by State authorities in conjunction with the U.S. Environmental Protection Agency (NPDES permit).

^aA score of 85 or less requires follow-up correspondence from Center Director to the Job Corps Health Office with this inspection report detailing necessary corrective action and proposed schedule for completion.

Inspection Date: _____

I have received a copy of this report and understand its contents.

Inspected By: _____

Agency: _____

FORWARD WITHIN 7 DAYS OF INSPECTION TO:

SIGNED _____

TITLE _____

JOB CORPS NATIONAL HEALTH OFFICE
601 D STREET, N.W. - ROOM 6434
WASHINGTON, D.C. 20213

ETA 6-39

Forwarded By: _____

INSPECTION OF WASTE TREATMENT FACILITIES

ETA Form 6-39

1. Purpose. The purpose of this form is to provide Job Corps with a quarterly record of the performance of a formal health evaluation of a Job Corps center's waste treatment facility. This report is not required where waste is discharged into municipal type sewers that receive minimum treatment as required by the Environmental Protection Agency.
2. Originator. This form is completed by an appropriate representative of an authorized public health agency or another qualified environmental health specialist, other than center-related personnel, selected by the Center Director.
3. Frequency. Quarterly by February 28, May 30, August 31 and November 30 and any additional time that conditions may warrant.
4. Distribution. Copy 3 is retained by the center for action purposes. Copy 4 is also for action and followup purposes and in the case of conservation centers, it is forwarded to the agency's (U.S. Department of Agriculture or Interior) Washington, D.C. office. Copy 4 for other type centers is forwarded to the ETA regional office for action and followup purposes. Copies 1 & 2 (ETA Job Corps national office health staff) and Copy 5 (to the Environmental Health Inspector) are for purposes of technical assistance and monitoring.
5. General Instructions. This form is a two page snap-out. Each page is composed of five copies. Each item should be carefully completed by the authorized representative performing the inspection. Check items as appropriate.
6. Detailed Instructions. Self-explanatory.
7. Disposition. Each recipient of this form is to maintain it on file for a period of two years, and then destroy.

JOB CORPS ENVIRONMENTAL HEALTH PROGRAM
INSPECTION OF WATER SUPPLY FACILITIES

Center Name _____ Center Director _____

Center Address _____

This inspection report is not required of Centers utilizing a State approved municipal supply.

Indicate nature of facilities by checking below all those which apply:

- | | |
|---|---|
| <p><input checked="" type="checkbox"/> WATER INTAKE</p> <p>1. <input type="checkbox"/> Well</p> <p>2. <input type="checkbox"/> Infiltration gallery</p> <p>3. <input type="checkbox"/> Spring collection box</p> <p>4. <input type="checkbox"/> Surface water intake, lake, stream or reservoir</p> | <p><input checked="" type="checkbox"/> WATER TREATMENT</p> <p>5. <input type="checkbox"/> Screens</p> <p>6. <input type="checkbox"/> Settling</p> <p>7. <input type="checkbox"/> Coagulation with chemicals</p> <p>8. <input type="checkbox"/> Filtration</p> <p>9. <input type="checkbox"/> Chlorination</p> <p>10. <input type="checkbox"/> Activated carbon</p> <p>11. <input type="checkbox"/> No treatment</p> <p>12. <input type="checkbox"/> Other (explain)</p> |
|---|---|

ITEM	WT.	ITEM	WT.
WATER SOURCE		PLUMBING	
13. Raw water source has no known sources of pollution	4	26. Non-potable water piping identified	3
WATER COLLECTION FACILITY		*27. No cross connections or back-siphonage possible	5
14. Sanitary construction and closed to insects and animals	4	28. Adequate pressure of 20 psi under maximum draft conditions at outlets	2
15. Protected from surface wash and flooding	4	29. No leakage or possible contamination in the distribution system	3
16. Pumping equipment of water-tight construction	4	BACTERIOLOGICAL EXAMINATION	
CHLORINATION FACILITY		*30. Frequency of bacteriological testing at least monthly	7
17. Completely enclosed, locked, clean, and in good repair	2	*31. Meets bacteriological requirements†	9
18. Approved automatic chlorinator with gas mask (for gaseous system)	2	PHYSICAL TESTS	
*19. Checked daily for proper operation	5	32. Color less than limit of 15 units	3
20. Free chlorine residuals measured daily and daily log of chlorine residuals kept	4	*33. Turbidity less than limit of 1 unit	5
21. Chlorine residual on day of inspection adequate	4	*34. Finished water meets EPA standards† for all chemicals and parameters	10
COAGULATION AND SETTLING		*35. Adequate chlorine in distribution system	5
22. Records kept on daily use of chemicals	3	STORAGE	
23. Unit operating efficiently	2	36. Capable of holding one day's consumption plus emergency needs	4
24. Settled sludge disposed of in approved manner	1	37. Condition good; water-tight construction	3
FILTRATION		SCORE ^a (100 less total weight of violations)	
25. Unit cleaned regularly and in good repair	2		

COMMENTS:

The items circled above were found violated on this date and must be corrected by next inspection or earlier.

*Critical items requiring immediate corrective action by Center Director.

†drinking water standards are those of the U.S. Environmental Protection Agency as shown on the back of this page.

^aA score of 85 or less requires follow-up correspondence from Center Director to the Job Corps Health Office with this inspection report detailing necessary corrective action and proposed schedule for completion.

Inspection Date:

I have received a copy of this report and understand its contents.

