

**SUPPORTING STATEMENT FOR  
Post Separation Data Collection for Former  
Job Corps Participants  
OMB CONTROL NO. 1205-0426**

This ICR seeks Office of Management and Budget (OMB) approval OMB Control #1205-0426 with revisions. This Paperwork Reduction Act (PRA) package covers four information collection surveys that Job Corps administers to former students, employers, and work-based learning partners to evaluate the Job Corps program, and to meet Workforce Innovation and Opportunity Act (WIOA) reporting requirements.

1. The Quarter 2 (Q2) and Quarter 4 (Q4) surveys are modified in response to Section 3(e) of Executive Order 14168 (Defending Women).
2. The Initial Engagement Survey is renamed as the Continued Engagement Survey with minor changes to the content and administration timing and is administered between the Q2 and Q4 surveys.
3. The Employer/School Verification and Satisfaction Survey at Q4 is replaced with a new Employer and Work-Based Learning (WBL) Partner Satisfaction Surveys to collect information for one of the performance measures in Job Corps' Information Technology Academy (JCITA) grants.

**A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

Job Corps is the nation's largest and most comprehensive residential education and job training program for opportunity youth, ages 16 through 24. The Economic Opportunity Act of 1964 originally established Job Corps. The program was transferred from the Office of Economic Opportunity to the Department of Labor in 1969. Job Corps was later authorized as part of the Comprehensive Employment and Training Act (1978) under Title IV-B, and this authorization continued as part of the Job Training Partnership Act (JTPA) of 1982 and the Workforce Investment Act (WIA) of 1998. Now authorized by the Workforce Innovation and Opportunity Act (WIOA), Job Corps is administered federally through the Department of Labor, Employment and Training Administration, Office of Job Corps. The Job Corps program is comprised of 6 regional offices and 120+ Job Corps centers nationwide.

The 2014 Workforce Innovation Opportunity Act (WIOA) required the Office of Job Corps to collect and report specific post enrollment outcomes for eligible Job Corps participants beginning in Program Year (PY) 2016. The WIOA performance reporting requirements, which replaced those of the 1998 Workforce Investment Act (WIA), are designed to provide a common

set of metrics to be reported by similar programs. WIOA substantially changed many outcome metrics for Job Corps compared to those required under WIA. To collect the necessary information to meet the WIOA reporting requirements, the Office of Job Corps revised its post enrollment data collection system (PEDC) in 2019, which primarily collects data through survey instruments, and obtained OMB approval under the Paperwork Reduction Act (PRA) for this modified system (OMB # 1205-0426, expiration date: 12/31/2025).

The regulatory citations that authorize this information collection are detailed below:

**20 CFR 686.945** Provides the procedures for the management of Job Corps student records. These can be found in the Department of Labor's (DOL) Privacy Act System of Records Notice (SORN) DOL/GOVT-2 Job Corps Student records management of student records. The Department's Secretary issues guidelines for maintaining records for each student during enrollment and for disposition of such records after separation.

The Department has a direct role in the operation of Job Corps and does not serve as a pass-through agency for this program. The Department establishes Job Corps centers, and it is the responsibility of the Department to select operators for and provide funding to each center. Of the 121 current centers, 24 are managed and operated by the U.S. Department of Agriculture - Forest Service (USDA) through an interagency agreement. Of the remaining centers, 97 are managed and operated by contractors selected by the Department. The 97 centers are operated by private organizations, including private for-profit companies, in most cases contracted through competitive procurements that are negotiated and conducted in accordance with WIOA, the Competition in Contracting Act, and the Federal Acquisition Regulations. Many of the current contractors operate more than one center. Additionally, there are 26 public colleges and universities operating Job Corps Scholars Program demonstration grants.

**20 CFR 686.565** Authorizes Job Corps to conduct experimental, research and demonstration projects related to the Job Corps program according to WIOA sec. 156(a), provided that such projects are developed, approved, and conducted in accordance with policies and procedures developed by the Secretary.

To manage the program, Job Corps must collect information from center operators and grantees regularly to exercise its federal oversight duties and ensure safe and smooth operation of the program. In accordance with Code of Federal Regulations, 5 CFR 1320, the Department is seeking approval for forms connected with operation of the Job Corps centers and oversight of projects under 20 CFR 686.565.

After reviewing initial results of this WIOA-based PEDC, Job Corps proposed revisions to improve effectiveness of the surveys during the last collection request in 2022. These revisions were approved and implemented successfully. Therefore, this request contains only changes in agency estimates.

The rationale for conducting the PEDC is explained in further detail in Section A1 of this Supporting Statement (Consequences of Less Frequent Data Collection). This collection is

necessary to obtain the data required under Sections 159(c) and (d) of WIOA. Section 159(c) requires the Secretary of Labor to collect information on the performance of Job Corps participants, centers, recruiters, and career transition service providers. It requires the information to be consistent with the WIOA performance indicators as amended by Section 116(b) (2) (A) (ii). It also includes additional metrics that Job Corps is required to track. In addition, WIOA Section 159(c)(1) includes reporting requirements for primary indicators of performance that are applicable to youth formula programs, which are found in Section 116(b) (2) (A) (ii).

