## **PRH TABLE OF CONTENTS**

CHA	PTER 1:	OUTREACH/ADMISSIONS	
1.0	ODIECTIVE	0	1.0.1
1.0		S	
1.1			
1.2		AND ADMISSIONS PROVIDER RESPONSIBILITIES IN T	
1.2		S PROCESSE PREPARATION AND ENROLLMENT READINESS	
1.3			
1.4		SPONSIBILITIES IN THE ADMISSIONS PROCESS OFFICE ROLE IN THE ADMISSIONS PROCESS	
1.5			
1.6	KEADMISSI	ON	1.0-1
CHA	PTER 2:	CAREER PREPARATION PERIOD	
2.0			2.0.1
2.0		S	
2.1		AN	
2.2		TION TO CENTER LIFE	
2.3		SSESSMENT	
2.4		COUNSELING	
2.5		AREER PLANNING	
2.6		IG THE LABOR MARKET	
2.7		CCESS STANDARDS	
2.8		DEVELOPMENT SKILLS	
2.9	CAREER DE	VELOPMENT READINESS	2.9-1
CHA	PTER 3:	CAREER DEVELOPMENT PERIOD	
3.0	ODIECTIVE	S	2 0 1
3.1		AN	
3.2		ATION AND MANAGEMENT OF CAREER	3.1-1
3.2		ENT SERVICES	3 2-1
3.3		AND CAREER COUNSELING	
3.4		TANDARDS OF CONDUCT	
3.5		ON OF STUDENT PROGRESS	
3.6		SED LEARNING STANDARDS	
3.7		CCESS STANDARDS	
3.8		ED LEARNING STANDARDS	
3.9			
3.10		ΓICS	
3.11		OL DIPLOMA AND GED CERTIFICATE	
3.12		S A SECOND LANGUAGE (ESL)	
3.13		CHNICAL TRAINING	
3.14		NT TRAINING	
3.15		ON TECHNOLOGY	
3.16		AL LIVING	

	TABLE OF CONTENTS (continued)	
3.17	WELLNESS	
3.18	RECREATION AND LEISURE TIME ACTIVITIES	
3.19	STUDENT GOVERNMENT AND LEADERSHIP	
3.20	DRIVER EDUCATION	
3.21	CAREER TRANSITION READINESS	3.21-1
CHA	APTER 4: CAREER TRANSITION PERIOD	
4.0	OBJECTIVES	
4.1	CAREER TRANSITION SERVICES PLAN	
4.2	ELIGIBILITY FOR SERVICES	
4.3	CAREER TRANSITION SERVICES FOR GRADUATES	
4.4	CAREER TRANSITION SERVICES FOR FORMER ENROLLEES	
4.5	DOCUMENTATION, REPORTING, AND VERIFICATION	4.5-1
CHA	APTER 5: MANAGEMENT	
- 0		~ ^ 4
5.0	OBJECTIVES	
5.1	PROGRAM MANAGEMENT	
5.2	PERSONNEL	
5.3	STAFF TRAINING	
5.4	PERSONAL SAFETY AND SECURITY	
5.5	MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS	
5.6	PROCUREMENT AND PROPERTY MANAGEMENT	
5.7	FINANCIAL MANAGEMENT	
5.8	ESTABLISHMENT OF JOB CORPS CENTERS	
5.9	FACILITY STANDARDS	
5.10	FACILITY IMPROVEMENTS	
5.11	FACILITY MAINTENANCE AND PROTECTION	
5.12	ENERGY AND WATER CONSERVATION	
5.13	FLEET MANAGEMENT	
5.14	INTRODUCTION TO ENVIRONMENTAL SAFETY AND OCCUPATIONAL	
	HEALTH FOR JOB CORPS CENTERS	
5.15	SAFETY INSPECTIONS, OBSERVATIONS, AND OSH PROGRAM REVIEW	
5.16	ENVIRONMENTAL HAZARDS	5.16-1
5.17	FOOD HANDLING AND STORAGE, PEST CONTROL, UNSANITARY	
	CONDITIONS, AND WATER TREATMENT	
5.18	STUDENT AND STAFF INJURY REPORTS AND RECORDKEEPING	
5.19	VEHICLE SAFETY AND ACCIDENT RECORDKEEPING	5.19-1
5.20	OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM AND	
	WRITTEN PLANS	5.20-1
5 21	NAMING OF IOR CORPS CENTERS AND FACILITIES	5 21-1