Inspected By:

Agency:

FORWARD WITHIN 7 DAYS OF INSPECTION TO:

SIGNED _____

TITLE _____

JOB CORPS NATIONAL HEALTH OFFICE
601 D STREET, N.W. - ROOM 6434
WASHINGTON, D.C. 20213

Forwarded By:

WHITE-Job Corps Health Staff
PINK-Job Corps Region Project Manager

GREEN-Office of Program Management

YELLOW-Job Corps Center
GOLDENROD-Environmental Health Inspector

ETA 6-38

INSPECTION OF WATER SUPPLY FACILITIES

ETA Form 6-38

1. Purpose. The purpose of this form is to provide Job Corps with a quarterly record of the performance of a formal health evaluation of a Job Corps center's water supply facilities. This inspection report is not required of centers utilizing a State approved municipal supply that satisfies the latest USPHS Drinking Water Standards.
2. Originator. This form is completed by an appropriate representative of an authorized public health agency or another qualified environmental health specialist, other than center-related personnel, selected by the Center Director.
3. Frequency. Quarterly by February 28, May 30, August 31 and November 30 and any additional time that conditions may warrant.
4. Distribution. Copy 3 is retained by the center for action purposes. Copy 4 is also for action and followup purposes and in the case of conservation centers, it is forwarded to the agency's (U.S. Department of Agriculture or Interior) Washington, D.C. office. Copy 4 for other type centers is forwarded to the ETA regional office for action and followup purposes. Copies 1 & 2 (ETA Job Corps national office health staff) and copy 5 (to the Environmental Health Inspector) are for purposes of technical assistance and monitoring.
5. General Instructions. This form is a two page snap-out. Each page is composed of five copies. The authorized representative performing the inspection should carefully complete each item. Check each item as approved or violated.
6. Detailed Instructions. Self-explanatory.
7. Disposition. Each recipient of this form is to maintain it on file for a period of two years, and then destroy.

CHART IV -- OTHER PLANS:

Required Activity	ETA Form No.	Number of Respondents	Submissions Per Year	Total Annual Submissions	Average Time Per Submission	Total Burden Hours	Currently Approved Hours	Net Change
Center Operation Plan		94	1	94	30 hours	2,820	2,700	120
Maintenance		122	1	122	5 hours	610	590	20
C/M Welfare		122	1	122	2 hours	244	236	8
Annual VST		122	1	122	24 hours	2,928	2,832	96
Annual Staff Training		122	1	122	1 hour	122	118	4
Energy Conservation		122	1	122	5 hours	610	590	20
Outreach		122	1	122	2 hours	244	236	8
Total						7,578	7,302	276*

The total burden hours increases reported for Chart I - 60 hours, Chart III - 31 hours, and Chart IV - 276 hours is due to an increase in the number of Job Corps Centers (from 118 Centers last reported to the current number of 122 centers) and the increase in the Job Corps Centers operated by contractors (from 90 last reported to the current number of 94.)

Job Corps Center Plans are generated by the Center Operator and are maintained in an official file in the Regional Office; therefore, no copies are attached.

(3) ASSISTANCE.—The Secretary shall make the services of staff available to the representatives to assist the representatives in participating in the collaboration described in paragraph (1) and in the activities described in section 502.

29 JSC 2872.

SEC. 137. AUTHORIZATION OF APPROPRIATIONS.

(a) YOUTH ACTIVITIES.—There are authorized to be appropriated to carry out the activities described in section 127(a), such sums as may be necessary for each of fiscal years 1999 through 2003.

(b) ADULT EMPLOYMENT AND TRAINING ACTIVITIES.—There are authorized to be appropriated to carry out the activities described in section 132(a)(1), such sums as may be necessary for each of fiscal years 1999 through 2003.

(c) DISLOCATED WORKER EMPLOYMENT AND TRAINING ACTIVITIES.—There are authorized to be appropriated to carry out the activities described in section 132(a)(2), such sums as may be necessary for each of fiscal years 1999 through 2003.

Subtitle C—Job Corps

29 USC 2881.

SEC. 141. PURPOSES.

The purposes of this subtitle are—

(1) to maintain a national Job Corps program, carried out in partnership with States and communities, to assist eligible youth who need and can benefit from an intensive program, operated in a group setting in residential and nonresidential centers, to become more responsible, employable, and productive citizens;

(2) to set forth standards and procedures for selecting individuals as enrollees in the Job Corps;

(3) to authorize the establishment of Job Corps centers in which enrollees will participate in intensive programs of activities described in this subtitle; and

(4) to prescribe various other powers, duties, and responsibilities incident to the operation and continuing development of the Job Corps.

29 USC 2882.

SEC. 142. DEFINITIONS.

In this subtitle:

(1) APPLICABLE LOCAL BOARD.—The term “applicable local board” means a local board—

(A) that provides information for a Job Corps center on local employment opportunities and the job skills needed to obtain the opportunities; and

(B) that serves communities in which the graduates of the Job Corps center seek employment.

(2) APPLICABLE ONE-STOP CENTER.—The term “applicable one-stop center” means a one-stop customer service center that provides services, such as referral, intake, recruitment, and placement, to a Job Corps center.

(3) ENROLLEE.—The term “enrollee” means an individual who has voluntarily applied for, been selected for, and enrolled in the Job Corps program, and remains with the program, but has not yet become a graduate.

(4) FORMER ENROLLEE.—The term “former enrollee” means an individual who has voluntarily applied for, been selected for, and enrolled in the Job Corps program, but left the program

before completing the requirements of a vocational training program, or receiving a secondary school diploma or recognized equivalent, as a result of participation in the Job Corps program.

(5) GRADUATE.—The term “graduate” means an individual who has voluntarily applied for, been selected for, and enrolled in the Job Corps program and has completed the requirements of a vocational training program, or received a secondary school diploma or recognized equivalent, as a result of participation in the Job Corps program.

(6) JOB CORPS.—The term “Job Corps” means the Job Corps described in section 143.

(7) JOB CORPS CENTER.—The term “Job Corps center” means a center described in section 147.