**20 CFR 686.955** Establishes procedures to ensure the timely and complete reporting of necessary financial and program information to maintain accountability. Center operators and operational support service providers are responsible for the accuracy and integrity of all reports and data they provide.

**20 CFR 686.1000** Describes how performance of the Job Corps program as a whole, and performance of individual centers, outreach and admissions providers, and career transition service providers, is assessed in accordance with the regulations in this part and procedures and standards issued by the Secretary, through a national performance management system, including the Outcome Measurement System (OMS).

**20 CFR 686.1010** Describes the primary indicators of performance for Job Corps centers and the Job Corps program as outlined in this submission.

**20 CFR 686.1020** Describes the indicators of performance for Job Corps outreach and admissions providers.

**20 CFR 686.1030** Describes the indicators of performance for Job Corps career transition service providers.

**20 CFR 686.1040** Details the information that will be collected for use in the Annual Report.

The Job Corps program is responsible for collecting and reporting on the six WIOA-required primary performance measures. The information needed to report on one of those six measures, Measurable Skill Gains, is maintained within the Job Corps Center Information System. Information needed to report on the remaining five WIOA measures is addressed in this collection.

Those five measures are:

- the percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program;
- the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;

- the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (and, for those who obtain a secondary school diploma or its recognized equivalent, have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential), during participation in or within one year after exit from the program; and,
- the indicator(s) of effectiveness in serving employers.

To meet the requirements of the U.S. Department of Labor Employment and Training Administration (ETA) Funding Opportunity Announcement (FOA)-ETA-24-16, grantees are required to report the percentage of employers and work-based learning partners that are satisfied with the performance of Job Corps Information Technology Academy (JCITA) students. The data to report this measure are not currently available; the Employer and Work-Based Learning Partner Satisfaction Survey is a revised instrument that will collect the data needed to report on this measure.

The modules included in this revision are similar to the approved data collection instruments and are as follows: (1) Appendices A, B, C and D are the scripts used in the primary and secondary collections. To fulfill these information collection objectives, Job Corps will use the three primary instruments identified in Appendices A, C and D and the secondary instrument identified in Appendix B to collect data. Appendices A and C have minor changes to comply with *Guidance on Implementing Section 3(e) of Executive Order 14168*, Appendix B is a Continued Engagement survey that revises and replaces the Initial Engagement survey, and Appendix D is a new Employer and Work-Based Learning (WBL) Partner Satisfaction Survey that replaces the prior Employer/School Verification and Satisfaction Survey at Q4.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Congress and the Secretary of Labor will use the data collected with these instruments to assess the effectiveness of the Job Corps program in meeting its objectives under WIOA. The data collected are used to fulfill the reporting requirements under Section 116(b) (2) (A) (i) and Section 159(c) (4) of WIOA. The Office of Job Corps has also incorporated these data into the Outcome Measurement System to evaluate the post-center outcomes of graduates and former enrollees. Job Corps will continue to use the information about student outcomes and satisfaction with specific services to develop or refine policies to improve delivery of educational and job training services to opportunity youth.

WIOA authorizes Job Corps to provide placement services to graduates for up to 12 months after they exit the program and to former enrollees for 3 months after exit.

The revised PEDC will continue to collect information on five of the six WIOA required primary performance measures. These are:

- the percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program;
- the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (and, for those who obtain a secondary school diploma or its recognized equivalent, have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential), during participation in or within one year after exit from the program; and
- the indicator(s) of effectiveness in serving employers.

Job Corps may also use the information collected from the proposed PEDC to measure and report participant performance under the following metrics mandated by Section 159(d) of WIOA:

- the number of graduates who entered the Armed Forces;
- the number of graduates who received a regular secondary school diploma;
- the number of graduates who received a State recognized equivalent of a secondary school diploma;
- the percentage and number of graduates who enter postsecondary education;
- the average wage of graduates who enter unsubsidized employment
  1. on the first day of such employment; and
  2. on the day 6 months after such first day

The second and fourth quarter data collection effort also provides a means to verify work and school placements for all placed graduates and former enrollees. In addition, it provides information responsive to the WIOA measure on the effectiveness of serving employers.

The Employer and Work-Based Learning Partner Satisfaction Survey will be one avenue used to collect data on employer satisfaction with Job Corps students. This survey will be used to determine and report on employer satisfaction with the Job Corps Information Technology Academy (JCITA) which is a performance requirement in the Funding Opportunity Announcement ([FOA-ETA-24-16](#)) authorized by WIOA Section 156 (a) (29 U.S.C. 3193(a)) and Section 189(c) (29 U.S.C. 3249(c)). Although this survey only serves as a backup source, results can be compared with internal outcome measurement programs to ensure they agree with actual employer sentiment. Employer feedback can help identify areas for improvement and lead to new initiatives. Data suggests that outbound phone interviews are easier to complete and provide the strongest response rates.