## **TABLE OF CONTENTS (continued)**

CHA	PTER 6:	ADMINISTRATIVE SUPPORT	
6.0	OBJECTIV	'ES	6.0-1
6.1		ATTENDANCE, LEAVE, AND ABSENCES	
6.2	STUDENT	ALLOWANCES AND ALLOTMENTS	6.2-1
6.3	STUDENT	RECORDS MANAGEMENT	6.3-1
6.4	STUDENT	ENROLLMENTS, TRANSFERS, AND SEPARATIONS	6.4-1
6.5		CLOTHING	
6.6	STUDENT	TRANSPORTATION	6.6-1
6.7	FOOD SER	RVICE	6.7-1
6.8		CIVIL RIGHTS, INCLUDING RELIGIOUS RIGHTS,	
	AND LEGA	AL SERVICES	6.8-1
6.9		SUPPORT SERVICES	
6.10		HEALTH SERVICES	
6.11		HEALTH PROGRAMS	
6.12		ADMINISTRATION	
6.13		RE ARRANGEMENTS	
6.14	DISABILIT	TY PROGRAM	6.14-1

EXHIBITS		
Exhibit 1-1	Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements	
Exhibit 1-2	Documentation Requirements for Assessment of Applicant Health Needs	
Exhibit 1-3	Authorization for Use and Disclosure of Your Health Information	
Exhibit 1-4	Job Corps – Informed Consent to Receive Mental Health and Wellness Treatment	
Exhibit 1-5	Records Release Authorization	
Exhibit 1-6	Factors for Priority Enrollment	
Exhibit 1-7	Application Statement of Support	
Exhibit 1-8	Expedited Applicant Enrollment for Natural and Man-made Disaster Victims	
Exhibit 3-1	Infraction Levels and Appropriate Center Actions	
Exhibit 3-2	Requirements for the Conduct of Fact-Finding Boards and Behavior Review Panels	
Exhibit 3-3	Center-Operated Career Technical Training Programs – Training Titles, Codes, and Student Teacher Ratios	
Exhibit 3-4	Work-Based Learning Program Agreement Template	
Exhibit 4-1	Placement Definitions	
Exhibit 4-2	Placement Verification and Documentation Requirements	
Exhibit 5-1	Standard Operating Procedures	
Exhibit 5-2	Plan and Report Submission Requirements	
Exhibit 5-3	Minimum Staff Qualifications	
Exhibit 5-4	Required Staff Training	
Exhibit 5-5	Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease	
Exhibit 5-6	Vehicle Log	
Exhibit 5-7	Vehicle Maintenance Log	
Exhibit 5-8	2110 Report for Center Contracts	
Exhibit 5-9	2181 Budget for Center Contracts	
Exhibit 5-10	SF1034 Public Invoice, Center Contract Example	
Exhibit 5-11	Voucher Backup Sheet for Center Contracts and Example	
Exhibit 5-12	2110 Report for Outreach/Admissions and Career Transition Services	
Exhibit 5-13	2110S Report for Staff Vacancy	