(8) OPERATOR.—The term “operator” means an entity selected under this subtitle to operate a Job Corps center.

(9) REGION.—The term “region” means an area served by a regional office of the Employment and Training Administration.

(10) SERVICE PROVIDER.—The term “service provider” means an entity selected under this subtitle to provide services described in this subtitle to a Job Corps center.

SEC. 143. ESTABLISHMENT.

29 USC 2883.

There shall be within the Department of Labor a “Job Corps”.

SEC. 144. INDIVIDUALS ELIGIBLE FOR THE JOB CORPS.

29 USC 2884.

To be eligible to become an enrollee, an individual shall be—

(1) not less than age 16 and not more than age 21 on the date of enrollment, except that—

(A) not more than 20 percent of the individuals enrolled in the Job Corps may be not less than age 22 and not more than age 24 on the date of enrollment; and

(B) either such maximum age limitation may be waived by the Secretary, in accordance with regulations of the Secretary, in the case of an individual with a disability;

(2) a low-income individual; and

(3) an individual who is one or more of the following:

(A) Basic skills deficient.

(B) A school dropout.

(C) Homeless, a runaway, or a foster child.

(D) A parent.

(E) An individual who requires additional education, vocational training, or intensive counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment.

SEC. 145. RECRUITMENT, SCREENING, SELECTION, AND ASSIGNMENT OF ENROLLEES.

29 USC 2885.

(a) STANDARDS AND PROCEDURES.—

(1) IN GENERAL.—The Secretary shall prescribe specific standards and procedures for the recruitment, screening, and selection of eligible applicants for the Job Corps, after considering recommendations from the Governors, local boards, and other interested parties.

(2) METHODS.—In prescribing standards and procedures under paragraph (1), the Secretary, at a minimum, shall—

(A) prescribe procedures for informing enrollees that drug tests will be administered to the enrollees and the results received within 45 days after the enrollees enroll in the Job Corps;

(B) establish standards for recruitment of Job Corps applicants;

(C) establish standards and procedures for—

(i) determining, for each applicant, whether the educational and vocational needs of the applicant can best be met through the Job Corps program or an alternative program in the community in which the applicant resides; and

(ii) obtaining from each applicant pertinent data relating to background, needs, and interests for determining eligibility and potential assignment;

(D) where appropriate, take measures to improve the professional capability of the individuals conducting screening of the applicants; and

(E) assure that an appropriate number of enrollees are from rural areas.

(3) IMPLEMENTATION.—To the extent practicable, the standards and procedures shall be implemented through arrangements with—

(A) applicable one-stop centers;

(B) community action agencies, business organizations, and labor organizations; and

(C) agencies and individuals that have contact with youth over substantial periods of time and are able to offer reliable information about the needs and problems of youth.

(4) CONSULTATION.—The standards and procedures shall provide for necessary consultation with individuals and organizations, including court, probation, parole, law enforcement, education, welfare, and medical authorities and advisers.

Contracts.

(5) REIMBURSEMENT.—The Secretary is authorized to enter into contracts with and make payments to individuals and organizations for the cost of conducting recruitment, screening, and selection of eligible applicants for the Job Corps, as provided for in this section. The Secretary shall make no payment to any individual or organization solely as compensation for referring the names of applicants for the Job Corps.

(b) SPECIAL LIMITATIONS ON SELECTION.—

(1) IN GENERAL.—No individual shall be selected as an enrollee unless the individual or organization implementing the standards and procedures described in subsection (a) determines that—

(A) there is a reasonable expectation that the individual considered for selection can participate successfully in group situations and activities, and is not likely to engage in behavior that would prevent other enrollees from receiving the benefit of the Job Corps program or be incompatible with the maintenance of sound discipline and satisfactory relationships between the Job Corps center to which the individual might be assigned and communities surrounding the Job Corps center;

(B) the individual manifests a basic understanding of both the rules to which the individual will be subject and of the consequences of failure to observe the rules; and

(C) the individual has passed a background check conducted in accordance with procedures established by the Secretary.

(2) INDIVIDUALS ON PROBATION, PAROLE, OR SUPERVISED RELEASE.—An individual on probation, parole, or supervised release may be selected as an enrollee only if release from the supervision of the probation or parole official involved is satisfactory to the official and the Secretary and does not violate applicable laws (including regulations). No individual shall be denied a position in the Job Corps solely on the basis of individual contact with the criminal justice system.

(c) ASSIGNMENT PLAN.—

(1) IN GENERAL.—Every 2 years, the Secretary shall develop and implement an assignment plan for assigning enrollees to Job Corps centers. In developing the plan, the Secretary shall, based on the analysis described in paragraph (2), establish targets, applicable to each Job Corps center, for—

(A) the maximum attainable percentage of enrollees at the Job Corps center that reside in the State in which the center is located; and

(B) the maximum attainable percentage of enrollees at the Job Corps center that reside in the region in which the center is located, and in surrounding regions.

(2) ANALYSIS.—In order to develop the plan described in paragraph (1), the Secretary shall, every 2 years, analyze, for the Job Corps center—

(A) the size of the population of individuals eligible to participate in Job Corps in the State and region in which the Job Corps center is located, and in surrounding regions;

(B) the relative demand for participation in the Job Corps in the State and region, and in surrounding regions; and

(C) the capacity and utilization of the Job Corps center, including services provided through the center.

(d) ASSIGNMENT OF INDIVIDUAL ENROLLEES.—

(1) IN GENERAL.—After an individual has been selected for the Job Corps in accordance with the standards and procedures of the Secretary under subsection (a), the enrollee shall be assigned to the Job Corps center that is closest to the home of the enrollee, except that the Secretary may waive this requirement if—

(A) the enrollee chooses a vocational training program, or requires an English literacy program, that is not available at such center;

(B) the enrollee would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity; or

(C) the parent or guardian of the enrollee requests assignment of the enrollee to another Job Corps center due to circumstances in the community of the enrollee that would impair prospects for successful participation in the Job Corps program.