To fulfill these information collection objectives, Job Corps will use the three primary instruments identified in **Appendices A, C and D** and the secondary instrument identified in **Appendix B** to collect data. The Job Corps Data Center (JCDC) will provide information about former Job Corps participants and identify those who are eligible for the Q2, Q4, and continued

engagement surveys. The information will include contact information in addition to the work or school placement status of graduates and former enrollees after exiting Job Corps.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

The data collection instruments are programmed into a Computer-Assisted Interviewing system (CAI). This system supports both interviewer-assisted and self-administered online survey modes. As is the case in the ongoing survey administration, the CAI will perform a variety of response checks and include programming to support complex skip patterns and checks for internal consistency. The system supports automated scheduling, callback, and online data storage, which makes it easier to manage the sample, monitor the study, and reduce data entry costs. In addition to the functionality provided by the current system, the CAI can be enhanced to offer a secure self-administered web-based option for completing the surveys online. Automated online surveys reduce the respondent burden by allowing data collection to be completed at a time and pace that is most convenient for the respondent. Online surveys also have the potential to speed up the collection of data by reducing the number of surveys that need to be completed by an interviewer-assisted telephone mode. Respondents that complete the survey via the self-administered online module would not need to be subsequently contacted by telephone to complete the survey with an interviewer.

Data obtained using the combined online and telephone survey modes is compared with historical data from the telephone-only survey to ensure the introduction of a new completion mode does not adversely impact survey results.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item A.2 above.**

No other existing source of data can meet the specific data reporting requirements of WIOA. Section 116(i)(2) of WIOA notes that the Secretary of Labor may collect information on former Job Corps participants by using quarterly wage records and Job Corps uses this Unemployment Insurance (UI) wage match process through the Workforce Integrate Performance Systems (WIPS); however, Job Corps does not have access to individual-level results from the UI wage record data matching. UI wage matches have been incorporated into the Job Corps data file and used to calculate the aggregated outcomes for WIOA measures by a third-party entity, and these outcomes are returned to WIPS and reported for Job Corps. UI wage records however do not provide any information about enrollment in school or training programs or attainment of secondary or post-secondary credentials, which are key program outcomes, and are needed for accurately calculating several of the six primary WIOA measures. Despite the limitations of UI wage records, on July 1, 2018, Job Corps began participating in the Common Reporting Information System (CRIS) data sharing process through WIPS. Job Corps began to receive

CRIS data matches in October 2021. The information captured in this collection will be considered supplemental data when reporting performance measures, as required by Section 159 of WIOA. Post-enrollment data which includes information on individual Job Corps participants remains necessary for program management and reporting of additional Job Corps specific WIOA metrics. Initial analysis of the CRIS results from UI wage matches indicates a correlation with the survey results. The information from the Employer and Work-Based Learning Partner Satisfaction Surveys (Appendix D) is not collected elsewhere and used to report on a measure required by FOA-ETA-24-16. The instruments presented in this application are designed to collect this information.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

This data collection will place a minimal burden on small businesses. Businesses will be contacted through a short phone interview and/or by an online method. The brief Employer and Work-Based Learning Partner Satisfaction Survey is included in **Appendix D**.

**6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Since the information from eligible former participants must be obtained according to WIOA requirements, less frequent data collection will not allow the Office of Job Corps to obtain eligible former participant outcomes to meet reporting requirements under the performance measures specified in the law. WIOA requires the collection of information about outcomes in the second and fourth quarters after exit quarter from the program. The PEDC contact with eligible students during these two periods will collect information as required under the law.

Without the new Employer and Work-Based Learning Partner Satisfaction Survey, Job Corps will not be able to meet one of the requirements of the FOA-ETA-24-16, requiring the grantees to report the percentage of employers and work-based learning partners that are satisfied with the performance of Job Corps Information Technology Academy (JCITA) participants. This information will be collected through the Employer and Work-Based Learning Partner Satisfaction Surveys.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

These data collection efforts do not involve any special circumstances.

**8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

In accordance with the Paperwork Reduction Act (PRA) of 1995, the public was given 60 days to review and comment on this information collection by way of a *Federal Register* notice published on August 21, 2025 [FR Doc. 2025-15956 Filed 8-20-25; 8:45 am]. No public comments were received.



**9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.**

Consistent with WIOA, the Job Corps program provides ongoing services to graduates for 12 months and former enrollees for 90 days after exit from the program. A key element of the provision of these services involves regular contact between the former participant and his or her career transition specialist after program separation. To encourage former participants to maintain contact with Job Corps, the program provides graduates and former enrollees with a transitional allowance. In addition, incentive approaches, rooted in the best evidence from the research literature, are incorporated into the survey methodology. Numerous studies have found that monetary incentives encourage responsiveness to surveys (McLaren Health Care, et al. 2023)<sup>[1]</sup>. This study concluded that monetary incentives enhance the response rate of surveys. Further research suggests that the size of the offered incentive will impact response rate and that tailoring estimates to specific survey modes and timing considering the target population is recommended. (Mercer, et al. 2015)<sup>[2]</sup>. This study found a strong effect of incentive amount on response rates. Drawing on this research and experiments conducted with the former Job Corps participants, Job Corps provided incentives for taking the surveys: \$25.00 after completion of the second quarter surveys; \$15.00 after completion of the continued engagement survey; and \$50.00 after completing the fourth quarter survey. These incentive amounts are advantageous for maintaining acceptable levels of respondent cooperation for these surveys and are helpful in keeping former Job Corps participants engaged and in contact with the follow-up transition activities, including the survey.

