

**JOB CORPS GRANTEE DATA COLLECTION TOOL
INSTRUCTION MANUAL**

November 17, 2020

TABLE OF CONTENTS

JOB CORPS GRANTEE DATA COLLECTION TOOL INSTRUCTIONS	2
BACKGROUND	2
STRUCTURE OF THE GRANTEE DATA COLLECTION TOOL	2
FREQUENCY OF REPORTING	2
OBTAINING ACCESS TO THE TOOL	3
NAVIGATING THE GRANTEE DATA COLLECTION TOOL	3
GENERAL INSTRUCTIONS FOR ALL FORMS	4
RUNNING A DATA EXTRACT REPORT AND TRANSFERRING DATA TO YOUR MACHINE.....	5
ADDING A QUARTERLY NARRATIVE PERFORMANCE REPORT	6
GRANTEE DATA COLLECTION TOOL APPLICANT FORM	8
INSTRUCTIONS FOR APPLICANT FORM.....	8
PRIMARY ADDRESS.....	8
APPLICANT DEMOGRAPHICS.....	9
ACADEMIC AND EMPLOYMENT BACKGROUND AT TIME OF APPLICATION	10
ADDITIONAL YOUTH CHARACTERISTICS AT PROGRAM APPLICATION.....	12
MILITARY EXPERIENCE	13
APPLICANT’S SPOUSE SERVED ON ACTIVE DUTY IN U.S. ARMED FORCES.....	15
DISABILITY STATUS.....	16
GRANTEE DATA COLLECTION TOOL ENROLLEE FORM.....	19
INSTRUCTIONS FOR ENROLLEE FORM	19
EDUCATION SERVICES RECEIVED	19
ACADEMIC MILESTONES ACHIEVED.....	20
TRAINING SERVICES RECEIVED.....	21
TRAINING RELATED CREDENTIALS ATTAINED.....	21
TRAINING MILESTONES ACHIEVED:	22
Educational Functional Level (EFL) Gains.....	23
EXIT STATUS	26
EXIT REASON	26
GRANTEE DATA COLLECTION TOOL POST-SEPARATION FORM.....	28
INSTRUCTIONS FOR POST-SEPARATION FORM:	28
POST SEPARATION PLACEMENT	28

FIRST QUARTER AFTER EXIT 29
SECOND QUARTER AFTER EXIT 31
THIRD QUARTER AFTER EXIT 32
FOURTH QUARTER AFTER EXIT 33
Quarterly Narrative Performance Report 35

JOB CORPS GRANTEE DATA COLLECTION TOOL INSTRUCTIONS

BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA), Job Corps must report performance outcomes on a range of metrics:

- WIOA Primary Six Measures
- Department of Labor (DOL)/Education & Training Administration (ETA) Participant Individual Record Layout (PIRL) with 109 data elements
- WIOA Annual Report with results on 32 metrics

To comply with these requirements, grantees must provide corresponding data; the National Office of Job Corps will use these data for performance reporting. Additionally, Scholars grantees have 10 performance metrics they must report as part of their grant agreement. Job Corps has therefore developed the **Grantee Data Collection (GDC) Tool** to collect all the necessary data elements from grantees in a consistent, streamlined way that will also enable reporting of all required metrics.

STRUCTURE OF THE GRANTEE DATA COLLECTION TOOL

The Grantee Data Collection (GDC) Tool is an Access-based series of three smart forms that are linked to allow grantees to enter information on:

- Individuals with applications that are fully completed and meet eligibility requirements (Applicant Form)
- Individuals who enroll in their program (Enrollee Form)
- Enrolled students who exit their program (Post-Separation Form)

These three forms are inter-linked to allow for continuous, non-repetitive data entry for each individual for whom the grantees enter data. A Cloud environment that meets federal security requirements houses the tool, allowing for access that is both easy and secure. The Cloud requires two-factor authentication to ensure the security of your program participants. Additionally, as part of the security requirements, grantees can only see and access their own data.

The GDC tool features smart forms that contain validation checks and skip logic across all forms.

- Skip Logic: All forms contain logic skips so that any data fields not required for your program and any fields that are not applicable for an individual are grayed out; grantees cannot enter data in these fields
- Validation checks: There are validation checks in place to ensure accuracy in the information entered across all forms
- Logic checks: All forms contain logic checks to improve data entry consistency

FREQUENCY OF REPORTING

Grantees must complete and/or update the applicable forms for each applicant/student for each reporting period. The end of a reporting period is the last day of the month; grantees have 15 days after the end of the month to enter all data. Job Corps will extract grantee data on the 16th day every month, (e.g., Job Corps will extract data on December 15 to cover the reporting period ending on November 30). To ensure Job Corps reports the most up-to-date information for each grantee to DOL and other stakeholders, it is important that grantees enter all data within the above timeframes.

Note: There are a small number of fields that grantees should not update with information that occurred after the end of the month until after the data extraction. Updating these fields too early can result in not using the correct data for a given reporting period. Fields that should not be updated until after the data extraction are so noted in the description of the field.

OBTAINING ACCESS TO THE TOOL

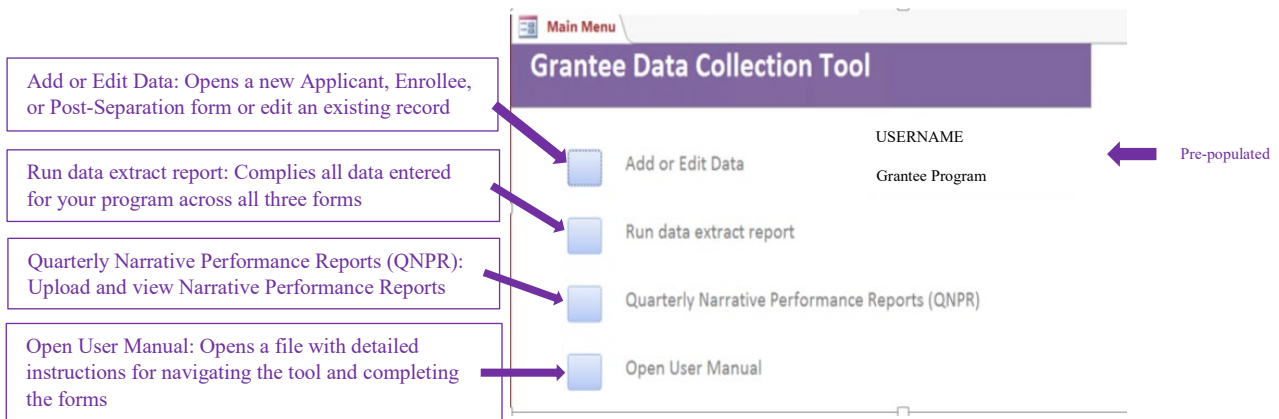
There is a multi-step process that grantees must complete to access the tool. Each grantee can select up to two users to access the tool. Below are the steps for obtaining access.

1. Identify data entry users: *Each program identifies two users to access the tool and enter program data*
2. Successfully complete security training: *These users must undergo security training and successfully pass the quiz*
3. Complete and submit new user forms: *Users complete and submit the New User Form*
4. Obtain log-in information and instructions for logging in: *Users receive email with log-in credentials and instructions for accessing the tool*
5. Log in to the GDC Tool: *Users follow provided instructions for accessing the tool*

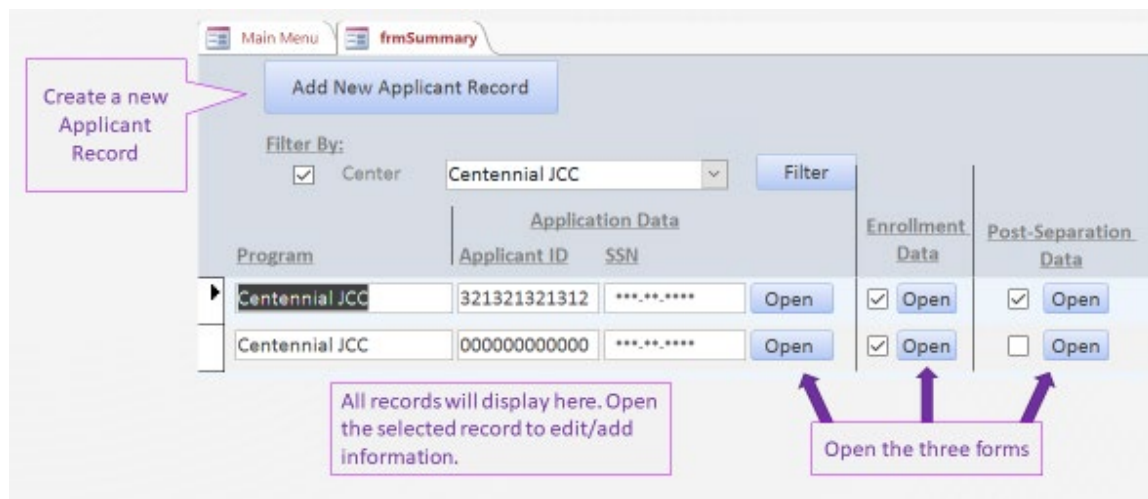
To support grantees, we have developed a website that contains helpful information, resources, and contact information in case you need assistance: www.jcgrants.com. If you encounter difficulties or have questions, please complete the form under the Contact Us page of the website or email jcgrants.tac@dir-systems.com. Someone will contact you within 72 hours. Please be as specific as possible about your difficulties or questions when you request assistance. This will help us ensure the right person contacts you.