(2) ENROLLEES WHO ARE YOUNGER THAN 18.—An enrollee who is younger than 18 shall not be assigned to a Job Corps center other than the center closest to the home of the enrollee pursuant to paragraph (1) if the parent or guardian of the enrollee objects to the assignment.

29 USC 2886.

SEC. 146. ENROLLMENT.

(a) RELATIONSHIP BETWEEN ENROLLMENT AND MILITARY OBLIGATIONS.—Enrollment in the Job Corps shall not relieve any individual of obligations under the Military Selective Service Act (50 U.S.C. App. 451 et seq.).

(b) PERIOD OF ENROLLMENT.—No individual may be enrolled in the Job Corps for more than 2 years, except—

(1) in a case in which completion of an advanced career training program under section 148(c) would require an individual to participate in the Job Corps for not more than one additional year; or

(2) as the Secretary may authorize in a special case.

29 USC 2887.

SEC. 147. JOB CORPS CENTERS.

(a) OPERATORS AND SERVICE PROVIDERS.—

(1) ELIGIBLE ENTITIES.—

Contracts.

(A) OPERATORS.—The Secretary shall enter into an agreement with a Federal, State, or local agency, an area vocational education school or residential vocational school, or a private organization, for the operation of each Job Corps center.

(B) PROVIDERS.—The Secretary may enter into an agreement with a local entity to provide activities described in this subtitle to the Job Corps center.

(2) SELECTION PROCESS.—

(A) COMPETITIVE BASIS.—Except as provided in subsections (c) and (d) of section 303 of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 253), the Secretary shall select on a competitive basis an entity to operate a Job Corps center and entities to provide activities described in this subtitle to the Job Corps center. In developing a solicitation for an operator or service provider, the Secretary shall consult with the Governor of the State in which the center is located, the industry council for the Job Corps center (if established), and the applicable local board regarding the contents of such solicitation, including elements that will promote the consistency of the activities carried out through the center with the objectives set forth in the State plan or in a local plan.

(B) RECOMMENDATIONS AND CONSIDERATIONS.—

(i) OPERATORS.—In selecting an entity to operate a Job Corps center, the Secretary shall consider—

(I) the ability of the entity to coordinate the activities carried out through the Job Corps center with activities carried out under the appropriate State plan and local plans;

(II) the degree to which the vocational training that the entity proposes for the center reflects local employment opportunities in the local areas in which enrollees at the center intend to seek employment;

(III) the degree to which the entity is familiar with the surrounding communities, applicable one-stop centers, and the State and region in which the center is located; and

(IV) the past performance of the entity, if any, relating to operating or providing activities described in this subtitle to a Job Corps center.

(ii) PROVIDERS.—In selecting a service provider for a Job Corps center, the Secretary shall consider the factors described in subclauses (I) through (IV) of clause (i), as appropriate.

(b) CHARACTER AND ACTIVITIES.—Job Corps centers may be residential or nonresidential in character, and shall be designed and operated so as to provide enrollees, in a well-supervised setting, with access to activities described in this subtitle. In any year, no more than 20 percent of the individuals enrolled in the Job Corps may be nonresidential participants in the Job Corps.

(c) CIVILIAN CONSERVATION CENTERS.—

(1) IN GENERAL.—The Job Corps centers may include Civilian Conservation Centers operated under agreements with the Secretary of Agriculture or the Secretary of the Interior, located primarily in rural areas, which shall provide, in addition to other vocational training and assistance, programs of work experience to conserve, develop, or manage public natural resources or public recreational areas or to develop community projects in the public interest.

(2) SELECTION PROCESS.—The Secretary may select an entity to operate a Civilian Conservation Center on a competitive basis, as provided in subsection (a), if the center fails to meet such national performance standards as the Secretary shall establish.

(d) INDIAN TRIBES.—

(1) GENERAL AUTHORITY.—The Secretary may enter into agreements with Indian tribes to operate Job Corps centers for Indians.

(2) DEFINITIONS.—In this subsection, the terms “Indian” and “Indian tribe”, have the meanings given such terms in subsections (d) and (e), respectively, of section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b).

SEC. 148. PROGRAM ACTIVITIES.

29 USC 2888.

(a) ACTIVITIES PROVIDED BY JOB CORPS CENTERS.—

(1) IN GENERAL.—Each Job Corps center shall provide enrollees with an intensive, well organized, and fully supervised program of education, vocational training, work experience, recreational activities, physical rehabilitation and development, and counseling. Each Job Corps center shall provide enrollees assigned to the center with access to core services described in section 134(d)(2) and the intensive services described in section 134(d)(3).

(2) RELATIONSHIP TO OPPORTUNITIES.—

(A) IN GENERAL.—The activities provided under this subsection shall provide work-based learning throughout the enrollment of the enrollees and assist the enrollees in obtaining meaningful unsubsidized employment, participating in secondary education or postsecondary education

programs, enrolling in other suitable vocational training programs, or satisfying Armed Forces requirements, on completion of their enrollment.

(B) LINK TO EMPLOYMENT OPPORTUNITIES.—The vocational training provided shall be linked to the employment opportunities in the local area in which the enrollee intends to seek employment after graduation.

(b) EDUCATION AND VOCATIONAL TRAINING.—The Secretary may arrange for education and vocational training of enrollees through local public or private educational agencies, vocational educational institutions, or technical institutes, whenever such entities provide education and training substantially equivalent in cost and quality to that which the Secretary could provide through other means.

