

## BRIEFLY...

Highlights of Report Number: 03-07-003-01-370, to the National Director of the Office Job Corps.

### WHY READ THE REPORT

OIG conducted an audit to follow up on a previous audit of issues raised in a complaint made against the Management and Training Corporation (MTC), operators of the Cincinnati Job Corps Center (the Center). The Center has a training capacity for 225 students.

The previous audit<sup>1</sup> substantiated that the Center used the Present for Duty Off Center (PDOF) and other leave to extend the students' termination dates beyond their actual departure from the Center and that there was a pattern of excessive unexcused absences. However, the previous audit did not determine the effect of extending the stay of the students, and the audit could not determine if the Center took appropriate action on unexcused absences because the Center destroyed the student Center Standards Office (CSO) file 6 months after the separation date unless the student separated from the Job Corps Program for disciplinary reasons.

### WHY OIG DID THE AUDIT

The purpose of our audit was to answer the following questions:

1. To what extent did the Center misuse PDOF and other leave to artificially extend students' length of stay and what was the effect?
2. Did the Center take action to address the behavior of students who had excessive unexcused absences from class?

### READ THE FULL REPORT

To view the report, including the scope, methodology, and the National Director of the Office of Job Corps' response, go to:

<http://www.oig.dol.gov/public/reports/oa/2007/03-07-003-01-370>

<sup>1</sup> Complaint Involving the Cincinnati Job Corps Center, September 29, 2006, Audit Report No. 03-06-004-01-370.

March 2007

## Audit of Cincinnati Job Corps Center's Student leave and Unexcused Absences

### WHAT OIG FOUND

For the period June 1, 2002 through May 31, 2006, the Center put 264 students on the PDOF status at least one or more days during their training. We reviewed the records for 150 of these students who were in PDOF status more than 10 days and determined the Center improperly used the PDOF status to extend the stay for 94 of these students. This occurred because of a weak internal control environment under the previous Center Director. As a result, the Center overstated its on-board strength, which depicts the extent to which the Job Corps centers operate at full capacity and is one of the efficiency measures that Job Corps uses to determine center contractor performance. The Center is subject to liquidated damages totaling \$208,121, because it did not comply with contract requirements prohibiting the artificial extension of students' separation dates.

The Center's process for addressing the behavior of students who had excessive unexcused absences was inconsistent and not effective. This occurred because the Center did not follow its SOP on student attendance and took action that did not correct the students' attendance problem. As a result, the students did not receive the necessary academic and social development during class hours, and excessive unexcused absences could have a negative impact on the students' employability.

### WHAT OIG RECOMMENDED

We recommend that the National Director of the Office of Job Corps:

1. assess MTC liquidated damages of \$208,121;
2. require MTC to ensure that the Center follows its SOP in addressing the behavior of students who have excessive unexcused absences; and
3. direct MTC to require that the Center identify the underlying causes that may be unique to non-resident students who have excessive unexcused absences and determine if they need to develop appropriate procedures to address the students' behavior.

In response to the draft report, the Office of Job Corps expressed appreciation for the audit but did not specifically address the recommendations. The response did state that Job Corps is undertaking a review of policies related to performance data to determine if they need to be strengthened and/or clarified.