NAVIGATING THE GRANTEE DATA COLLECTION TOOL

The GDC Tool opens onto a Main Menu that allows you to navigate to one of three options. To begin entering data or edit previously entered data, select the “Add or Edit Data” option.



The “Add or Edit Data” option will take you to a “Summary” page where you can navigate across the three forms.



GENERAL INSTRUCTIONS FOR ALL FORMS

Forms should be completed in logical order:

- (1) Applicant form for program eligible individuals with completed applications,
- (2) Enrollee form for those who enroll in the program, and
- (3) Post-separation form once enrollees have exited the program.

Each form should be completed with all information available through the end of the reporting period. Grantees will add data over time for the Enrollee and Post-Separation forms until grantees have entered information for all applicable fields. To promote consistency in data entry, users should complete all text fields using uppercase letters and no abbreviations.

Users must save all data by selecting the “Save Record” button located at the end of each form. Please note, if you exit the form or are kicked out of the system without first saving the record, data entered will be lost and you will need to reenter it.

TIP: If you become “stuck” in a field (e.g. a continued validation error when attempting to enter date into text box), you can clear the field and back out of it by pressing the “Esc” key (on your keyboard). Pressing the “Esc” key again will undo all edits made to the form since the last save—equivalent to pressing “Cancel” button in-form. Similarly, this can be used to navigate out of a form if “stuck.”

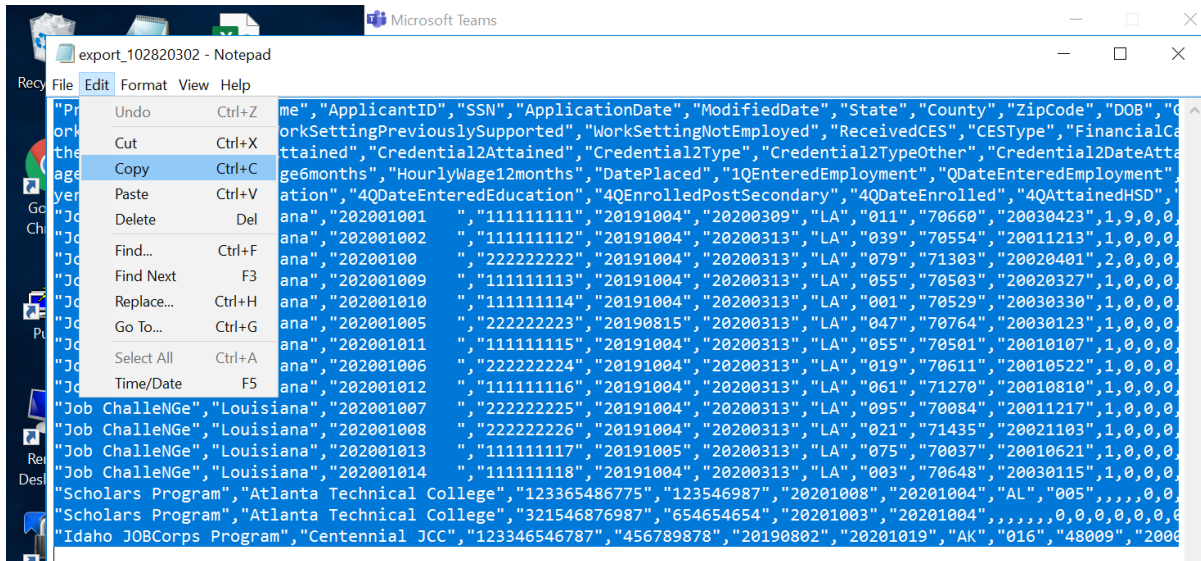
Grantees must be able to validate all data entered into the forms; the data must therefore be supported by acceptable source documents as stipulated under the Department of Labor’s Training and Employment Guidance Letter (TEGL) No. 23-19, Job Corps’ eligibility criteria source documentation requirements and any other provisions required by your Funding Opportunity Announcement (FOA).

RUNNING A DATA EXTRACT REPORT AND TRANSFERRING DATA TO YOUR MACHINE

Pressing the “Run Data Extract Report” form in the main menu will prompt you for a location to save the extract file. We recommend saving it to “Desktop” (of terminal server). To get the data to your own machine, you must copy the data itself and then paste it into Excel on your local machine:

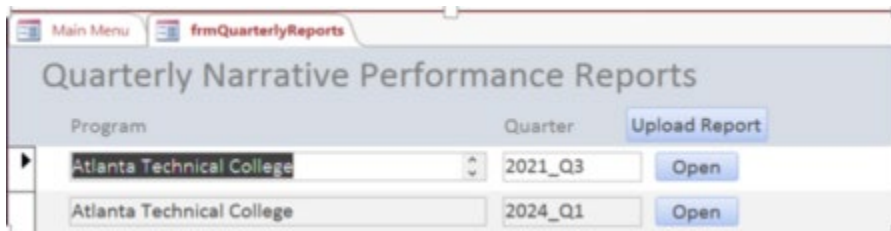
1. Save the extract file to terminal server desktop
2. Within Remote Desktop window, open the extract file you just saved (Open with Notepad)
3. Select all of the data (Ctrl + A) in the file and select “Copy” (ctrl + C)
4. Minimize Remote Desktop window, open Notepad (new file) on your machine
5. Paste data into Notepad file (Ctrl + V)
6. Save the Notepad file to desired location on your machine, be sure to save with file extension (“.csv” at end of file name)
7. For easier viewing of data, .csv files can be opened in Excel

Step 3 shown below:



ADDING A QUARTERLY NARRATIVE PERFORMANCE REPORT

Start by saving your Quarterly Narrative Performance Report (QNPR) on your file sharing application (OneDrive, DropBox, or your preferred application) via a web browser (if you are unsure about how to access your sharing application using a web browser, please contact your IT department). Press the “Quarterly Narrative Performance Reports (QNPR)” in the main menu. A second menu will open as shown below. This menu shows all QNPRs that you have access to viewing.



To add a new report, select “Upload Report.” Another menu will open with your program preselected (see below). From the dropdown menu select the year and the quarter. Note that the quarters are for Calendar Years so that 2022_Q1 is from January 1, 2022 to March 31, 2022. If the quarter you are interested in adding is not available, please notify us using the TAC form on the www.jcgrants.com. Then select the quarterly report from your file sharing folder and press save.

Main Menu frmQuarterlyReports frmQuarterlyReportUpload

Quarterly Report Upload

Select File

Program Mohawk Valley Community College

Quarter

Save Cancel

GRANTEE DATA COLLECTION TOOL APPLICANT FORM

INSTRUCTIONS FOR APPLICANT FORM

- 1. Program Name:** The name of the grant program is automatically populated (e.g., Idaho Job Corps, Scholar's Program, Job Challenge)
- 2. Provider:** The name of the grant site providing services is automatically populated. (e.g., Centennial, Lee College, Carville)
- 3. Applicant ID:** Record a unique 12-digit alpha-numeric number as the Applicant ID for each applicant. At minimum, this identifier for each individual must be the same for each program entry and exit (i.e., "period of participation") that an applicant has during a program year; this will allow a unique count of applicants to be calculated for the program year.
- 4. SSN:** Enter the applicant's nine-digit social security number.
- 5. Date Application Completed:** Record the date the application was completed in full for applicants that meet eligibility requirements; all necessary documentation to verify program eligibility has been collected. This is not the date this "Applicant Data" form is completed.
- 6. Most Recent Date Application Modified:** If the application was modified after it was completed in full, record the date it was last modified. This is not the date this "Applicant Data" form is completed. This must be after "Date Application Completed".

Note: The Applicant Form cannot be saved without an Applicant ID and a SSN.

PRIMARY ADDRESS

- 7. State:** Select from the drop-down menu the two-letter Federal Information Processing Standards (FIPS) alpha code of the state of the participant's primary domicile. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.

If primary domicile is outside the United States, use the following numeric codes:

77 = All Other Countries

88 = Mexico

99 = Canada

For persons on active military duty, states should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency.

AE (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa

AP (ZIPs 962xx - 966xx) for Armed Forces Pacific

AA (ZIPs 340xx) for Armed Forces (Central and South) Americas

- 8. County:** Select from the drop-down menu the three-digit FIPS Code of the County of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.

If primary domicile is outside the United States, use the following codes:

777 = All Other Countries

888 = Mexico

999 = Canada

- 9. Zip Code:** Record the five-digit zip code of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.

If primary domicile is outside the United States, use the following codes:

77777 = All Other Countries

88888 = Mexico

99999 = Canada

For persons on active military duty, states should record the zip code associated with the APO or FPO as defined by the Military Postal Service Agency.

APPLICANT DEMOGRAPHICS

- 10. DOB:** Record the applicant's date of birth in an MM/DD/YYYY format.

- 11. Gender:** Select the appropriate response based upon whether the applicant indicates they are Male or Female. Only one option should be selected.