(c) ADVANCED CAREER TRAINING PROGRAMS.—

(1) IN GENERAL.—The Secretary may arrange for programs of advanced career training for selected enrollees in which the enrollees may continue to participate for a period of not to exceed 1 year in addition to the period of participation to which the enrollees would otherwise be limited. The advanced career training may be provided through the eligible providers of training services identified under section 122.

(2) BENEFITS.—

(A) IN GENERAL.—During the period of participation in an advanced career training program, an enrollee shall be eligible for full Job Corps benefits, or a monthly stipend equal to the average value of the residential support, food, allowances, and other benefits provided to enrollees assigned to residential Job Corps centers.

(B) CALCULATION.—The total amount for which an enrollee shall be eligible under subparagraph (A) shall be reduced by the amount of any scholarship or other educational grant assistance received by such enrollee for advanced career training.

(3) DEMONSTRATION.—Each year, any operator seeking to enroll additional enrollees in an advanced career training program shall demonstrate that participants in such program have achieved a satisfactory rate of completion and placement in training-related jobs before the operator may carry out such additional enrollment.

(d) CONTINUED SERVICES.—The Secretary shall also provide continued services to graduates, including providing counseling regarding the workplace for 12 months after the date of graduation of the graduates. In selecting a provider for such services, the Secretary shall give priority to one-stop partners.

(e) CHILD CARE.—The Secretary shall, to the extent practicable, provide child care at or near Job Corps centers, for individuals who require child care for their children in order to participate in the Job Corps.

29 USC 2889.

SEC. 149. COUNSELING AND JOB PLACEMENT.

(a) COUNSELING AND TESTING.—The Secretary shall arrange for counseling and testing for each enrollee at regular intervals to measure progress in the education and vocational training programs carried out through the Job Corps.

(b) PLACEMENT.—The Secretary shall arrange for counseling and testing for enrollees prior to their scheduled graduations to determine their capabilities and, based on their capabilities, shall

make every effort to arrange to place the enrollees in jobs in the vocations for which the enrollees are trained or to assist the enrollees in obtaining further activities described in this subtitle. In arranging for the placement of graduates in jobs, the Secretary shall utilize the one-stop delivery system to the fullest extent possible.

(c) **STATUS AND PROGRESS.**—The Secretary shall determine the status and progress of enrollees scheduled for graduation and make every effort to assure that their needs for further activities described in this subtitle are met.

(d) **SERVICES TO FORMER ENROLLEES.**—The Secretary may provide such services as the Secretary determines to be appropriate under this subtitle to former enrollees.

SEC. 150. SUPPORT.

29 USC 2890.

(a) **PERSONAL ALLOWANCES.**—The Secretary may provide enrollees assigned to Job Corps centers with such personal allowances as the Secretary may determine to be necessary or appropriate to meet the needs of the enrollees.

(b) **READJUSTMENT ALLOWANCES.**—

(1) **GRADUATES.**—The Secretary shall arrange for a readjustment allowance to be paid to graduates. The Secretary shall arrange for the allowance to be paid at the one-stop center nearest to the home of the graduate who is returning home, or at the one-stop center nearest to the location where the graduate has indicated an intent to seek employment. If the Secretary uses any organization, in lieu of a one-stop center, to provide placement services under this Act, the Secretary shall arrange for that organization to pay the readjustment allowance.

(2) **FORMER ENROLLEES.**—The Secretary may provide for a readjustment allowance to be paid to former enrollees. The provision of the readjustment allowance shall be subject to the same requirements as are applicable to the provision of the readjustment allowance paid to graduates under paragraph (1).

SEC. 151. OPERATING PLAN.

29 USC 2891.

(a) **IN GENERAL.**—The provisions of the contract between the Secretary and an entity selected to operate a Job Corps center shall, at a minimum, serve as an operating plan for the Job Corps center.

(b) **ADDITIONAL INFORMATION.**—The Secretary may require the operator, in order to remain eligible to operate the Job Corps center, to submit such additional information as the Secretary may require, which shall be considered part of the operating plan.

(c) **AVAILABILITY.**—The Secretary shall make the operating plan described in subsections (a) and (b), excluding any proprietary information, available to the public.

SEC. 152. STANDARDS OF CONDUCT.

29 USC 2892.

(a) **PROVISION AND ENFORCEMENT.**—The Secretary shall provide, and directors of Job Corps centers shall stringently enforce, standards of conduct within the centers. Such standards of conduct shall include provisions forbidding the actions described in subsection (b)(2)(A).

(b) **DISCIPLINARY MEASURES.**—

(1) **IN GENERAL.**—To promote the proper moral and disciplinary conditions in the Job Corps, the directors of Job Corps centers shall take appropriate disciplinary measures against enrollees. If such a director determines that an enrollee has committed a violation of the standards of conduct, the director shall dismiss the enrollee from the Job Corps if the director determines that the retention of the enrollee in the Job Corps will jeopardize the enforcement of such standards or diminish the opportunities of other enrollees.

(2) **ZERO TOLERANCE POLICY AND DRUG TESTING.**—

(A) **GUIDELINES.**—The Secretary shall adopt guidelines establishing a zero tolerance policy for an act of violence, for use, sale, or possession of a controlled substance, for abuse of alcohol, or for other illegal or disruptive activity.

(B) **DRUG TESTING.**—The Secretary shall require drug testing of all enrollees for controlled substances in accordance with procedures prescribed by the Secretary under section 145(a).

(C) **DEFINITIONS.**—In this paragraph:

(i) **CONTROLLED SUBSTANCE.**—The term “controlled substance” has the meaning given the term in section 102 of the Controlled Substances Act (21 U.S.C. 802).