We are also exploring several alternatives to our current incentive timing and amounts to better align with survey best practices. For example, evidence has shown that including prepaid monetary incentives in initial survey mailings has long proven to be successful in increasing respondents' motivation to complete a survey. Pre-paid incentives are effective in increasing response rates by drawing attention to the request; establishing trust with the respondents about the intention of the survey; and triggering a sense of reciprocity. (Becker et al, 2019)<sup>[3]</sup>. This study concluded that an unconditionally prepaid monetary incentive ("money in the hand") is the most effective and efficient strategy for boosting response rates. As a result, Job Corps could upgrade the mailed invitation letter to include a modest pre-paid unconditional cash incentive of \$1.00 – \$2.00. Additionally, a pre-paid refusal conversion incentive may prove effective with this population. Job Corps could upgrade the mailed final reminder letter to include a modest pre-paid unconditional cash incentive of \$1.00 – \$2.00.

<sup>[1]</sup> McLaren Health Care, Michigan State University, Faculty of Medicine, Al-Azhar University, Faculty of Medicine, Zagazig University, Faculty of Medicine, Alexandria University, Faculty of Medicine for Girls, Al-Azher University, Detroit Medical Center/Sinai Grace Hospital, Wayne State University, Rochester Regional/Unity Hospital, The Ohio State University, University of Florida. (2023) Does usage of monetary incentive impact the involvement in surveys? A systematic review and meta-analysis of 46 randomized controlled trials. 10.1371/journal.pone.0279128.

<sup>[2]</sup> Mercer, A., Caporaso, A., Cantor, D., and Townsend, R. (2015). How much gets you how much? Monetary incentives and response rates in household surveys. *Public Opinion Quarterly*, 79, 105-129.

<sup>[5]</sup> Becker, R., Moser, S., & Glauser, D. (2019). Cash vs. vouchers vs. gifts in web surveys of a mature panel study—main effects in a long-term incentives experiment across three panel waves. *Social Science Research*, 81, 221–234.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

This survey is conducted in accordance with all relevant regulations and requirements, including the Privacy Act of 1974 (5 USC 552a), the Privacy Act Regulations (34 CFR Part 5b), the Freedom of Information Act (5 CFR 552) and its related regulations (41 CFR Part 1-1, 45 CFR Part 5b, and 40 CFR 44502). In addition, the procedures for the management of Job Corps student records can be found in the Department of Labor’s Privacy Act System of Records Notice (SORN) DOL/GOVT-2 (Job Corps Student Records) 67 FR 16815. The Secretary issues guidelines for maintaining records for each student during enrollment and for disposition of such records after separation.

In May 2007, to support Job Corps’ commitment to securing Personal Identifiable Information (PII), all aspects of the data collection process were consolidated under the secure network environment provided and maintained by the JCDC. The survey system is accessible via Citrix, JCDC's preferred secure method.

JCDC takes several steps to ensure the safety and integrity of the student data housed at its facilities in Austin, Texas. All student data is housed on a central server, in a secured computer room in a locked building on a fenced and guarded facility. There are several layers of system security. The server network is a private network. The network is also protected from unauthorized access by a series of layered firewalls, access control lists, and intrusion detection systems. All Job Corps employees and contractors enter data into the system through the private network. DIR, the survey contractor, accesses the survey system through JCDC’s secured portal. All privacy survey functions are done within JCDC’s secure environment.

All users accessing the system must have a valid user identification (ID) and password (which is changed every 90 days) to enter the system. Additional security is obtained by using two-factor authentication, application-level user IDs, passwords, and specific permission applied at the database level. The integrity of the data is insured by running daily validation programs that use a set of pre-approved business rules established by the Office of Job Corps. To ensure the integrity of data access to the secure Citrix environment, JCDC has established 256-bit encrypted Citrix sessions between Job Corps center operators who input the data and the JCDC. All the survey contractor’s staff accessing the Citrix environment and the Career Development Services System (CDSS) suite of applications are required to complete security awareness training

Additionally, JCDC sites are maintained in accordance with the Guide for Security and Privacy (SP) Controls for Federal Information Systems and Organizations (SP 800-53 Revision 4), at the

moderate level, posted by The National Institute of Standards and Technology's Computer Security Resource Center. Internal access to individual records within the database at JCDC follows the principles of least privilege required and are controlled by all appropriate security measures, including controlled usernames, passwords, profile names, host names, firewall security IDs, and crypto cards. Input of data occurs only via a secure Citrix tunnel maintained by JCDC, ensuring a secure means of communication for the data collection contractors and hosting facility.

Additionally, personal computers (PCs) are accessible only after providing individual user passwords that must be changed on a regular basis. Screensavers are installed on all PCs, set to activate after ten minutes, and can only be released through the individual user's password. PC passwords are not physically documented; therefore, loss of access may be recouped only by the reassignment of a password by the information systems staff.

All Job Corps survey respondents are told that completing the interview is voluntary and that the information they provide will not be shared with anyone outside of the Job Corps community. Answers to some questions in the survey instrument will be provided to appropriate agency staff (for example, information that results in questioning the validity of the initial placement will be reported to Job Corps Regional Office staff for follow-up). Answers to other questions will be available at the individual level in reports for Job Corps service providers and at the aggregated level for reports about Job Corps' performance (for example, the Job Corps Outcome Measurement System). Therefore, it is not possible to guarantee to respondents that their answers will not be released to anyone. However, survey respondents will be assured that Job Corps will use the collected data only for program evaluation purposes and that their answers will not be shared with anyone outside of Job Corps without their written approval.