- 12. Ethnicity:** Select the appropriate response based upon whether the applicant indicates he/she is Hispanic/Latino or not Hispanic/Latino. If the applicant refuses to self-identify, check the "Did not self-identify" option. Only one option should be selected.

- Check "Hispanic/Latino" if the applicant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.
- Check "Not Hispanic/Latino" if the applicant indicates they are not one of the above.
- Check "Did not self-identify" if the applicant does not self-identify his/her ethnicity.

- 13. Race:** Select the appropriate response(s) based upon the race(s) the applicant self-identified. More than one race may be selected. If the applicant refuses to self-identify, check the "Did not self-identify" option. If "Did not self-identify" is selected, no other option should be selected.

- Check "American Indian/Alaska Native" if the applicant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- Check "Asian" if applicant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- Check “White” if applicant indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Check “Native Hawaiian/Other Pacific Islander” if applicant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Check “Black/African American” if applicant indicates that he/she is a person having origins in any of the black racial groups of Africa.
- Check “Did not-self identify” if the applicant did not self-identify his/her race.

ACADEMIC AND EMPLOYMENT BACKGROUND AT TIME OF APPLICATION

14. Highest School Grade Completed: Record the highest secondary school grade completed by the applicant at the time of the application. Record 1–12 for the number of school grades completed; record 0 if no school grades were completed.

15. Highest Educational Level Completed: Select the appropriate option to record the applicant’s highest educational level completed at the time of the application. Only one option should be selected.

- Select “None” if the applicant completed no education level.
- Select “HSD” if the applicant attained a secondary school diploma.
- Select “HSE” if the applicant attained a secondary school equivalency.
- Select “Certificate of Attendance/Completion of IEP” if the applicant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP).
- Select “Some Post-Secondary” if the applicant completed one of more years of postsecondary education.
- Select “AA/AS” if the applicant attained an Associate’s degree.
- Select “Post-secondary Technical/Vocational Certificate” if the applicant attained a postsecondary certification, license, or educational certificate (non-degree).
- Select “Other” if the applicant attained another type of degree. If “Other” is selected, record (using uppercase font) the other type of educational level completed in the available space.

Note: It is possible to complete the 12th grade without earning an HSD or HSE and it is also possible to earn an HSE without completing 12 grades; therefore, ensure the accuracy of your selections.

16. Filed Unemployment Compensation Claim and is Eligible for Benefits: Select the appropriate option to indicate whether the applicant has filed a claim and been determined eligible for benefit payments under an Unemployment Compensation (UC) program. Only one option should be selected.

- Select “Yes” if applicant is a person who has filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs.
- Select “No” if applicant is a person who has never filed a claim or has filed a claim and not been determined eligible for benefit payments under a State or Federal Unemployment Compensation (UC) program.

17. Referral By: If the applicant is a person who has filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs (i.e., “Yes” was selected for #16), select the appropriate option to indicate the entity that

made the referral. Only one option should be selected. **If “No” was selected for #16, data cannot be entered for this field.**

- Select “RESEA” (Reemployment Services and Eligibility Assessment) if the applicant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program.
- Select “WPRS” (Worker Profiling and Reemployment Services) if the applicant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.
- Select “Other” if the applicant is a person who filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, but was referred to service through another system/program.
- Select “Exhausted Benefits” if the applicant is a person who filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights.
- Select “Exempt from Work Search Requirements” if the applicant is a claimant exempt from normal work search requirements according state law.

RECEIVED PUBLIC ASSISTANCE IN LAST SIX MONTHS:

18. Received Public Assistance in Last Six Months: Select the appropriate response(s) to indicate whether the applicant has received public assistance through one of the options presented below during the past six months from the time of application. All applicable options should be selected. If the user selects “None,” no additional options should be selected.

- Select “Temporary Assistance for Needy Families (TANF)” if the applicant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to application.
- Select “SSI” if the applicant is receiving or has received Social Security Income (SSI) under Title XVI of the Social Security Act in the last six months prior to application.
- Select “SSDI” if the applicant is receiving or has received Social Security Disability insurance (SSDI) benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program.
- Select “Ticket to Work Holder” if the applicant is a Social Security Administration Ticket to Work Program Ticket holder.
- Select “General Assistance (GA) (State or Local Government) or Refugee Cash Assistance (RCA)” if the applicant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments.
- Select “None” if the applicant did not receive public assistance in the past six months through one or more of these options.

ADDITIONAL YOUTH CHARACTERISTICS AT PROGRAM APPLICATION

19. Additional Youth Characteristics at Program Application: Select the appropriate response(s) to indicate whether the applicant meets any of the listed additional youth characteristics at the time of application. Possible options are: **“Foster Care,” “Homeless,” “Runaway,” “Low Income Status,” “English Language Learner,” and “Basic Skills Deficient/Low Levels of Literacy.”** All applicable options should be selected. If the applicant does not meet or chooses not to disclose any of the listed characteristics, do not select any of the options.

- Select “Foster Care” if the applicant, at program entry, is a person aged 24 or under who is currently in foster care or who has aged out of the foster care system.
- Select “Homeless” if the applicant, at program entry:
 - Lacks a fixed, regular, and adequate nighttime residence; this includes an applicant who:
 - (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - (iii) is living in an emergency or transitional shelter;
 - (iv) is abandoned in a hospital; or
 - (v) is awaiting foster care placement;
 - Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; or
 - Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work.

This definition does not include an applicant imprisoned or detained under an Act of Congress or State law. An applicant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

- Select “Runaway Youth” if the applicant, at program entry is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).
- Select “low income status” if the applicant, at program entry, is a person who:
 - Receives, or in the six months prior to application to the program has received, or is a member of a family that is receiving or in the past six months prior to application to the program has received:
 - Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or State or local income-based public assistance.
 - Is in a family with total family income that does not exceed the poverty threshold or 70% of the lower living standard income level;

- Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);
- Is a foster child on behalf of whom state or local government payments are made;
- Is an applicant with a disability whose own income is at or below the poverty line but who is a member of a family whose income does not meet this requirement;
- Is a homeless applicant or a homeless child or youth or runaway youth; or
- Is a youth living in a high-poverty area. NOTE: TEGL 21-16 provides guidance on how to determine whether youth are living in a high-poverty area:
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Attachment_2.pdf
- Select “English Language Learner” if the applicant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.
- Select “Basic Skills Deficient/Low Levels of Literacy” if the applicant is, at program entry:
 - a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the applicant’s family, or in society.

20. For “Cultural Barriers” and “Single Parent”: Select the appropriate response to indicate whether the applicant did or did not meet the definition of each of these two categories, or whether he/she refused to disclose. Only one option under “Cultural Barriers” and one option under “Single Parent” is to be selected.

- Cultural Barriers:
 - Select “Yes” if the applicant, at the time of application, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
 - Select “No” if the applicant does not meet the conditions above.
 - Select “Did Not Self-Disclose” if the applicant did not self-identify.
- Single Parent:
 - Select “Yes” if the applicant, at the time of application, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).
 - Select “No” if the applicant does not meet the conditions above.
 - Select “Did Not Self-Disclose” if the applicant did not self-identify.

MILITARY EXPERIENCE

21. Served or Serving on Active duty in U.S. Armed Forces: Select the appropriate response to indicate the applicant’s veteran status at the time of application. Only one response should be selected.

- Select “Yes” if the applicant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable OR the applicant is a person who is currently serving on active duty in the armed forces
- Select “No” if the applicant is a person who does not meet the above conditions.
- Select “Did Not Self-Disclose” if the applicant did not disclose veteran status.

IF "YES" IS SELECTED UNDER ITEM 20 AND APPLICANT HAS BEEN DISCHARGED/RELEASED FROM SERVICE, COMPLETE ITEMS 21-25 AND LEAVE ITEM 26 BLANK

IF "YES" IS SELECTED UNDER ITEM 20 AND APPLICANT IS CURRENTLY SERVING ON ACTIVE DUTY, LEAVE ITEMS 21-25 BLANK AND COMPLETE ITEM 26

IF "NO" OR "DID NOT SELF-DISCLOSE" IS SELECTED UNDER ITEM 20, ITEMS 21-26 ARE NOT APPLICABLE, AND DATA CANNOT BE ENTERED

- 22. Date of Separation:** Record the date on which the applicant separated from active duty with the U.S. armed forces. Leave blank if applicant is currently serving on active duty.
- 23. Length of Service:** Select the appropriate option to indicate the applicant's length of service in the U.S. armed forces. Only one response should be selected.
- Select "Served 180 days or less on active duty" if the applicant is a person who served in the active U.S. armed forces for a period of less than or equal to 180 days.
 - Select "Served more than 180 days on active duty" if the applicant is a person who served in the active U.S. armed forces for a period of more than 180 days.
 - Do not select any option if applicant is currently serving on active duty.
- 24. Service Type:** Select the appropriate response(s) based upon the applicant's type of service in the U.S. Armed Forces. Both options may be selected if applicable.
- Select "Served on active duty during war/campaign/expedition" if the applicant is a person who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current listing of the campaigns can be found at OPM's website <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide>.
 - Select "Served as part of a reserve component" if the applicant is a person who served in the active U.S. armed forces as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 - Do not select either options if this field does not apply to the applicant including if the applicant is currently serving on active duty.
- 25. Discharge Type:** Select the appropriate response to record the discharge status of the applicant upon separation from the U.S. Armed Forces. Only one option is to be selected.
- Select "Honorable" if the applicant had an honorable discharge
 - Select "Other Than Honorable" if the applicant had an other than honorable discharge
 - Select "General" if the applicant had a general discharge
 - Select "Bad Conduct" if the applicant had a bad conduct discharge
 - Select "Dishonorable" if the applicant had a dishonorable discharge
 - Select "Other" if the applicant had another type of discharge. If "Other" is selected, record (using uppercase font) the other type of discharge in the available space.
 - Do not select any options if the applicant is currently serving on active duty.
- 26. Other:** Select the appropriate response(s) if the applicant meets any of the conditions presented below:

- Select “Discharged from active duty for a service-connected disability” if applicant was discharged from active duty for a service-connected disability.
- Select “Entitled to compensation regardless of rating (including 0%), or entitled but receives military retirement pay, under laws administered by DVA” if applicant was entitled to compensation regardless of rating (including 0%), or entitled but receives military retirement pay, under laws administered by DVA.
- Select “Entitled to compensation, or entitled but receives military retirement pay, under laws administered by DVA for a disability rated at (i) 30% or more OR (ii) 10% or 20% if determined to have a serious employment handicap” if applicant was entitled to compensation, or entitled but receives military retirement pay, under laws administered by DVA for a disability rated at (i) 30% or more OR (ii) 10% or 20% if determined to have a serious employment handicap.
- Select “Homeless veteran” if the applicant served in the active military, naval, or air service; was discharged or released from such service under conditions other than dishonorable; and lacks a fixed, regular, and adequate night time residence. This definition includes any applicant who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation, an institution providing temporary residence for applicants intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This definition does not include an applicant imprisoned or detained under an Act of Congress or State law. An applicant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.
- Do not select any of these options if they do not apply to the applicant.

27. Currently serving in the U.S. Armed Forces and is within 12 months of separation or 24 months of retirement: Select the appropriate response if the applicant is currently serving on active duty to record whether the applicant is a transitioning service member. Only one option should be selected.

- Select “Yes” if the applicant is a person who is on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces.
- Select “No” if the applicant does not meet the condition described above.
- Do not select either option if the applicant does not disclose his/her status.

APPLICANT’S SPOUSE SERVED ON ACTIVE DUTY IN U.S. ARMED FORCES

28. Applicant’s Spouse Served on Active Duty in U.S. Armed Forces: Select the appropriate response to indicate whether the applicant’s spouse served in the active U.S. Armed Forces prior to the time of this application.

- Select “Yes” if the applicant’s spouse is, at the time of the application, enrolled or has ever been enrolled in the active U.S. Armed Forces (including if the applicant’s spouse died while on active duty or of a service-connected disability).
- Select “No” if the applicant’s spouse has never been enrolled in the active U.S. Armed Forces.
- Do not select either option if this field does not apply to the applicant (i.e., Applicant is not married or widowed).

IF “YES” IS SELECTED UNDER ITEM 27 COMPLETE ITEM 28

IF “NO” IS SELECTED UNDER ITEM 27, OR IF IT IS LEFT BLANK, ITEM 28 IS NOT APPLICABLE AND DATA CANNOT BE ENTERED

29. Applicant's Spouse Served on Active Duty in U.S. Armed Forces – Additional Information:

Select the appropriate option to record whether the applicant's spouse who is, or has ever been, enrolled in the active U.S. Armed Forces meets any of the following conditions. Only one response should be selected.

- Select "Spouse died on active duty or of service-related disability" if applicable.
- Select "Spouse missing in action for 90 or more days at time of application OR Spouse captured in line of duty by hostile force, or forcibly detained/interned in line of duty by foreign government or power for 90 or more days at time of application" if applicable.
- Select "Spouse has a total, permanent disability from a service-connected disability or died with such a disability" if applicable.
- Do not select any of the options if the applicant's spouse does not meet any of the above conditions.

DISABILITY STATUS

30. Applicant Disclosed a Disability: Select the appropriate option to record whether the applicant disclosed a disability. Only one response should be selected.

- Select "Yes" if the applicant discloses that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.
- Select "No" if the applicant indicates that he/she does not have a disability that meets the definition.
- Select "Did Not Self Disclose" if the applicant did not disclose a disability.

IF "YES" IS SELECTED FOR ITEM 29, COMPLETE ITEMS 30-35

IF "NO" OR "DID NOT SELF-DISCLOSE" IS SELECTED FOR ITEM 29, ITEMS 30-35 ARE NOT APPLICABLE AND CANNOT BE COMPLETED

31. Disability Type: If the applicant indicated "Yes" in #29, select the appropriate responses to record the types of any disabilities the applicant disclosed. More than one disability type may be selected.

- Select "Physical/Chronic Health Condition" if the impairment is primarily physical, due to a chronic health condition.
- Select "Physical/Mobility Impairment" if the impairment is primarily physical, including mobility.
- Select "Mental or Psychiatric Disability" if, because of a mental illness, psychiatric disability, or emotional condition, the applicant has serious difficulty concentrating, remembering, or making decisions.
- Select "Vision-related disability" if the applicant is blind or has serious difficulty seeing.
- Select "Hearing-related disability" if the applicant is deaf or has serious difficulty hearing.
- Select "Learning Disability" if the applicant has a learning disability.
- Select "Cognitive/intellectual disability" if the applicant has a cognitive or intellectual disability.
- Select "Applicant did not disclose type of disability" if the applicant does not wish to disclose his/her category of disability.

32. Applicant Received Services Funded By: Select the appropriate response(s) to record the funding sources of services received by the applicant who disclosed a disability. More than one funding source may be selected.

- Select “SDDA” if the applicant has received services funded by the State Developmental Disabilities Agency (SDDA).
- Select “LSMHA” if the applicant has received services funded by a local or state mental health agency (LSMHA).
- Select “State Medicaid HCBS Waiver” if the applicant has received services funded via a state Medicaid HCBS waiver.
- Select “No services funded by these sources” if the applicant who has disclosed a disability has not received services funded by these sources.
- Do not select any of the options if this field does not apply to the applicant.

33. Type of Work Setting: Select the appropriate response(s) to record the type of work setting entered by the applicant who disclosed a disability. More than one type of work setting may be selected.

- Select “Working in competitive, integrated employment (CIE)” if applicant is working in competitive, integrated employment (CIE) at time of application.
- Select “Working in group supported employment” if applicant is working in group supported employment (i.e., work crews, enclaves, etc.) at time of application.
- Select “Working in a sheltered workshop” if applicant is working in a sheltered workshop (i.e., center- or facility-based employment) at time of application.
- Select “Previously employed in supported employment” if applicant was formerly employed in supported employment (e.g. use of job coach, with integrated placement at competitive wages).
- Select “Not current employed” if applicant does not meet any of the above conditions.
- Do not check any of the options if the applicant who disclosed a disability does not disclose the type of work setting.

34. Applicant Received Customized Employment Services (CES): Select the appropriate response to record whether the applicant who disclosed a disability received customized employment services (CES) to attain his/her most recent or current employment at the time of application. Only one option is to be selected. If the applicant who disclosed a disability does not disclose whether they received customized employment services, leave all boxes unchecked.

CES are those that involve a blend of flexible strategies that result in the provision of individually negotiated and designed services, supports, and job opportunities for an individual and that lead to an employment outcome of customized employment, including self-employment. A key factor in deciding if a service is a customized employment service is the presence of employer negotiation, including customizing a job description based on current unidentified and unmet needs of the employer and the needs of the employee; developing a set of job duties or tasks; developing a work schedule (including determining hours worked); determining a job location; developing a job arrangement (such as job carving, job sharing, or a split schedule); or determining specifics of supervision.

- Select “Yes” if applicant received CES to attain most recent employment or current employment.
- Select “No” if applicant did not receive CES to attain most recent employment or current employment.

- Do not check any of the options if the applicant who disclosed a disability does not disclose whether they received customized employment services.

IF “YES” IS SELECTED FOR ITEM 33, COMPLETE ITEMS 34

IF “NO” IS SELECTED FOR ITEM 33, OR NO RESPONSE IS PROVIDED, ITEM 34 IS NOT APPLICABLE AND CANNOT BE COMPLETED

35. Type of CES: Select the appropriate response for the applicant who indicated they received Customized Employment Services (i.e., #33 is “Yes”). Only one option should be selected.

- Select “Discovery assessment services” if the applicant received this type of service.
Discovery assessment services is a process to collect information about the job seeker’s interests, skills, environmental preferences, employment goals, and other topics related to the job seeker’s employment search in an individualized (supported) or group setting. Discovery assessment services can incorporate work experience, on the job training and similar approaches which provide insight into an individual’s skills, talents, and interests—as well as how particular job tasks function or are performed within a typical work environment.
- Select “Developed a customized employment search plan” if the applicant received this type of service.
A customized employment search plan uses information from the discovery assessment phase to develop an employment plan based on an individualized determination of the strengths, needs, and interests of the job candidate
- Select “Employer negotiated services” if the applicant received this type of service.
Employer negotiated services can include working with an employer to create a new position through job restructuring that matches the job seeker’s interests and abilities, making changes to various aspects of existing jobs—such as allowing an employee to work different schedules or change the way a job duty is performed, or discussing the need for accommodations and other workplace supports.
- Select “Secured employment as a result of receiving customized employment services and received extended support services” if the applicant received this type of service.
This applies to individuals who secured employment as a result of CES and receive extended support services to stabilize the placement and enhance job retention, such as job coaching.

36. Financial Capability: Select the appropriate response(s) to record the type of services received by the applicant who disclosed a disability related to financial education and asset development. Financial Capability is making informed financial decisions and putting your knowledge and skills into action. It is the next step after financial education in the financial empowerment framework. More than one type of service may be selected.

- Select “Received benefit planning services” if the applicant has a receipt and has received benefit planning services.
- Select “Received financial capability/asset development services” if the applicant has a receipt and has received financial capability/asset development services.
- Select “None” if the applicant has not received the services described above. If this option is selected, no additional option may be selected.

GRANTEE DATA COLLECTION TOOL ENROLLEE FORM

INSTRUCTIONS FOR ENROLLEE FORM

- 1. Program Name:** The name of the grant program is automatically populated (e.g., Idaho Job Corps, Scholar's Program, Job Challenge)
- 2. Provider:** The name of the grant site where services will be provided is automatically populated. (e.g., Centennial, Lee College, Carville)
- 3. Applicant ID:** Applicant ID is automatically populated from the Applicant form.
- 4. SSN:** Social security number is automatically populated from the Applicant form.
- 5. Date of Enrollment:** Record the date the student began participating in your program in an MM/DD/YYYY format.
- 6. Date of Exit:** Record the date the student exited your program in an MM/DD/YYYY format. This is the last date the student received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services (that are not self-service information-only, or follow up services) planned from the program.

EDUCATION SERVICES RECEIVED

- 7. Enrolled In:** Select the appropriate response(s) to indicate the type of education program(s) the student enrolled in during his/her participation in your program. This field may be updated during the student's tenure in your program: if a student enrolled in a secondary education program and subsequently enrolled in a post-secondary education program, both options should be selected.
 - Select "None" if the student did not enroll in any education program by the end of the reporting period.
 - Select "Secondary Program" if the student enrolled in a Secondary Education program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare individuals to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the ninth grade equivalent are not considered Secondary Education programs.
 - Select "Post-Secondary Program" if the student enrolled in a post-secondary education program that leads to a credential or degree from an accredited postsecondary education institution.
- 8. Education Program Information:** If the student enrolled in a secondary and/or post-secondary education program, record the start date for each of these programs as indicated below. If the student attained an academic credential through any of these programs, record the date of attainment and select the type of credential. If "None" was selected for item 7, do not complete the below fields.

Program # 1: Select “Program # 1” if the student enrolled in a secondary and/or post-secondary education program and record the below information.

- **Start Date:** Record the date the student started his/her first education program in an MM/DD/YYYY format.
- **Date Credential Attained:** If the student completed that program, enter the date a credential was attained for Program #1.
- **Credential Type:** Select the response that corresponds with the appropriate type of credential attained for Program #1:
 - Select “HSD” if the student attained a high school diploma from an accredited institution.
 - Select “HSE” if the student passed recognized high school equivalency exams such as the TASC, HiSET or GED.
 - Select “AA/AS” if the student attained an Associate’s degree.
 - Select “Other” if the student attained another recognized secondary or post-secondary credential or degree. If “Other” is selected, record (using uppercase letters) any other type of credential or degree attained in the available space.

Repeat the above steps for each subsequent education program in which the student enrolled/completed during the reporting period under “Program #2” and “Program #3” as appropriate.

ACADEMIC MILESTONES ACHIEVED

If the student enrolled in a secondary and/or post-secondary education program while participating in your program, and his/her most recent transcript or report card within the reporting period indicates they have achieved a milestone as noted below, please select the appropriate option and enter the date of this achievement. Data for this field can be updated as appropriate when a new transcript or report card is issued that indicates the student achieved an academic milestone meeting the criteria below.

Please note, for each reporting period—which is the end of the month—users should only update this field should with data from transcripts/report cards dated within the reporting period. If a new transcript/report card is received that has a date after the end of the reporting period, please wait until AFTER the 16th of the month to enter that data. For example, if a student has a transcript dated December 22, 2019, indicating achievement of a milestone, that information can be entered into the tool by January 15, 2020. The data extracted by the National Office of Job Corps on January 16 for the reporting period ending December 31 will then include this achievement of an academic milestone. However, if a transcript is dated January 10, 2020, the data should be entered after the January 16 and would therefore be included in the data extract for the reporting period ending January 31, 2020.

9. Date of Most Recent Transcript/Report Card From:

- **“Post-secondary program with 12+ credit hours in a semester (FT) or over 2 semesters (PT) meeting state unit’s academic standards”:** Select this response if the student is enrolled in a post-secondary program that leads to a recognized degree or certificate, his/her most recent transcript or report card is within the reporting period, and the transcript or report card indicates completion of 12 or more credit hours (in a single semester for full-time enrollment or over two semesters for part-time enrollment) that meet the state unit’s academic standards.
 - **Date:** Record the date indicated on the transcript or report card in an MM/DD/YYYY format.
- **“Secondary program meeting state unit’s academic standards”:** Select this response if the student is enrolled in a secondary program at the 9th grade level or higher, his/her most

recent transcript or report card is within the reporting period, and the transcript or report card for one semester indicates the student is meeting the state unit's academic standards.

- **Date:** Record the date indicated on the transcript or report card in an MM/DD/YYYY format.

FOR SCHOLARS GRANTEEES ONLY:

- **Total Academic Hours Earned since Program Start:** Enter the total academic hours earned by the student since he/she entered the education program.

TRAINING SERVICES RECEIVED

10. Entered Training Program: Select the appropriate response (“Yes” or “No”) to indicate whether the student has entered a technical training program. This can include youth occupational skills training, a registered apprenticeship, or other non-occupational skills training.

11. Training Program Information: If the student entered one or more training program (as indicated by selecting “Yes” for item 10), the following information must be completed for each of these programs.

Training #1: Select this response to provide information for the first training program the student entered.

- **Type:** Select from the drop-down menu the type of training program the student entered from the following options:
 - OJT: On the Job Training (non-WIOA Youth)
 - SU: Skill Upgrading
 - ET: Entrepreneurial Training (non-WIOA Youth)
 - ABE/ESL: ABE or ESL (contextualized or other) in conjunction with Training
 - CT: Customized Training
 - OST: Occupational Skills Training (non-WIOA Youth)
 - PT: Prerequisite Training
 - RA: Registered Apprenticeship
 - YOST: Youth Occupational Skills Training
 - ONST: Other Non-Occupational-Skills Training
 - JRT: Job Readiness Training in conjunction with other training
- **Start Date:** Record the date the student first received instruction under this training program in an MM/DD/YYYY format.
- **Completion Date:** Record the date the student successfully completed the training program in an MM/DD/YYYY format.

Repeat the above steps for each subsequent training program the student entered/completed during his/her enrollment in your program under “Training #2” and “Training #3” as appropriate.

TRAINING RELATED CREDENTIALS ATTAINED

12. Credential Attainment Information: If the student entered one or more training programs (as indicated by selecting “Yes” for item 10), and has attained one or more credentials/certificates/licensures related to the training received while enrolled in your program, the date the credential was attained and the type must be recorded for each of these attainments.

Credential #1: Select this response if the student receiving training services has attained an Industry-Recognized Credential or Certification, Certificate of Completion of a Registered Apprenticeship, or a State or Federal-recognized license while enrolled in your program. Please note, this only applies to students who are receiving training services while enrolled in your program.

- **Date Credential Attained:** Record the date the credential was attained in an MM/DD/YYYY format.
- **Type:** Select the appropriate option to identify the type of credential attained.
 - **Licensure:** Select if the student received an occupational licensure such as a license recognized by the state involved or Federal Government.
 - **Certificate:** Select if the student received an occupational certificate such as an industry-recognized certificate or a certificate of completion of a Registered Apprenticeship.
 - **Certification:** Select if the student received an occupational certification such as an industry-recognized certification.
 - **Other:** Select if the student received another type of Recognized Diploma, Degree, or Certificate. If “Other” is selected, record (using uppercase letters) the other type of license attained in the available space.

Repeat the above steps for each subsequent credential attained by the student under “Credential #2” and “Credential #3” as appropriate.

TRAINING MILESTONES ACHIEVED:

For students receiving technical training services while participating in your program, (as indicated by selecting “Yes” for item 10), record milestones achieved from the options below in items 13, 14, and 15. Users can select more than one of these options if the student achieves multiple milestones within the reporting period. Data for this field can be updated as appropriate whenever the student achieves a milestone that meets the below criteria during the reporting period.

Please note, for each reporting period—which is the end of the month—users should only update this field should with data from transcripts/report cards dated within the reporting period. If a new transcript/report card is received that has a date after the end of the reporting period, please wait until AFTER the 16th of the month to enter that data. For example, if a student has a transcript dated December 22, 2019, indicating achievement of a milestone, that information can be entered into the tool by January 15, 2020. The data extracted by the National Office of Job Corps on January 16 for the reporting period ending December 31 will then include this achievement of an academic milestone. However, if a transcript is dated January 10, 2020, the data should be entered after the January 16 and would therefore be included in the data extract for the reporting period ending January 31, 2020.

- 13. Completed an exam that is required for a particular occupation:** Select if the student successfully completed (passed) an exam that is required for a particular occupation.
 - **Most Recent Date Achieved:** Record the most recent date an exam required for a particular occupation was successfully completed in an MM/DD/YYYY format.
- 14. Progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams:** Select if the student attained technical or occupational skills evidenced through trade-related benchmarks.
 - **Most Recent Date Achieved:** Record the most recent date a trade-related benchmark indicating attainment of technical or occupational skills was met in an MM/DD/YYYY format.

- 15. A satisfactory or better progress report towards established milestones from an employer/training provider who is providing training:** Select if an employer/training provider who is providing training services to the student indicates a satisfactory or better progress report towards established milestones (such as, completion of on-the-job training [OJT], completion of one year of a registered apprenticeship program).
- **Most Recent Date Achieved:** Record the most recent date the student received a satisfactory or better progress report from the employer/training provider in an MM/DD/YYYY format.

Educational Functional Level (EFL) Gains

Record the results of the student's literacy and/or numeracy assessment through tests that are determined to be suitable by the Department of Education for use in the National Reporting System for Adult Basic Education (ABE) or English as a Second Language (ESL). The information below should be updated with the most current data for the reporting period each time the form is submitted. If the student's literacy and/or numeracy have not been assessed, or have not been assessed through an approved test, select the appropriate options below.

READING

- 16. Category of Assessment:** Select the category of assessment as either ABE, ESL, or None. Only one option may be selected.
- ABE: Select "ABE" if the test used for assessing the student's literacy level is an approved Adult Basic Education test. These are tests determined to be suitable by the Department of Education for use in the National Reporting System.
 - ESL: Select "ESL" if the test used for assessing the student's literacy level is an approved English as a Second Language test. These are tests determined to be suitable by the Department of Education for use in the National Reporting System.
 - None: Select "None" if the student's literacy has not been assessed, or has not been assessed using an approved test. If "None" is selected, do not complete the remaining fields under "Reading".
- 17. Test Type:** Select the test type used for the assessment. Select from "TABE 11/12", "CASAS" or "Other." If "Other" is selected, please record the name of the test used (using uppercase letters) in the space provided.
- 18. Date of Initial Test:** Record the date the student took the pre-assessment/initial assessment test in an MM/DD/YYYY format. This is not the date the student took a locator test to determine the level of the assessment test, but the date of the actual first full test taken.
- 19. Initial Test Score:** Record the raw scale score the student achieved on the initial test.
- 20. Initial Test EFL:** Select from the drop-down menu the educational functioning level in numeric format (1 through 12) that, as indicated below, is associated with the student's raw scale score. If the student was not assessed, record "0".
- 0 = Not Assessed
 - 1 = Beginning ABE Literacy
 - 2 = Beginning Basic Education
 - 3 = Low Intermediate Basic Education
 - 4 = High Intermediate Basic Education
 - 5 = Low Adult Secondary Education
 - 6 = High Adult Secondary Education

- 7 = Beginning ESL Literacy
- 8 = Low Beginning ESL
- 9 = High Beginning ESL
- 10 = Low Intermediate ESL
- 11 = High Intermediate ESL
- 12 = Advanced ESL

21. Date of Post-Test: Record the administration date of the student's post-test during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date during the reporting period on which the student took the post-test.

22. Post-Test Score: Record the raw scale score the student achieved on the post-test.

23. Post-Test EFL: Select from the drop-down menu the educational functioning level that is associated with the student's raw scale score.

MATH

24. Category of Assessment: Select the category of assessment as either ABE, ESL, or None. Only one option may be selected.

- ABE: Select "ABE" if the test used for assessing the student's numeracy level is an approved Adult Basic Education test. These are tests determined to be suitable by the Department of Education for use in the National Reporting System.
- ESL: Select "ESL" if the test used for assessing the student's numeracy level is an approved English as a Second Language test. These are tests determined to be suitable by the Department of Education for use in the National Reporting System.
- None: Select "None" if the student's numeracy has not been assessed, or has not been assessed using an approved test. If "None" is selected, do not completed the remaining fields under "Math".

25. Test Type: Select the test type used for the assessment. Select from "TABE 11/12", "CASAS" or "Other." If "Other" is selected, please record the name of the test used (using uppercase letters) in the space provided.

26. Date of Initial Test: Record the date the student took the pre-assessment/initial assessment test in an MM/DD/YYYY format. This is not the date the student took a locator test to determine the level of the assessment test, but the date of the actual first full test taken.

27. Initial Test Score: Record the raw scale score the student achieved on the initial test.

28. Initial Test EFL: Select from the drop-down menu the educational functioning level in numeric format (1 through 12) that, as indicated below, is associated with the student's raw scale score. If the student was not assessed, record "0".

- 0 = Not Assessed
- 1 = Beginning ABE Literacy
- 2 = Beginning Basic Education
- 3 = Low Intermediate Basic Education
- 4 = High Intermediate Basic Education

- 5 = Low Adult Secondary Education
- 6 = High Adult Secondary Education
- 7 = Beginning ESL Literacy
- 8 = Low Beginning ESL
- 9 = High Beginning ESL
- 10 = Low Intermediate ESL
- 11 = High Intermediate ESL
- 12 = Advanced ESL

- 29. Date of Post-Test:** Record the administration date of the student's post-test during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date during the reporting period on which the student took the post-test.
- 30. Post-Test Score:** Record the raw scale score the student achieved on the post-test.
- 31. Post-Test EFL:** Select from the drop-down menu the educational functioning level that is associated with the student's raw scale score.

OTHER

If an additional category of assessment or type of test was used to assess the student's literacy or numeracy, results can be recorded below. Do not record results under "Other" from tests reported under the "Reading" or "Math" sections above.

- 32. Category of Assessment:** Select the category of assessment as either ABE, ESL, or None. Only one option may be selected.
- ABE: Select "ABE" if the test used for assessing the student's literacy or numeracy level is an approved Adult Basic Education test. These are tests approved by the Department of Education for the National Reporting System.
 - ESL: Select "ESL" if the test used for assessing the student's literacy or numeracy level is an approved English as a Second Language test. These are tests approved by the Department of Education for the National Reporting System.
 - None: Select "None" if no other assessment has been conducted of the student's literacy or numeracy level, or the other assessed was not conducted using an approved test. If "None" is selected, do not complete the remaining fields.
- 33. Test Type:** Select the test type used for the assessment. Select from "TABE 11/12", "CASAS" or "Other." If "Other" is selected, please record the name of the test used (using uppercase letters) in the space provided.
- 34. Date of Initial Test:** Record the date the student took the pre-assessment/initial assessment test in an MM/DD/YYYY format. This is not the date the student took a locator test to determine the level of the assessment test, but the date of the actual first full test taken.
- 35. Initial Test Score:** Record the raw scale score the student achieved on the initial test.
- 36. Initial Test EFL:** Select from the drop-down menu the educational functioning level in numeric format (1 through 12) that, as indicated below, is associated with the student's raw scale score. If the student was not assessed, record "0".
- 0 = Not Assessed

- 1 = Beginning ABE Literacy
- 2 = Beginning Basic Education
- 3 = Low Intermediate Basic Education
- 4 = High Intermediate Basic Education
- 5 = Low Adult Secondary Education
- 6 = High Adult Secondary Education
- 7 = Beginning ESL Literacy
- 8 = Low Beginning ESL
- 9 = High Beginning ESL
- 10 = Low Intermediate ESL
- 11 = High Intermediate ESL
- 12 = Advanced ESL

37. Date of Post-Test: Record the administration date of the student's post-test during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date during the reporting period on which the student took the post-test.

38. Post-Test Score: Record the raw scale score the student achieved on the post-test.

39. Post-Test EFL: Select from the drop-down menu the educational functioning level that is associated with the student's raw scale score.

EXIT STATUS

40. Exit Status: Select the appropriate response to record the status of the student at the time of exit from your program. Only one option should be selected.

FOR NON-SCHOLARS GRANTEES ONLY:

- Select "Graduate" if the student satisfied the requirements to graduate from your program.
- Select "Former Enrollee" if the student did not meet the requirements to graduate from your program but was enrolled in your program for at least 60 days and did not exit due to a violation of the Job Corps' Zero Tolerance (ZT) policy.
- Select "Other" if the student exited under another approved status other than Graduate or Former Enrollee. If "Other" is selected, record (using uppercase letters) the other exit status in the available space.

FOR SCHOLARS GRANTEES ONLY:

- Select "Program Completer" if the student satisfied the requirements to successfully complete your program.
- Select "Program "Non-Completer" if the student did not meet the requirements to successfully complete your program.

EXIT REASON

41. Exit Reason: Select the appropriate response to record the reason the student exited your program. Only one option should be selected.

- Select "Institutionalized" if the student exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility

providing 24-hour support, such as a hospital or treatment center, during the course of receiving services from your program.

- Select “Health/Medical” if the student exits the program because of medical treatment and that treatment is both expected to last longer than 90 days and also precludes entry into unsubsidized employment or continued participation in the program.
- Select “Deceased” if the student is deceased.
- Select “Reserve Forces called to Active Duty” if the student exits the program because the student is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- Select “Foster Care” if the student is in the foster care system as defined in 45 CFR 1355.20(a) and moves from the area as part of such a program or system, resulting in exit from the program.
- Select “Ineligible” if the student, who was initially determined to be eligible, is later determined to not have met eligibility criteria.
- Select “Criminal Offender” if the student is a criminal offender in a correctional institution under section 225 of WIOA.

Select “None of the above” if the student meets none of the above conditions.

GRANTEE DATA COLLECTION TOOL POST-SEPARATION FORM

INSTRUCTIONS FOR POST-SEPARATION FORM:

1. **Program Name:** Record the name of the grant program (e.g., Idaho Job Corps, Scholar's Program, Job ChalleNGe)
2. **Provider:** Record the name of the grant provider. (e.g., Centennial, Lee College, Carville)
3. **Applicant ID:** Record a unique applicant ID for each applicant.
4. **SSN:** Enter the applicant's social security number.

POST SEPARATION PLACEMENT

5. **Qualifying Student Placement:** Select the appropriate response for the type of qualifying placement; these should be placements the student entered within 12 months of separation from your program for Completers/Graduates and within 90 days of separation for Non-Completers/Former Enrollees. Select "Not Placed" if the student did not enter a qualifying placement during the allowable period. Only one option should be selected.

The definition of a qualifying placement is in the Job Corps Policy and Requirements Handbook, Chapter 4: Career Transition Period, Exhibit 4-1: Placement Definitions. The initial placement verification and documentation requirements can be found in Chapter 4, Exhibit 4-2: Initial Placement Verification. See Job Corps Policy and Requirements Handbook, Chapter 4: Career Transition Period, <https://prh.jobcorps.gov/PRH%20Chapter%204/PRH%20Chapter%204%20-%202004.06.20.pdf> (accessed 11/12/2020)

IF "NOT PLACED" IS SELECTED UNDER ITEM 5, ITEMS 6–10 ARE NOT APPLICABLE AND DATA CANNOT BE ENTERED

6. **Job Training Match:** If the qualifying placement recorded in item 5 is "One or Two Full-time Job(s)," "One or Two Part-time Job(s)," "Armed Forces," or "Registered Apprenticeship Full-Time Job," select the appropriate response to indicate whether it is a Job Training Match (JTM). Only one option should be selected.

Use the Job Corps Job Training Match (JTM) Crosswalk to determine job training match placements. See Job Corps Policy and Requirements Handbook, Resources, Job Training Match Crosswalk: <https://prh.jobcorps.gov/Resources/Forms/AllItems.aspx> (accessed 11/17/2020).

7. **Date Placed:** Enter the date the qualifying placement (as recorded in item 5) meets the Job Corps criteria for a qualifying placement. This is not the date the student first begins working at this job, but a date at least seven days later to allow time to ensure the job meets all placement criteria.

FOR SCHOLARS ONLY:

The date placed must be after the date of enrollment into your program.

FOR NON-SCHOLARS ONLY:

The date placed must be after the date of exit from your program.

8. **Hourly Wage at Placement:** If the qualifying placement recorded in item 5 is “One or Two Full-time Job(s),” “One or Two Part-time Job(s),” “Armed Forces,” or “Registered Apprenticeship Full-Time Job,” enter the hourly wage of the student. The hourly wage should include all regular pay and overtime pay, and exclude tips, bonuses, commissions, and the value of any benefits received. If the student is working “Two Full-time Jobs” or “Two Part-time Jobs,” the hourly wage can be calculated by summing the weighted hourly wage of each job. Below is an example of how to calculate the average hourly wage for two or more jobs.

Example: Student A works 10 hours per week at \$15 per hour at one job, and 30 hours per week at \$12 per hour at another job. The hourly wage would be calculated as follows:

Job 1: 10 hours x \$15 = \$150

Job 2: 30 hours x \$12 = \$360

Total hours worked per week: 10 hours + 30 hours = 40 hours

Summed weighted hourly wage: ($\$150/40$ hours) + ($\$360/40$ hours) = \$12.75 per hour

9. **Hourly Wage at Six Months After Placement:** If the student is in a qualifying placement that is “One or Two Full-time Job(s),” “One or Two Part-time Job(s),” “Armed Forces,” or “Registered Apprenticeship Full-Time Job” at six months after placement (defined as the period between 24 weeks and 28 weeks after the date the student entered the Qualifying Placement recorded above), enter the student’s hourly wage at that/those job(s). The hourly wage should include all regular pay and overtime pay, and exclude tips, bonuses, commissions, and the value of any benefits received. If the student is working “Two Full-time Jobs” or “Two Part-time Jobs,” the hourly wage can be calculated by summing the weighted hourly wage of each job.
10. **Hourly Wage at Twelve Months After Placement:** If the student is in a qualifying placement that is “One or Two Full-time Job(s),” “One or Two Part-time Job(s),” “Armed Forces,” or “Registered Apprenticeship Full-Time Job” at 12 months after placement (defined as the period between 50 weeks and 54 weeks after the date the student entered the Qualifying Placement recorded above), enter the student’s hourly wage at that/those job(s). The hourly wage should include all regular pay and overtime pay, and exclude tips, bonuses, commissions, and the value of any benefits received. If the student is working Two Full-time Jobs or Two Part-time Jobs, the hourly wage can be calculated by summing the weighted hourly wage of each job.

FIRST QUARTER AFTER EXIT

11. **Q1 Type of Employment:** Select the appropriate response based upon the type of employment (including Military, Registered Apprenticeship, Other Unsubsidized Employment) the student was engaged in during the first calendar quarter after his/her exit quarter. Unsubsidized employment refers to a job or jobs for which the student receives payment for performing tasks. There are no minimum hour, duration, or wage requirements related to this employment. Select “Not Employed” if the student was not employed during the first calendar quarter after his/her exit quarter. Only one response should be selected. The table below indicates the period of the first calendar quarter after exit based upon the exit quarter.

Exit Calendar Quarter	First Calendar Quarter after Exit Quarter
January 1 through March 31	April 1 through June 30
April 1 through June 30	July 1 through September 30
July 1 through September 30	October 1 through December 31
October 1 through December 31	January 1 through March 31 (of the following year)

IF “NOT EMPLOYED” IS SELECTED UNDER ITEM 11, ITEMS 12–15 ARE NOT APPLICABLE AND DATA CANNOT BE ENTERED

12. Q1 Date of Employment: Enter the date of the first day the student worked that falls within the first quarter after exit quarter of the employment recorded in item 11. If the student’s employment began before the first calendar quarter after exit and the student is still working at that job when the first quarter begins, then enter the first day of the first quarter period as the date of employment.

13. Q1 Date Exited Employment (if applicable): Enter the date the student exited the employment recorded above if the exit date was during the first quarter after exit quarter. Leave blank if the student did not exit his/her employment during the first quarter after exit. If the student worked at more than one job during the first quarter after exit quarter and remained employed at any of these jobs at the end of the first quarter, then do not record a date in this field.

14. Q1 Data Source: Select the appropriate response to identify the method used to determine the student’s employment status in the first quarter after the exit quarter. Only one option should be selected. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If wage records are not available for the student, grantees may use supplemental data sources. Non-UI Data Sources may include information from The Work Number, verification from the employer, pay stubs, etc. If the student is found in more than one source of employment using wage records, record the data source that reflects the highest earnings for the student.

15. Q1 Quarterly Earnings: Enter the student’s total earnings from his/her employment in the first quarter after the quarter of exit. This should include, for all jobs worked during the quarter, all regular pay, overtime pay, tips, bonuses and commissions; it should exclude the value of any benefits received.

16. Q1 Education/Post-secondary Degree: Select the appropriate response(s) if, during the first quarter after the exit quarter, the student:

- participated in a post-secondary education or training program that leads to a credential or degree from an accredited postsecondary education institution,
- completed a secondary education degree
- completed an Associate’s degree

More than one option can be selected as applicable. For each option selected, record the enrollment and completion dates that are within the first quarter after exit quarter as indicated. Leave blank if this does not apply to the student.

SECOND QUARTER AFTER EXIT

- 17. Q2 Type of Employment:** Select the appropriate response based upon the type of employment (Military, Registered Apprenticeship, Other Unsubsidized Employment) the student was engaged in during the second calendar quarter after his/her exit quarter. Unsubsidized employment refers to a job or jobs for which the student receives payment for performing tasks. There are no minimum hour, duration, or wage requirements related to this employment. Select "Not Employed" if the student was not employed during the second calendar quarter after his/her exit quarter. Only one response should be selected. The table below indicates the period of the second calendar quarter after exit based upon the exit quarter.

Exit Calendar Quarter	Second Calendar Quarter after Exit Quarter
January 1 through March 31	July 1 through September 30
April 1 through June 30	October 1 through December 31
July 1 through September 30	January 1 through March 31 <i>(of the following year)</i>
October 1 through December 31	April 1 through June 30 <i>(of the following year)</i>

IF "NOT EMPLOYED" IS SELECTED UNDER ITEM 17, ITEMS 18–21 ARE NOT APPLICABLE AND DATA CANNOT BE ENTERED

- 18. Q2 Date of Employment:** Enter the date of the first day the student worked that falls within the second quarter after exit quarter of the employment recorded in item 17. If the student's employment began before the second quarter after exit quarter and the student is still working at that job when the second quarter begins, then enter the first day of the second quarter period as the date of employment.
- 19. Q2 Date Exited Employment (if applicable):** Enter the date the student exited his/her employment if the exit date was during the second quarter after exit quarter. Leave blank if the student did not exit his/her employment during the second quarter after exit. If the student worked at more than one job during the second quarter after exit quarter and remained employed at any of these jobs at the end of the second quarter, then do not record a date in this field.
- 20. Q2 Data Source:** Select the appropriate response to identify the method used in determining the student's employment status in the second quarter after the exit quarter. Only one option should be selected. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If wage records are not available for the student, grantees may use supplemental data sources. Non-UI Data Sources may include information from The Work Number, verification from the employer, pay stubs, etc. If the student is found in more than one source of employment using wage records, record the data source that reflects the highest earnings for the student. Leave blank if the student was not employed during the second quarter.
- 21. Q2 Quarterly Earnings:** Enter the student's total earnings from his/her employment in the second quarter after the quarter of exit. This should include, for all jobs worked during the quarter, all regular pay, overtime pay, tips, bonuses and commissions; it should exclude the value of any benefits received. Leave blank if the student was not employed during the second quarter.

22. Q2 Type of Education/Training Program: Select the appropriate response if, during the second quarter after the exit quarter, the student participated in an occupation skills training program, a post-secondary education program, or a secondary education program. Select “None” if the student did not participate in one of these programs during the second quarter after the exit quarter. Only one option should be selected.

23. Q2 Date of Education/Training Program: Enter the first date the student participated in the program recorded above that falls within the second quarter after the exit quarter. If the student enrolled in the program before the start of the second quarter after the exit quarter and is still participating in the program when the second quarter begins, then enter the first day of the second quarter period in this field.

24. Q2 Education/Post-secondary Degree: Select the appropriate response(s) if, during the second quarter after the exit quarter, the student:

- participated in a post-secondary education or training program that leads to a credential or degree from an accredited postsecondary education institution,
- completed a secondary education degree,
- completed an Associate’s degree

More than one option can be selected as applicable. For each option selected, record the enrollment and completion dates that are within the second quarter after exit quarter as indicated. Leave blank if this does not apply to the student.

THIRD QUARTER AFTER EXIT

25. Q3 Type of Employment: Select the appropriate response based upon the type of employment (Military, Registered Apprenticeship, Other Unsubsidized Employment) the student was engaged in during the third calendar quarter after his/her exit quarter. Unsubsidized employment refers to a job or jobs for which the student receives payment for performing tasks. There are no minimum hour, duration, or wage requirements related to this employment. Select “Not Employed” if the student was not employed during the third calendar quarter after his/her exit quarter. Only one response should be selected. The table below indicates the period of the third calendar quarter after exit based upon the exit quarter.

Exit Calendar Quarter	Third Calendar Quarter after Exit Quarter
January 1 through March 31	October 1 through December 31
April 1 through June 30	January 1 through March 31 <i>(of the following year)</i>
July 1 through September 30	April 1 through June 30 <i>(of the following year)</i>
October 1 through December 31	July 1 through September 30 <i>(of the following year)</i>

IF “NOT EMPLOYED” IS SELECTED UNDER ITEM 25, ITEMS 26–29 ARE NOT APPLICABLE AND DATA CANNOT BE ENTERED

26. Q3 Date of Employment: Enter the date of the first day the student worked that falls within the third quarter after exit quarter of the employment recorded in item 25. If the student’s employment

began before the third quarter after exit quarter and the student is still working at that job when the third quarter begins, then enter the first day of the third quarter period as the date of employment.

27. Q3 Date Exited Employment (if applicable): Enter the date the student exited his/her employment if the exit date was during the third quarter after exit quarter. Leave blank if the student did not exit his/her employment during the third quarter after exit. If the student worked at more than one job during the third quarter after exit quarter and remained employed at any of these jobs at the end of the third quarter, then do not record a date in this field.

28. Q3 Data Source: Select the appropriate response to identify the method used in determining the student's employment status in the third quarter after the exit quarter. Only one option should be selected. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If wage records are not available for the student, grantees may use supplemental data sources. Non-UI Data Sources may include information from The Work Number, verification from the employer, pay stubs, etc. If the student is found in more than one source of employment using wage records, record the data source that reflects the highest earnings for the student.

29. Q3 Quarterly Earnings: Enter the total earnings the student received from his/her employment in the third quarter after the quarter of exit. This should include all regular pay, overtime pay, tips, bonuses and commissions; this should exclude the value of any benefits received.

30. Q3 Education/Post-secondary Degree: Select the appropriate response(s) if, during the third quarter after the exit quarter, the student:

- participated in a post-secondary education or training program that leads to a credential or degree from an accredited postsecondary education institution,
- completed a secondary education degree,
- completed an Associate's degree.

More than one option can be selected as applicable. For each option selected, record the enrollment and completion dates that fall within the third quarter after exit quarter as indicated. Leave blank if this does not apply to the student.

FOURTH QUARTER AFTER EXIT

31. Q4 Type of Employment: Select the appropriate response based upon the type of employment (Military, Registered Apprenticeship, Other Unsubsidized Employment) the student was engaged in during the fourth calendar quarter after his/her exit quarter. Unsubsidized employment refers to a job or jobs for which the student receives payment for performing tasks. There are no minimum hour, duration, or wage requirements related to this employment. Select "Not Employed" if the student was not employed during the fourth calendar quarter after his/her exit quarter. Only one response should be selected. The table below indicates the period of the fourth calendar quarter after exit based upon the exit quarter.

Exit Calendar Quarter	Fourth Calendar Quarter after Exit Quarter
January 1 through March 31	January 1 through March 31 <i>(of the following year)</i>
April 1 through June 30	April 1 through June 30 <i>(of the following year)</i>

July 1 through September 30	July 1 through September 30 <i>(of the following year)</i>
October 1 through December 31	October 1 through December 31 <i>(of the following year)</i>

IF “NOT EMPLOYED” IS SELECTED UNDER ITEM 31, ITEMS 32–36 ARE NOT APPLICABLE AND DATA CANNOT BE ENTERED

- 32. Q4 Date of Employment:** Enter the date of the first day the student worked that falls within the fourth quarter after exit quarter of the employment recorded in item 31. If the student’s employment began before the fourth quarter after exit quarter and the student is still working at that job when the fourth quarter begins, then enter the first day of the fourth quarter period as the date of employment.
- 33. Q4 Date Exited Employment (if applicable):** Enter the date the student exited his/her employment if the exit date was during the fourth quarter after exit quarter. Leave blank if the student did not exit his/her employment during the fourth quarter after exit. If the student worked at more than one job during the fourth quarter after exit quarter and was still employed at any of these jobs at the end of the fourth quarter, then do not record a date in this field.
- 34. Q4 Data Source:** Select the appropriate response to identify the method used in determining the student’s employment status in the fourth quarter after the exit quarter. Only one option should be selected. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If wage records are not available for the student, grantees may use supplemental data sources. Non-UI Data Sources may include information from The Work Number, verification from the employer, pay stubs, etc. If the student is found in more than one source of employment using wage records, record the data source that reflects the highest earnings for the student.
- 35. Q4 Quarterly Earnings:** Enter the total earnings the student received from his/her employment in the fourth quarter after the quarter of exit. This should include all regular pay, overtime pay, tips, bonuses and commissions; this should exclude the value of any benefits received.
- 36. Employed by Same Employer in Q2 and Q4:** Select the appropriate response to indicate if the student remained employed by the same employer in Quarter 2 and Quarter 4 after the exit quarter. If the student was not employed in both Quarter 2 and Quarter 4, leave blank. Only one option should be selected.
- 37. Q4 Type of Education/Training program:** Select the appropriate response if, during the fourth quarter after the exit quarter, the student participated in an occupation skills training program, a post-secondary education program, or a secondary education program. Select “None” if the student did not participate in one of these programs during the fourth quarter after the exit quarter. Only one option should be selected.
- 38. Q4 Date of Education/Training program:** Enter the first date the student participated in the program recorded above that falls within the fourth quarter after the exit quarter. If the student enrolled in the program before the start of the fourth quarter after the exit quarter, and is still participating in the program when the fourth quarter begins, then enter the first day of the fourth quarter period in this field.

39. Q4 Education/Post-secondary Degree: Select the appropriate response(s) if, during the fourth quarter after the exit quarter, the student:

- participated in a post-secondary education or training program that leads to a credential or degree from an accredited postsecondary education institution,
- completed a secondary education degree,
- completed an Associate's degree.

More than one option can be selected as applicable. For each option selected, record the enrollment and completion dates that fall within the fourth quarter after exit quarter as indicated. Leave blank if this does not apply to the student.

Quarterly Narrative Performance Report