(ii) **ZERO TOLERANCE POLICY.**—The term “zero tolerance policy” means a policy under which an enrollee shall be automatically dismissed from the Job Corps after a determination by the director that the enrollee has carried out an action described in subparagraph (A).

(c) **APPEAL.**—A disciplinary measure taken by a director under this section shall be subject to expeditious appeal in accordance with procedures established by the Secretary.

29 USC 2893.

SEC. 153. COMMUNITY PARTICIPATION.

(a) **BUSINESS AND COMMUNITY LIAISON.**—Each Job Corps center shall have a Business and Community Liaison (referred to in this Act as a “Liaison”), designated by the director of the center.

(b) **RESPONSIBILITIES.**—The responsibilities of the Liaison shall include—

(1) establishing and developing relationships and networks with—

(A) local and distant employers; and

(B) applicable one-stop centers and applicable local boards,
for the purpose of providing job opportunities for Job Corps graduates; and

(2) establishing and developing relationships with members of the community in which the Job Corps center is located, informing members of the community about the projects of the Job Corps center and changes in the rules, procedures, or activities of the center that may affect the community, and planning events of mutual interest to the community and the Job Corps center.

(c) **NEW CENTERS.**—The Liaison for a Job Corps center that is not yet operating shall establish and develop the relationships and networks described in subsection (b) at least 3 months prior to the date on which the center accepts the first enrollee at the center.

SEC. 154. INDUSTRY COUNCILS.

29 USC 2894.

(a) **IN GENERAL.**—Each Job Corps center shall have an industry council, appointed by the director of the center after consultation with the Liaison, in accordance with procedures established by the Secretary.

(b) **INDUSTRY COUNCIL COMPOSITION.**—

(1) **IN GENERAL.**—An industry council shall be comprised of—

(A) a majority of members who shall be local and distant owners of business concerns, chief executives or chief operating officers of nongovernmental employers, or other private sector employers, who—

(i) have substantial management, hiring, or policy responsibility; and

(ii) represent businesses with employment opportunities that reflect the employment opportunities of the applicable local area;

(B) representatives of labor organizations (where present) and representatives of employees; and

(C) enrollees and graduates of the Job Corps.

(2) **LOCAL BOARD.**—The industry council may include members of the applicable local boards who meet the requirements described in paragraph (1).

(c) **RESPONSIBILITIES.**—The responsibilities of the industry council shall be—

(1) to work closely with all applicable local boards in order to determine, and recommend to the Secretary, appropriate vocational training for the center;

(2) to review all the relevant labor market information to—

(A) determine the employment opportunities in the local areas in which the enrollees intend to seek employment after graduation;

(B) determine the skills and education that are necessary to obtain the employment opportunities; and

(C) recommend to the Secretary the type of vocational training that should be implemented at the center to enable the enrollees to obtain the employment opportunities; and

(3) to meet at least once every 6 months to reevaluate the labor market information, and other relevant information, to determine, and recommend to the Secretary, any necessary changes in the vocational training provided at the center.

(d) **NEW CENTERS.**—The industry council for a Job Corps center that is not yet operating shall carry out the responsibilities described in subsection (c) at least 3 months prior to the date on which the center accepts the first enrollee at the center.

SEC. 155. ADVISORY COMMITTEES.

29 USC 2895.

The Secretary may establish and use advisory committees in connection with the operation of the Job Corps program, and the operation of Job Corps centers, whenever the Secretary determines that the availability of outside advice and counsel on a regular basis would be of substantial benefit in identifying and overcoming problems, in planning program or center development, or in strengthening relationships between the Job Corps and agencies, institutions, or groups engaged in related activities.

29 USC 2896. **SEC. 156. EXPERIMENTAL, RESEARCH, AND DEMONSTRATION PROJECTS.**

The Secretary may carry out experimental, research, or demonstration projects relating to carrying out the Job Corps program and may waive any provisions of this subtitle that the Secretary finds would prevent the Secretary from carrying out the projects.

29 USC 2897. **SEC. 157. APPLICATION OF PROVISIONS OF FEDERAL LAW.**

(a) **ENROLLEES NOT CONSIDERED TO BE FEDERAL EMPLOYEES.—**

(1) **IN GENERAL.—**Except as otherwise provided in this subsection and in section 8143(a) of title 5, United States Code, enrollees shall not be considered to be Federal employees and shall not be subject to the provisions of law relating to Federal employment, including such provisions regarding hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits.

(2) **PROVISIONS RELATING TO TAXES AND SOCIAL SECURITY BENEFITS.—**For purposes of the Internal Revenue Code of 1986 and title II of the Social Security Act (42 U.S.C. 401 et seq.), enrollees shall be deemed to be employees of the United States and any service performed by an individual as an enrollee shall be deemed to be performed in the employ of the United States.

(3) **PROVISIONS RELATING TO COMPENSATION TO FEDERAL EMPLOYEES FOR WORK INJURIES.—**For purposes of subchapter I of chapter 81 of title 5, United States Code (relating to compensation to Federal employees for work injuries), enrollees shall be deemed to be civil employees of the Government of the United States within the meaning of the term “employee” as defined in section 8101 of title 5, United States Code, and the provisions of such subchapter shall apply as specified in section 8143(a) of title 5, United States Code.

(4) **FEDERAL TORT CLAIMS PROVISIONS.—**For purposes of the Federal tort claims provisions in title 28, United States Code, enrollees shall be considered to be employees of the Government.

(b) **ADJUSTMENTS AND SETTLEMENTS.—**Whenever the Secretary finds a claim for damages to a person or property resulting from the operation of the Job Corps to be a proper charge against the United States, and the claim is not cognizable under section 2672 of title 28, United States Code, the Secretary may adjust and settle the claim in an amount not exceeding \$1,500.