Policies and procedures maintained at any facility operated by service providers under contract are designed to protect the privacy of data. All contract personnel are required to sign pledges to protect respondents' privacy. Respondent names and contact information are stored in a computer database that is separate from the database that stores survey responses. Additionally, privacy issues will be addressed in training sessions for all staff involved with the administration of the data collection instruments. Individual identifying information will be maintained separately from hardcopy collection forms and from computerized data files prepared for conducting the analysis.

Data collected through the survey instruments will not be made publicly available. Job Corps staff and contractors will analyze data for purposes of program management and quality improvement. Nonetheless, reports that use these data will be handled in a manner that eliminates the possibility of compromising privacy. Job Corps staff and contractors will follow commonly accepted guidelines (what the Federal Committee on Statistical Methodology calls the Threshold Rule) and display only aggregated data when there are more than three cases in a cell table. When there are three or fewer cases in a cell table, tabular data will be presented by combining categories or suppressing cells to ensure the elimination of possible individual identities. Given the size of Job Corps centers and the monthly year-to-date aggregation of data,

the data presented in any cell table will most likely represent information from at least four observations.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

These data collection instruments being submitted for approval do not include questions of a sensitive or personal nature. All survey respondents are assured that their responses will be kept private at the outset of the self-administered web survey or the interviewer-assisted telephone interview unless they specifically authorize its release in writing. In addition, respondents are informed that they do not have to answer questions with which they are uncomfortable.

All questions concerning wages and income have been successfully pretested, and similar questions have been used extensively in previous instruments with no evidence of adverse consequences. Additionally, the survey instrument is equipped to accommodate respondents who are uncomfortable providing a specific wage by allowing their answers to be coded in ranges.

**12. Provide estimates of the hour burden of the collection of information. The statement should:**

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

This data collection is an annual process that supports administration of approximately 28,000 self-administered online and interviewer-assisted telephone continued engagement surveys, and a

combined total of 56,000 Job Corps post-separation self-administered online and interviewer-assisted telephone Q2 (28,000) and Q4 (28,000) surveys. This total is in line with current Job Corps enrollment. Presently, Job Corps is in the process of returning to full on-board strength (OBS) following the stand down due to COVID precautions. The self-administered Q2 and Q4 surveys require an average of 12 minutes to complete, and the interviewer-assisted telephone versions require an average of 17 minutes. These administration times are based on previous experience with interviewer-assisted telephone instruments, and the estimated time for a self-administered online instrument. Table 1 provides a summary of the burdens in hours for the four surveys contained in the appendices.

**Table 1: Summary Total Estimates of the Hour Burden by Instrument**

	Number of Respondents	Frequency	Total Annual Responses	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Q2 Survey (Appendix A)	17,640	1	17,640	3,881	\$17.13	\$66,478.10
Continued Engagement Survey (Appendix B)	17,360	1	17,360	1,786	\$17.13	\$30,593.56
Q4 Survey (Appendix C)	17,080	1	17,080	3,758	\$17.13	\$64,367.69
Employer Survey (Appendix D)	600	1	600	60	\$56.10	\$3,366
Total	52,680	-	52,680	9,484	-	\$164,805.35

\* Expected separation rate based on PY25 enrollment in the 50 states, D.C. and Puerto Rico. Time per response varies by delivery mode; see Tables 4-7 for mode-specific details. Details may not sum to totals due to rounding.

Traditionally, there has been a slight decline in response rates from the Q2 to the Q4 surveys, which we attribute to 1) outdated contact information, and 2) former participants becoming less connected to Job Corps. As a result, we are introducing a touchpoint with former participants between the Q2 and Q4 surveys in the form of a continued engagement survey – administered by telephone or online web, with an abbreviated version available by text (depending on the respondent’s preferred method of contact). In addition to providing updated contact information, we anticipate this approach would aid in keeping former Job Corps participants more engaged between the two surveys. Job Corps will analyze the resulting response rates for the Q4 survey to determine any effects of the touchpoint and whether those effects are positively significant enough to justify adopting the touchpoint permanently.

The self-administered online version of the continued engagement survey requires an average of 5 minutes to complete, the interviewer-assisted telephone interview for the continued engagement survey takes 10 minutes on average to complete, and the abbreviated text version requires an average of 2 minutes to complete.

**Table 2: Former Job Corps Participants and Employer Survey Population Sizes (Annual Estimated) \***

Survey Status	Annual Totals
Population: Former Job Corps Participants eligible for:	
Quarter 2 Survey	28,000
Continued Engagement Survey	28,000
Quarter 4 Survey	28,000
Population: Employers and work-based learning partners of former Job Corps participants	
Employers and work-based learning partners	1,200

\* Based on Program Year 2021 Data. Details may not sum to totals due to rounding.

The combined reporting burden for respondents associated with this data collection effort is estimated at approximately 9,503 hours, as shown in Table 3. The response rates for the second and fourth quarter surveys averaged 63 percent and 61 percent, respectively over the past six months. We estimate the response rate for the Continued Engagement Survey to be 62 percent and the Employer and Work-Based Learning (WBL) Partner Satisfaction Survey to be 50 percent.

