

Agency Response to Draft Report

U.S. Department of Labor

Office of Job Corps  
Washington, D.C. 20210



SEP 28 2007

MEMORANDUM FOR:

ELLIOT P. LEWIS  
Assistant Inspector General  
Office of Audit

FROM:

ESTHER R. JOHNSON, Ed.D.  
Administrator

A handwritten signature in cursive script that reads "Esther R. Johnson".

SUBJECT:

Response to the Grafton Job Corps Center Audit  
Allegations that Student Attendance and Training Data  
Were Overstated  
Report No. 09-07-004-01-370

Job Corps appreciates the comprehensive work that your office put forth in conducting the Grafton Job Corps Center audit. The following is in response to the above stated Audit Report.

OIG Recommendation

**Recover Liquidated damages of \$56,824 from Adams & Associates**

OJC Response

The Office of Job Corps will communicate with the OIG auditor, the center operator, and the center to assess the individual student files that make up \$56,824 in liquidated damages. Per the Job Corps Procurement Compendium, the Boston Regional Office of Job Corps will conduct a detailed review of the results and provide its recommendations to the Contracting Officer who will assess liquidated damages.

OIG Recommendation

**Monitor and verify that the Center has taken actions to strengthen its control environment for recording and reporting leave and attendance.**

OJC Response

In both its annual assessment of center operations and on-going performance monitoring, the Boston Regional Office of Job Corps will continue to monitor the center's documentation practices for recording and reporting leave and attendance as required by PRH 5.1 R2. This review will be subject to the quality assurance parameters detailed in the PRH and in the PAG. It will also incorporate the use of desk audits, monitoring trips and a corrective action plan from the center to ensure that adequate documentation and authorization accompanies each leave in accordance with PRH requirements.

OIG Recommendation

**Monitor and verify the accuracy of reported student leave and attendance at other Adams' operated centers.**

OJC Response

In response to the revision of the PRH to incorporate enhanced data integrity requirements and data integrity audits, all Job Corps Regional Office are:

- Incorporating a sampling of active student files (to review for reporting accuracy) into monitoring trips;
- Performing a rigorous data integrity audit on active and separated student files as part of the annual performance assessment of each center; and
- Requiring corrective action plans from centers and contractors in instances where procedures do not sufficiently ensure the integrity of data.

OIG Recommendation

**Monitor and verify that the center has taken actions to strengthen its control environment to ensure proper recording and reporting of vocational completions.**

OJC Response

The Office of Job Corps, in accordance with the PRH requirements, will review, monitor and verify that the center has taken actions to strengthen its documentation practices to ensure proper recording and reporting of vocational completions. The Regional Office of Job Corps will also continue to conduct desk audits and on-center reviews consistent with the PRH and the PAG.

OIG Recommendation

**Monitor and verify the accuracy of reported vocational completions at other Adams operated centers.**

OJC Response

The Office of Job Corps will review, monitor and verify the accuracy of reported vocational completions at other Adams operated centers. This will be accomplished through desk audits, scheduled monitoring trips and program assessments consistent with PRH requirements.

Thank you again for the time and commitment given by you and your staff to improving the Job Corps program.