(c) **PERSONNEL OF THE UNIFORMED SERVICES.—**Personnel of the uniformed services who are detailed or assigned to duty in the performance of agreements made by the Secretary for the support of the Job Corps shall not be counted in computing strength under any law limiting the strength of such services or in computing the percentage authorized by law for any grade in such services.

29 USC 2898. **SEC. 158. SPECIAL PROVISIONS.**

(a) **ENROLLMENT.—**The Secretary shall ensure that women and men have an equal opportunity to participate in the Job Corps program, consistent with section 145.

(b) **STUDIES, EVALUATIONS, PROPOSALS, AND DATA.—**The Secretary shall assure that all studies, evaluations, proposals, and data produced or developed with Federal funds in the course of

carrying out the Job Corps program shall become the property of the United States.

(c) **TRANSFER OF PROPERTY.**—

(1) **IN GENERAL.**—Notwithstanding title II of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481 et seq.) and any other provision of law, the Secretary and the Secretary of Education shall receive priority by the Secretary of Defense for the direct transfer, on a nonreimbursable basis, of the property described in paragraph (2) for use in carrying out programs under this Act or under any other Act.

(2) **PROPERTY.**—The property described in this paragraph is real and personal property under the control of the Department of Defense that is not used by such Department, including property that the Secretary of Defense determines is in excess of current and projected requirements of such Department.

(d) **GROSS RECEIPTS.**—Transactions conducted by a private for-profit or nonprofit entity that is an operator or service provider for a Job Corps center shall not be considered to be generating gross receipts. Such an operator or service provider shall not be liable, directly or indirectly, to any State or subdivision of a State (nor to any person acting on behalf of such a State or subdivision) for any gross receipts taxes, business privilege taxes measured by gross receipts, or any similar taxes imposed on, or measured by, gross receipts in connection with any payments made to or by such entity for operating or providing services to a Job Corps center. Such an operator or service provider shall not be liable to any State or subdivision of a State to collect or pay any sales, excise, use, or similar tax imposed on the sale to or use by such operator or service provider of any property, service, or other item in connection with the operation of or provision of services to a Job Corps center.

(e) **MANAGEMENT FEE.**—The Secretary shall provide each operator and (in an appropriate case, as determined by the Secretary) service provider with an equitable and negotiated management fee of not less than 1 percent of the amount of the funding provided under the appropriate agreement specified in section 147.

(f) **DONATIONS.**—The Secretary may accept on behalf of the Job Corps or individual Job Corps centers charitable donations of cash or other assistance, including equipment and materials, if such donations are available for appropriate use for the purposes set forth in this subtitle.

(g) **SALE OF PROPERTY.**—Notwithstanding any other provision of law, if the Administrator of General Services sells a Job Corps center facility, the Administrator shall transfer the proceeds from the sale to the Secretary, who shall use the proceeds to carry out the Job Corps program.

SEC. 159. MANAGEMENT INFORMATION.

(a) **FINANCIAL MANAGEMENT INFORMATION SYSTEM.**—

(1) **IN GENERAL.**—The Secretary shall establish procedures to ensure that each operator, and each service provider, maintains a financial management information system that will provide—

(A) accurate, complete, and current disclosures of the costs of Job Corps operations; and

Procedures.
29 USC 2899.

(B) sufficient data for the effective evaluation of activities carried out through the Job Corps program.

(2) ACCOUNTS.—Each operator and service provider shall maintain funds received under this subtitle in accounts in a manner that ensures timely and accurate reporting as required by the Secretary.

(3) FISCAL RESPONSIBILITY.—Operators shall remain fiscally responsible and control costs, regardless of whether the funds made available for Job Corps centers are incrementally increased or decreased between fiscal years.

(b) AUDIT.—

(1) ACCESS.—The Secretary, the Inspector General of the Department of Labor, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the operators and service providers described in subsection (a) that are pertinent to the Job Corps program, for purposes of conducting surveys, audits, and evaluations of the operators and service providers.

(2) SURVEYS, AUDITS, AND EVALUATIONS.—The Secretary shall survey, audit, or evaluate, or arrange for the survey, audit, or evaluation of, the operators and service providers, using Federal auditors or independent public accountants. The Secretary shall conduct such surveys, audits, or evaluations not less often than once every 3 years.

(c) INFORMATION ON INDICATORS OF PERFORMANCE.—

(1) ESTABLISHMENT.—The Secretary shall, with continuity and consistency from year to year, establish indicators of performance, and expected levels of performance for Job Corps centers and the Job Corps program, relating to—

(A) the number of graduates and the rate of such graduation, analyzed by type of vocational training received through the Job Corps program and by whether the vocational training was provided by a local or national service provider;

(B) the number of graduates who entered unsubsidized employment related to the vocational training received through the Job Corps program and the number who entered unsubsidized employment not related to the vocational training received, analyzed by whether the vocational training was provided by a local or national service provider and by whether the placement in the employment was conducted by a local or national service provider;

(C) the average wage received by graduates who entered unsubsidized employment related to the vocational training received through the Job Corps program and the average wage received by graduates who entered unsubsidized employment unrelated to the vocational training received;

(D) the average wage received by graduates placed in unsubsidized employment after completion of the Job Corps program—

(i) on the first day of the employment;

(ii) 6 months after the first day of the employment;

and

(iii) 12 months after the first day of the employment,

analyzed by type of vocational training received through the Job Corps program;

(E) the number of graduates who entered unsubsidized employment and were retained in the unsubsidized employment—

(i) 6 months after the first day of the employment; and

(ii) 12 months after the first day of the employment;

(F) the number of graduates who entered unsubsidized employment—

(i) for 32 hours per week or more;

(ii) for not less than 20 but less than 32 hours per week; and

(iii) for less than 20 hours per week;

(G) the number of graduates who entered post-secondary education or advanced training programs, including apprenticeship programs, as appropriate; and

(H) the number of graduates who attained job readiness and employment skills.