EXHIBITS (continued)		
Exhibit 5-14	2181 Budget for OA/CTS Contracts	
Exhibit 5-15	F1034 Public Invoice, OA/CTS Contract Example	
Exhibit 5-16	Voucher Backup Sheet for OA/CTS Contracts and Example	
Exhibit 5-17	2110F Job Corps CCC Financial Report	
Exhibit 5-18	2110HQ Job Corps CCC National Roll-Up Financial Report	
Exhibit 6-1	Duty/Pay/Leave Status Chart	
Exhibit 6-2	Student Allowance and Allotment System (SAAS)	
Exhibit 6-3	Student Transportation	
Exhibit 6-4	Job Corps Basic Health-Care Responsibilities	
Exhibit 6-5	Center Health Services Staffing Requirements	
Exhibit 6-6	Proposal Outline for On-Site Child Development Centers and Residential Parent/Child Programs	
Exhibit 6-7	Use of Job Corps Funds for Child Development Centers and Parent/Child Programs	
Exhibit 6-8	Child Development Center Minimum Staff Qualifications	
Exhibit 6-9	Facility Requirements for Child Development Centers and Residential Parent/Child Programs	
Exhibit 6-10	How Medical Information About You May Be Used and Disclosed, and How You Can Get Access to This Information	
Exhibit 6-11	Equal Opportunity Notice	
Exhibit 6-12	HIV Testing Information Sheet	
Exhibit 6-13	Right to Use Photographic Likeness or Moving Images – Release Form for Adult Students	
Exhibit 6-14	Right to Use Photographic Likeness or Moving Images – Release Form for Minors	

	APPENDICES
Appendix 101	Definitions of Family and Family Income
Appendix 102	Admissions Counselor's Assessment Tool
Appendix 103	Guidelines for Reviewing Applicant Files
Appendix 104	Admissions Counselor Guide for Evaluating Applicant Behavior and Court History
Appendix 105	Applicant Eligibility Folder Inventory
Appendix 106	Reasonable Accommodation Request Form – Admissions
Appendix 107	Applicant File Review Process Guidance
Appendix 108	Regional Applicant File Review Procedures
Appendix 301	Tests of Adult Basic Education (TABE) Requirements and Instructions
Appendix 302	Memorandum of Understanding Between the NTC and Center Contractor
Appendix 303	Career Technical Skills Training
Appendix 304	Guidelines for the Accreditation of Job Corps' High School Programs
Appendix 305	Checklist for Exemption from Tests of Adult Basic Education for Students with Documented Cognitive Disabilities – and Form for Request for a Disability Waiver from TABE Testing
Appendix 306	Career Technical Training Change Request Guidelines
Appendix 307	Career Technical Training Change Request Form
Appendix 308	Acceptable Work-Based Learning Activities
Appendix 309	OCT Program Code Request Form
Appendix 310	Career Technical Training Credential Request Guidelines
Appendix 311	Career Technical Training Credential Request Form
Appendix 312	Career Technical Training Credential Appeal Form
Appendix 401	Job Corps Job Training Match (JTM) Crosswalk
Appendix 501	Introduction
Appendix 501a	Policies and Procedures for PY 2011 Center Outcome Measurement System and Center Quality Assessment
Appendix 501b	Policies and Procedures for PY 2011 Outreach and Admissions Outcome Measurement System
Appendix 501c	Policies and Procedures for PY 2011 Career Transition Services Outcome Measurement System
Appendix 501d	Policies and Procedures for PY 2011 Career Technical Training Report Cards

APPENDICES (continued)		
Appendix 502	Financial Management for Contract Centers	
Appendix 503	Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements	
Appendix 504	Taxation of Job Corps Contractors by States or Subdivisions Thereof	
Appendix 505	Administration and Management of Job Corps Contractor-Held Government-Furnished Property	
Appendix 506	Alternative Fuel Information	
Appendix 507	Request to Lease a GSA Vehicle	
Appendix 508	GSA Annual Fleet Requirements	
Appendix 509	Financial Management for CCCs	
Appendix 510	Monthly Staffing Reports	
Appendix 601	Student Rights to Privacy and Disclosure of Information	
Appendix 602	Civil Rights and Nondiscrimination	
Appendix 603	RESERVED	
Appendix 604	Job Corps Child Development Programs	
Appendix 605	Definitions and Documentation Requirements Related to Reasonable Accommodations for Applicants and Students with Disabilities	
Appendix 606	Communication with Persons with Disabilities	
Appendix 607	Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information	
Appendix 608	Maximum Benefit Separation	
Appendix 609	Individualized Assessment of Possible Direct Threat	
Appendix 610	Heath-Care Needs Assessment	