For the Continued Engagement survey, we estimate the distribution of responses as follows: 2 percent via text; 74 percent via online; and 24 percent via telephone interviews. Likewise, for the Q2 and Q4 surveys we estimate the distribution as follows: 75 percent via online; and 25 percent via telephone interviews.

Costs to respondents are limited to the time they will spend either answering the self-administered online survey or the interviewer-assisted telephone survey.

**Table 3: Estimates of Respondent Burden Average Time (Annual)**

Respondent Category	Total Responses	Time per Response	Estimated Hours
Abbreviated continued engagement survey - text	347	2/60 minutes	11.57
Continued engagement survey - online	12,846	5/60 minutes	1, 070.50
Continued engagement survey – telephone interview	4,166	10/60 minutes	694.33
Q2 and Q4 surveys – online	26,040	12/60 minutes	5,208.00
Q2 and Q4 surveys – telephone interview	8,680	17/60 minutes	2,459.33
Employer and Work-Based Learning (WBL) Partner	600	6/60 minutes	60

Satisfaction Surveys			
<b>Total</b>	<b>52,679</b>	<b>-</b>	<b>9503.73</b>

*\*Details may not sum to totals due to rounding.*

Tables 4 to 7 show the estimated costs to respondents for each of the surveys, based on the Job Corps national average wage of placed graduates and former enrollees for Program Year 2024. A standard hourly rate of \$56.10 per hour is used for estimating the costs of responses for employers. The total estimated cost of the burden for all respondents is approximately \$213,424.33 per year. This total is calculated by multiplying—for each activity row in the table—the value under ‘Total Annual Burden Hours’ by the corresponding value under ‘Hourly Rate’ and summing the products. For example, in Table 4, the Total Annual Burden Hours for the online Q2 survey is 2,646 hours multiplied by the hourly rate of \$17.13 is equal to \$45,325.98. The total burden is offset by the incentive payments totaling \$1,295,000 (see Table 8 for the calculation) that will be provided to respondents for completing the surveys.

### Estimated Cost to Respondents for Data Collection - Number of Responses Based on Estimated Response Rates

**Table 4: Appendix A - Q2 Survey Burden Estimate**

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Online Survey	13,230	1	13,230	12/60 minutes	2,646	\$17.13	\$45,325.98
Telephone Survey	4,410	1	4,410	17/60 minutes	1,234.8	\$17.13	\$21,152.12
<b>Total</b>	<b>17,640</b>	<b>-</b>	<b>17,640</b>	<b>-</b>	<b>3,880.8</b>	<b>-</b>	<b>\$66,478.10</b>

*\*Columns may not sum to total due to rounding.*

**Table 5: Appendix B - Continued Engagement (CE) Survey Burden Estimate**

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Text Survey	347	1	347	2/60 minutes	11.45	\$17.13	\$196.14
Online Survey	12,846	1	12,846	5/60 minutes	1066.22	\$17.13	\$18,264.35
Telephone Survey	4,166	1	4,166	10/60 minutes	708.22	\$17.13	\$12,131.81
<b>Total</b>	<b>17,359</b>	<b>-</b>	<b>17,359</b>	<b>-</b>	<b>1,785.89</b>	<b>-</b>	<b>\$30,592.30</b>

*\*Columns may not sum to total due to rounding.*

**Table 6: Appendix C - Q4 Survey Burden Estimate**

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Online Survey	12,810	1	12,810	12/60 minutes	2,562	\$17.13	\$43,887.06
Telephone Survey	4,270	1	4,270	17/60 minutes	1,195.6	\$17.13	\$20,480.63
<b>Total</b>	<b>17,080</b>	<b>-</b>	<b>17,080</b>	<b>-</b>	<b>3,757.6</b>	<b>-</b>	<b>\$64,367.69</b>

\*Hourly Rate based on ETA-OJC Placement Outcome Measurement System (POMS-10) Report for PY 2023, as of 6/30/24. Columns may not sum to total due to rounding.

**Table 7: Appendix D - Employer and Work-Based Learning (WBL) Partner Satisfaction Surveys Burden Estimate**

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate**	Monetized Value of Respondent Time
Online Survey	240	1	240	6/60 minutes	24	\$56.10	<b>\$1,346.40</b>
Telephone Survey	360	1	360	6/60 minutes	36	\$56.10	<b>\$2019.60</b>
<b>Total</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>\$3,366.00</b>

\*Columns may not sum to total due to rounding.

\*\* Employer/Institution wage rate is based on Bureau of Labor Statistics (BLS) data (pay and benefits) at <https://www.bls.gov/oes/current/oes113021.htm>.

**13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).**

- The cost estimate should be split into two components: (a) a total capital and startup cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
- If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample



**of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**

- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

There are no additional costs to the respondents for participating in this survey. All telephone or postage costs for contacting the respondents are borne by the Federal government through the data collection contractor.

**14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.**

The estimated cost of funding this data collection effort annually (May 2024 – April 2025) is \$4,197,895.00. This estimate includes the ongoing maintenance of the infrastructure needed to administer the Computer Assisted Telephone Interviewing (CATI) system, ongoing data communication to and from the Job Corps Data Center, labor costs for telephone interviews from trained staff who are not Job Corps employees, data processing including coding of occupational and industry information, and preparation of summary data tabulations. Supervision of this total system is also included here. This cost does not include one-time expenditures.

Approximately 90% (\$3,769,495.00) of the cost is budgeted for labor. Approximately 5% (\$194,823.00) is budgeted for respondent outreach and engagement; 2% (\$61,943.00) of the cost is budgeted for software and equipment including the CATI facilities; and 1% (\$43,774.00) of the cost is budgeted for telephone service.

Additionally, the incentive system that is meant to encourage eligible former Job Corps participants to remain in contact with Job Corps and, in turn, complete the follow-up surveys will cost approximately \$1,295,000 annually (Table 8). The incentive system allots \$25.00 for completing the Q2 survey and \$50.00 payments for those completing the Q4 survey.

**Table 8: Incentive Payments**

Surveys	Respondents	Incentive	Amount
Q2 survey	17,640	\$25.00	\$441,000
Q4 survey	17,080	\$50.00	\$854,000

Continued Engagement Survey	17,360	\$15.00	\$260,400
<b>Total</b>	34,720	-	<b>\$1,555,400</b>

*\*Columns may not sum to total due to rounding.*

The total combined annual cost to the Federal Government including the data collection effort and incentive payments is \$5,753,295.

### 15. Explain the reasons for any program changes or adjustments.

The modules included in each instrument based on student type and timing of interview will now be represented in this supporting statement, and no longer represented as Appendix A. Appendix A (formerly Appendix B) will be changed to former Job Corps participants Quarter 2 Survey.

Appendix B (formerly Appendix C) will be revised and renamed Continued Engagement Survey and will replace the Initial Engagement Survey. Appendix C will be changed to former Job Corps participants Quarter 4 Survey. Appendix D will be changed to Employer and Work-Based Learning Partner Satisfaction Survey.

Job Corps developed the Employer and School Verification/Satisfaction at Quarter 4 as a possible way of collecting data for WIOA performance measure 6 (Effectiveness in Serving Employers). However, ETA and Job Corps decided to use the data from the existing Q2 and Q4 surveys for this measure. With this ICR submission, Job Corps is replacing the Employer and School Verification/Satisfaction at Q4 survey with the Employer and Work-Based Learning Partner Satisfaction Surveys. Appendix D has been restructured to assess the satisfaction of employers that provide former Job Corps participants with employment and work-based learning opportunities. All questions in Appendix D have been updated to reflect this change. The following changes have been made to Appendix D:

- Section 1 (Employer Verification/Satisfaction Questionnaire) and Section 2 (School/Training Verification/Satisfaction Questionnaire) have been removed.
- Question 1 is updated to validate employment IF Employed or IF Work-Based Learning (WBL).
- Question 2 is updated to ensure that the respondent is the best person to discuss student performance.
- Question 3 is updated to validate the student's start date.
- Question 4 is updated to confirm the students job title.
- Question 5 is updated to validate supervisor.
- Questions 6 –13 are updated for respondents to select response from a scale of 1 –5 (Strongly Agree- Strongly Disagree). The questions reflect student performance questions.
- Question 14 is updated to reflect if respondents had any interaction with an ITA Grantee or Career Transition Services (CTS) survey.
- Questions 15 –17 are updated for respondents to select response from a scale of 1 –5 (Strongly Agree- Strongly Disagree). These questions reflect experience with ITA Grantees, Centers, or CTS agencies.

**Table 9: Module Included in Each Instrument Based on Student Type and Instrument**

Module #	Modules Name	Appendix A: Job Corps Participants at Quarter 2	Appendix B: Continued Engagement Survey	Appendix C: Job Corps Participants at Quarter 4	Appendix D: Employer and WBL Partner Satisfaction Survey
1	Verification of Initial Job 1 Placement and Q2/Q4 Employment/Earnings for Job 1 Placement	x		x	
	Respondent Contact Preferences		x		
	Verification of Participation and Satisfaction with Former Job Corps Participants				x
2	Verification of Initial Job 2 Placement and Q2/Q4 Employment/Earnings for Job 2 Placement	x		x	
	Contact Information Update		x		
3	(Other) Q2/Q4 Employment/Earnings	x		x	
4	Verification of Initial Educational Placement and Q2/Q4 Experiences for Initial Educational Placemen	x		x	
5	(Other) Q2/Q4 School/Training	x		x	
6	Satisfaction with Job Corps	x		x	

Based on actual survey response data from the existing collection, Job Corps estimates it will have 28,000 former Job Corps participants eligible to take the continued engagement survey, 56,000 eligible former participants to take each of the second and fourth quarter surveys, and 600 employer/work-based learning respondents, yielding Former total responses annually. This results in a burden of 9,484 hours, a decrease of 12,053 in total burden hours. This number differs from the previous version of this ICR due to revisions in the total number of estimated eligible former participants and the estimated response rates.

**16. For collections of information whose results will be published, outline plans for tabulations, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

The data collected serves six primary purposes. First, the data is used to fulfill part of the performance measurement and reporting requirements for the Job Corps program specified under WIOA. Second, the data is used to determine long-term placement and wage results for the Outcome Measurement System (OMS), which is used to manage many aspects of the program including center-level performance. Third, the data is used for independent verification of contractor reported outcomes regarding initial placement and wages. Having an alternate

verification source is important, as these metrics are included in assessing the performance of the very contractors who report the outcomes. Additionally, the metrics are part of the system used for determining incentive and award fees for performance-based service contracts. Fourth, the continued engagement survey will be used to verify and update contact information for former students. Fifth, results from the Employer and Work-Based Learning Partner Satisfaction Surveys will be used to meet one of the requirements of the U.S. Department of Labor Employment and Training Administration (ETA) Funding Opportunity Announcement (FOA)-ETA-24-16 to report the percentage of employers and work-based learning partners that are satisfied with the performance of Job Corps Information Technology Academy (JCITA) students. Finally, the information supports the continued program improvement activities regularly conducted by the Office of Job Corps and program operators. Although the same data collection instruments support all these purposes, the analysis plan, reporting plan and time schedules differ for each instrument.

### WIOA Performance Reporting

Job Corps is required to report WIOA outcomes quarterly and annually. As such, Job Corps is required to provide raw student-level data to the Workforce Integrated Performance System (WIPS), which will be used by ETA as a data repository for WIOA and related data from all ETA programs. These data will be used to produce aggregated quarterly and annual reports for each program. No individual-level results will be published.

Six Primary WIOA Measures. The individual-level information obtained from survey results is used in calculating five of the six primary measures required under WIOA:

1. the percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program;
2. the percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program;
3. the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
4. the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (and, for those who obtain a secondary school diploma or its recognized equivalent, have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential), during participation in or within one year after exit from the program; and,
5. the indicator(s) of effectiveness in serving employers.

Individual-level variables will be calculated for each of these measures and included in the Participant Integrated Record Layout (PIRL) that is used to calculate the Quarterly Performance Report (QPR) for WIOA.

- WIOA Annual Reporting Requirements. WIOA also requires that Job Corps report on the wage graduates earned on the day six months after the first day of unsubsidized employment. Prior to the implementation of WIOA, Job Corps relied on surveys of

initially placed graduates that were administered 6 and 12 months after initial placement. With the transition to WIOA, and with measures based on outcomes two and four calendar quarters after exit, Job Corps re-designed the surveys to collect data on a calendar quarter after exit timeline and no longer had a tool to directly report on wages on the day 6 months after initial placement. As a result, Job Corps developed a proxy for calculating this measure using the subset of participants with quarterly employment data that overlap the period five-to-seven months after initial placement. An average hourly wage is calculated for placed graduates that includes regular wages, overtime wages and tips (as applicable) and a mean value is calculated nationally and by center and CTS provider.

#### Job Corps Management and Performance Reporting.

Job Corps utilizes data captured from the surveys for internal program management and data integrity monitoring, and performance reporting and evaluation of its program operators.

- Outcome Measurement System. The surveys also provide critical data to the Job Corps Outcome Measurement System (OMS), a key management tool used by Job Corps to assess overall program performance against goals. The PY 2019 OMS incorporates four key measures that align with those required under WIOA. Job Corps calculates the mean values of the placement rates in Quarter 2 and in Quarter 4, mean earnings in Quarter 2, and the employer retention rate based on the results of the surveys for inclusion in the OMS. These average values are calculated nationally and by centers and CTS providers to assess program performance. Performance measurement results are calculated and published by Job Corps monthly at the center, regional, and national levels.
- Verification of initial placement results and management/continuous improvement activities. The surveys are also the primary source for independent re-verification of initial placements reported by CTS providers to ensure the integrity of the underlying data. Answers to the survey questions about initial job or school placements are compared to values reported by CTS providers to identify situations where the reported placement may 'potentially' be invalid (e.g., different employer/school name, hours worked, wages, hours in school). These differences are submitted to Job Corps' Regional Offices as questionable placements (QP) for potential follow-up actions with the CTS provider to determine if the initial reported placement is valid. In addition, average values of such differences by type are calculated nationally and by center operator and included in reports that show patterns of potential data integrity problems across a wide variety of performance metrics to identify patterns of potential data integrity issues. These QP reports are for internal contractor monitoring and management purposes only and are not published or made public.

As part of the assessment of each contractor's performance, Job Corps can use survey results to verify placement outcomes of former enrollees and graduates who were reported by service providers as having entered a job or school program. QP reports (i.e., where there is a discrepancy between the placement reported through the PEDC and the placement reported by the service provider) are generated based upon either results from the survey or the

employer/school verification. QP reports are submitted to Job Corps' Regional Offices for adjudication. These QP reports are for internal contractor monitoring and management purposes only and are not published or made public.

None of the collections of information results will be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The instruments are primarily administered as computer-assisted online surveys or computer-assisted telephone interviews. The OMB expiration date is displayed on the screen for online surveys. Since there are no hardcopy or online instruments for telephone interviewees to receive or view, a printed expiration date cannot be displayed for this method of data collection. Interviewers will provide the OMB number and expiration date, as necessary. In conducting follow-up activities with employers and schools, it is anticipated that respondents will sometimes prefer to complete a hardcopy version of the instrument rather than an online survey or telephone interview. In such cases, the instrument will be mailed or sent via facsimile to the contact at the employing organization or school and it will display the OMB control number and expiration date.

**18. Explain each exception to the certification statement.**

No exceptions are requested.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.**