(2) PERFORMANCE OF RECRUITERS.—The Secretary shall also establish performance measures, and expected performance levels on the performance measures, for local and national recruitment service providers serving the Job Corps program. The performance measures shall relate to the number of enrollees retained in the Job Corps program for 30 days and for 60 days after initial placement in the program.

(3) REPORT.—The Secretary shall collect, and annually submit a report to the appropriate committees of Congress containing information on the performance of each Job Corps center, and the Job Corps program, on the core performance measures, as compared to the expected performance level for each performance measure. The report shall also contain information on the performance of the service providers described in paragraph (2) on the performance measures established under such paragraph, as compared to the expected performance levels for the performance measures.

(d) ADDITIONAL INFORMATION.—The Secretary shall also collect, and submit in the report described in subsection (c), information on the performance of each Job Corps center, and the Job Corps program, regarding—

(1) the number of enrollees served;

(2) the average level of learning gains for graduates and former enrollees;

(3) the number of former enrollees and graduates who entered the Armed Forces;

(4) the number of former enrollees who entered post-secondary education;

(5) the number of former enrollees who entered unsubsidized employment related to the vocational training received through the Job Corps program and the number who entered unsubsidized employment not related to the vocational training received;

(6) the number of former enrollees and graduates who obtained a secondary school diploma or its recognized equivalent;

(7) the number and percentage of dropouts from the Job Corps program including the number dismissed under the zero tolerance policy described in section 152(b); and

(8) any additional information required by the Secretary.

(e) **METHODS.**—The Secretary may collect the information described in subsections (c) and (d) using methods described in section 136(f)(2) consistent with State law.

(f) **PERFORMANCE ASSESSMENTS AND IMPROVEMENTS.**—

(1) **ASSESSMENTS.**—The Secretary shall conduct an annual assessment of the performance of each Job Corps center. Based on the assessment, the Secretary shall take measures to continuously improve the performance of the Job Corps program.

(2) **PERFORMANCE IMPROVEMENT PLANS.**—With respect to a Job Corps center that fails to meet the expected levels of performance relating to the core performance measures specified in subsection (c), the Secretary shall develop and implement a performance improvement plan. Such a plan shall require action including—

(A) providing technical assistance to the center;

(B) changing the vocational training offered at the center;

(C) changing the management staff of the center;

(D) replacing the operator of the center;

(E) reducing the capacity of the center;

(F) relocating the center; or

(G) closing the center.

(3) **ADDITIONAL PERFORMANCE IMPROVEMENT PLANS.**—In addition to the performance improvement plans required under paragraph (2), the Secretary may develop and implement additional performance improvement plans. Such a plan shall require improvements, including the actions described in paragraph (2), for a Job Corps center that fails to meet criteria established by the Secretary other than the expected levels of performance described in paragraph (2).

(g) **CLOSURE OF JOB CORPS CENTER.**—Prior to the closure of any Job Corps center, the Secretary shall ensure—

(1) that the proposed decision to close the center is announced in advance to the general public through publication in the Federal Register or other appropriate means;

(2) the establishment of a reasonable comment period, not to exceed 30 days, for interested individuals to submit written comments to the Secretary; and

(3) that the Member of Congress who represents the district in which such center is located is notified within a reasonable period of time in advance of any final decision to close the center.

Federal Register,
publication.

29 USC 2900.

SEC. 160. GENERAL PROVISIONS.

The Secretary is authorized to—

(1) disseminate, with regard to the provisions of section 3204 of title 39, United States Code, data and information in such forms as the Secretary shall determine to be appropriate, to public agencies, private organizations, and the general public;

(2) subject to section 157(b), collect or compromise all obligations to or held by the Secretary and exercise all legal

or equitable rights accruing to the Secretary in connection with the payment of obligations until such time as such obligations may be referred to the Attorney General for suit or collection; and

(3) expend funds made available for purposes of this subtitle—

(A) for printing and binding, in accordance with applicable law (including regulation); and

(B) without regard to any other law (including regulation), for rent of buildings and space in buildings and for repair, alteration, and improvement of buildings and space in buildings rented by the Secretary, except that the Secretary shall not expend funds under the authority of this subparagraph—

(i) except when necessary to obtain an item, service, or facility, that is required in the proper administration of this subtitle, and that otherwise could not be obtained, or could not be obtained in the quantity or quality needed, or at the time, in the form, or under the conditions in which the item, service, or facility is needed; and

(ii) prior to having given written notification to the Administrator of General Services (if the expenditure would affect an activity that otherwise would be under the jurisdiction of the General Services Administration) of the intention of the Secretary to make the expenditure, and the reasons and justifications for the expenditure.

SEC. 161. AUTHORIZATION OF APPROPRIATIONS.

29 USC 2901.

There are authorized to be appropriated to carry out this subtitle such sums as may be necessary for each of the fiscal years 1999 through 2003.

Subtitle D—National Programs

SEC. 166. NATIVE AMERICAN PROGRAMS.

29 USC 2911.

(a) PURPOSE.—

(1) IN GENERAL.—The purpose of this section is to support employment and training activities for Indian, Alaska Native, and Native Hawaiian individuals in order—

(A) to develop more fully the academic, occupational, and literacy skills of such individuals;

(B) to make such individuals more competitive in the workforce; and

(C) to promote the economic and social development of Indian, Alaska Native, and Native Hawaiian communities in accordance with the goals and values of such communities.

(2) INDIAN POLICY.—All programs assisted under this section shall be administered in a manner consistent with the principles of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 et seq.) and the government-to-government relationship between the Federal Government and Indian tribal governments.

(b) DEFINITIONS.—As used in this section: