

EXHIBIT 1-1 JOB CORPS ELIGIBILITY REQUIREMENTS

ELIGIBILITY REQUIREMENTS

INSTRUCTIONS

Exhibit 1-1 outlines the criteria that Admissions Services must use to determine if an applicant is eligible to enroll in the Job Corps program. The criteria must be assessed in numerical order. If at any point in the process Admissions Services determines an applicant does not meet one of the criteria, the interview stops and Admissions Services does not continue with the remaining requirements. In addition to meeting the eligibility criteria, an integral part of the screening process is determining the applicant’s readiness to participate in the program. Observations of Readiness (OR) questions must be asked throughout this process and are correlated with Criterion 8(A). An applicant response that raises concern resulting in a denial must be documented within the application processing platform for Criterion 8, 8(A), 8(B), or 8(C).

| Observations of Readiness | Documentation Requirements |
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| <ol style="list-style-type: none"> 1. Why do you want to enroll in Job Corps at this time? 2. Who referred you to Job Corps? How did you find out about it? 3. Do you have any questions about the Job Corps program at this time? 4. What have you been doing since you left school? 5. Where do you see yourself in a year, in three years, in five years? 6. How do you feel about taking direction from others – like teachers, administrators, and other adults that hold authority? | <p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services if the applicant’s answers raise concern.</p> |

CRITERION 1. U.S. CITIZEN/LEGAL RESIDENT/DEFERRED ACTION STATUS

The applicant must be a (1) United States citizen or national, including naturalized citizen; or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or (3) resident of a U.S. territory. Applicants must remain in legal status or retain employment eligibility throughout the length of their stay in Job Corps, as well as during the period allotted for the receipt of graduate services.

Guidance provided by the Employment and Training Administration provides that Deferred Action for Childhood Arrivals (DACA) participants, who meet program eligibility requirements, qualify for Job Corps if they have employment authorization.

A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file in all cases.

| Eligibility Requirement Details | Documentation Requirements |
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| <p>Applicant must be:</p> <ol style="list-style-type: none"> 1. a U.S. citizen; or 2. a lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or 3. a resident of a U.S. territory. | <ol style="list-style-type: none"> 1. Citizens or residents of U.S. territories: Acceptable source documents include: <ul style="list-style-type: none"> • Birth certificate • U.S. passport • Social Security Card 2. Non-Citizens: Acceptable source documents include: <ul style="list-style-type: none"> • I-551, Permanent Resident Card (Green Card) • Valid foreign passport with Form I-94 • I-766, Employment Authorization Document 3. Individuals admitted under Deferred Action for Childhood Arrivals (DACA) status: Acceptable source document: <ul style="list-style-type: none"> • I-151, Permanent Resident Card (Green Card) • Social Security Card |

ELIGIBILITY REQUIREMENTS

CRITERION 2. AGE

The applicant must be at least 16 years of age and not more than 24 years of age on the date of enrollment (i.e., date of arrival at the center, or date of departure for a center if using government-furnished transportation). The upper-age limit must be waived for individuals with disclosed disabilities who meet all other eligibility requirements. The minimum age requirement of 16 remains the same regardless of disability status.

Admissions Services staff must invite an applicant older than 24 to disclose whether they have a disability. Follow process described in Chapter 1, Section 1.2, R3 and Appendix 201, Communicating with Individuals with Disabilities.

Applicants must have parental/legal guardian consent to participate when the applicant is an unemancipated minor. Exceptions to this requirement occur when an applicant:

- Is considered to be emancipated according to applicable laws of the state; or
- Is younger than 18 years of age and married.

| Eligibility Requirement Details | Documentation Requirements |
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| <p>Applicant is between the age of 16 and 24.</p> | <p>Acceptable source documents must state the applicant’s name and date of birth, and include:</p> <ul style="list-style-type: none"> • Birth certificate, with place of birth and documentation registration number; or • Driver’s license/state identification card; or • U.S. passport with date of issuance and document registration number; or • Department of Homeland Security (DHS) documents must verify age, date of issuance, Alien Registration Number, country of citizenship, and expiration date. Acceptable documents include: <ul style="list-style-type: none"> o Document I-551 Permanent Resident Card o Form I-94 Arrival/Departure Record; o Form I-766 Employment Authorization Document • Other official forms or documents from other government agencies that identify the applicant’s name and date of birth, must include: agency issuing form, title of form and form identification number, date completed, and purpose of form, such as school records, welfare documents, military records, and employment records. |
| <p>Applicant is age 16 or 17, and an unemancipated minor. In this case, the parent/legal guardian must sign the consent to participate in Job Corps.</p> <p>Only signatures of parents or legal guardians must be obtained. If only one parent has legal custody for the minor applicant, only that parent’s consent is</p> | <p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • Parent/guardian signature on appropriate Job Corps forms, such as the ETA Form 652, ETA Form 653, and other appropriate forms; or • Emancipation papers for all applicants claiming to be emancipated; or • Marriage license for married applicants under |

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| <p>necessary; if both parents share custody, consent of both is needed, although signature of consent is needed from only one. Consent of the second parent is assumed if no documented objection is raised. If a parent refuses to provide consent not out of objection to the applicant participating in the program but because of disinterest in being involved, then consent must be received by a court appointed custodian or guardian.</p> <p>If minor applicant lives with other family members who have not obtained legal guardianship status, such as grandparents, siblings, uncles, or aunts, they are not able to consent to the applicant's enrollment in Job Corps until legal custodianship or guardianship has been obtained.</p> | <p>18 years of age.</p> |
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ELIGIBILITY REQUIREMENTS

CRITERION 3. LOW INCOME

To qualify as low income, one or more of these conditions must exist:

Public Assistance: Receives, or is a member of a family (see Appendix 101 for definition of “family”) living in a single residence that is receiving, or in the past 6 months has received, assistance through:

- The Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008;
- The program of block grants to States for Temporary Assistance for Needy Families program (TANF) under party A of Title IV of the Social Security Act; or
- The Supplemental Security Income program (SSI) established under Title XVI of the Social Security Act
 - Medicaid and Children’s Health Insurance Program (CHIP) recipient; or
 - State or local income-based public assistance (e.g., GA/RCA).

Earned Income: An individual, or a member of a family living in a single residence that has received total family income (see Appendix 101 for definition of “family income”) for the 6-month period prior to application, which, in relation to family size, was not in excess of the higher of (1) the poverty level determined in accordance with criteria established by the Department of Health and Human Services (DHHS); or (2) 70 percent of the Lower Living Standard Income Level (LLSIL).

Special Rule for Veterans of the Armed Forces: In determining if a veteran meets the low income definition, Admissions Services must disregard military income earned by the individual within the 6-month period prior to the individual’s application, if such income prevents the individual from meeting the income requirements.

Exception for victims of severe forms of trafficking in persons: The income requirement is disregarded for any victim of a severe form of trafficking in persons. See Criterion 4.

Homeless (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e- 2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a(2)]):

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

- a. An individual who is
 1. sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
 2. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 3. living in an emergency or transitional shelter;
 4. abandoned in a hospital;
 5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 6. awaiting foster care placement.

- b. An individual who 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; or
- c. Migratory children who qualify as homeless under this section because the children are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

- a. Has moved from one school district to another;
- b. In a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
- c. Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Free or Reduced Price Lunch: Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act.

Foster Child: A child on behalf of whom state or local government payments are made.

Individual with a Disability whose own Income Meets the Low-Income Requirement above, but who is a member of a family whose income does not meet this requirement, then Admissions Services staff must invite the applicant to disclose whether they are a person with a disability who would meet the requirement under the disability waiver. Follow process described in Chapter 1, Section 1.2, R3; Appendix 201, Communicating with Individuals with Disabilities; and Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information.

Documentation used in the assessment/verification process to demonstrate eligibility under this criterion must be collected from all applicants to verify that the applicant meets the low-income criterion.

| Eligibility Requirement Details | Documentation Requirements |
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| <p>Public Assistance</p> | <p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter or printout from appropriate government agency acknowledging family receipt of cash payments from income-based public assistance • Public assistance voucher or payment stub; • Documented phone contact with case worker; or • Public assistance voucher or payment stub. |
| <p>Earned Income</p> <ul style="list-style-type: none"> • When determining income eligibility for a person who applies to Job Corps as an individual, Admissions Services staff must use the “Family Unit of One” standards in the official Poverty Guidelines, as revised by the Department of Health and Human Services. | <p>Acceptable source documents for earned income during the 6-month period prior to application include:</p> <ul style="list-style-type: none"> • Letters of employment verification; • Income verification statements from, or documented phone calls with employers; |

| Eligibility Requirement Details | Documentation Requirements |
|---|--|
| <p>When using the LLSIL guidelines (http://www.doleta.gov/lilsil/), the Admissions Services staff must use the “Family of One” column.</p> <ul style="list-style-type: none"> • Veteran: The Admissions Services staff must review and verify documentation of the applicant’s excludable military income for the 6-month period preceding the application, as specified above under Earned Income. • Victim of severe form of trafficking in persons need not meet this requirement. | <ul style="list-style-type: none"> • Paycheck stubs, tax returns, or W-2s; • Unemployment insurance quarterly wage records; or • Documentation of excludable income, such as letters of receipt of unemployment insurance or Supplemental Security Income, or copies of checks. (Excludable income is not to be confused with public assistance.) <p>Applicants must be required to complete a Statement of Support form categorized under Homeless when</p> <ol style="list-style-type: none"> (1) the applicant has zero or minimal income, (2) the claimed income appears unrealistic relative to family size, or (3) no income documentation is available. |
| Homelessness (including Migratory Children) | <p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter from caseworker or support provider; or • If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income. The Statement of Support form can be found in Form 1-03. |
| Free or Reduced Price Lunch | <p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility; or • Written documentation from the last school attended by the applicant verifying the applicant’s eligibility. |
| Foster Child | <p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • Letter from a caseworker or public agency personnel attesting to the status of the applicant; or • Documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant. |
| Individual with a Disability whose own Income meets the Low-Income Requirement | <p>See low-income documentation requirements above.</p> |

ELIGIBILITY REQUIREMENTS

CRITERION 4. CRIMINAL HISTORY

Admissions Services will submit a background check request through the application processing platform after verifying Criterion 1-3. Admissions Services will also begin a conversation with applicants at the first encounter, encourage honest and timely disclosure of any criminal history, provide education about meeting eligibility requirements if there is criminal history, and notify applicants of the need to submit supporting documentation. Admissions Services will receive an email that states if the student is eligible to continue with the enrollment process based on results of the criminal background check.

No individual shall be denied enrollment in Job Corps solely on the basis of contact with the criminal justice system, except for the disqualifying felony convictions of murder (as described in section 1111 of Title 18, United States Code), child abuse, or a crime involving rape or sexual assault. Other felony convictions alone do not disqualify an individual for enrollment in Job Corps but are considered as a part of Criterion 8/Appendix 102.

Admissions Services staff will have ongoing conversations with applicants about their criminal history. Admissions Services staff shall inform applicants that, should they be offered enrollment in Job Corps and new information regarding criminal history is discovered, such information may render the individual ineligible for Job Corps.

If Admissions Services staff learn of additional criminal history during the admissions process, Admissions Services must notify the Job Corps National Office and consider the information disclosed while evaluating Criterion 8/Appendix 102.

A copy of each document used in the review/verification process to demonstrate eligibility under this criterion must be uploaded and retained in the applicant’s electronic file.

| Eligibility Requirement Details | Documentation Requirements |
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| <p>Background Check: A criminal background check must be conducted on every applicant using the National Crime Information Center. Admissions Services will request this check through the application processing platform.</p> <p>If during the admissions process, Admissions Services staff becomes aware of additional convictions or criminal history, Admissions Services must submit the information to the Job Corps National Office.</p> | <p>Email from no-reply-apps@dol.gov or NO_Applicant_Background@dol.gov with the results of the criminal background check must be reviewed and results recorded within the application processing platform and uploaded to the applicant’s electronic record.</p> |
| <p>Eligible: Applicants with <u>no criminal convictions</u> present in their background information.</p> | <p>Admissions Services staff will enter results within the application processing platform and upload the email into the applicant’s electronic record.</p> |
| <p>Eligible: Applicants with non-disqualifying criminal convictions, no pending court proceedings, not currently on probation/parole/supervision or released from probation/parole/supervision.</p> | <p>Admissions Services staff will enter results within the application processing platform and upload the email and any other supporting documentation into the applicant’s electronic record.</p> |

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| <p>Not Eligible:</p> <ul style="list-style-type: none"> • Applicants with pending criminal charges, including (1) active warrants (2) upcoming court dates, or (3) current probation, parole, or agency supervision or court-ordered treatment. • Applicants with fines or court-ordered restitution <u>in excess of \$500</u> | <p>The applicant is not eligible for Job Corps at this time. The applicant may become eligible once all court requirements are met/resolved. Admissions Services staff will enter results in the application platform and upload the email into the applicant's electronic record.</p> |
| <p>Not Eligible: Applicants with a <u>disqualifying felony conviction of:</u></p> <ul style="list-style-type: none"> • Murder, as described in section 1111 of Title 18, United States Code; • Child abuse; or • A crime involving rape or sexual assault | <p>The applicant is not eligible for Job Corps. Admissions Services staff will enter results within the application processing platform and upload the email into the applicant's electronic record</p> |

ELIGIBILITY REQUIREMENTS

| Observations of Readiness | Documentation Requirements |
|---|---|
| <ol style="list-style-type: none"> 1. Why did you leave school? 2. What subjects did you like? 3. What didn't you like about school? 4. Why do you want to come back to a school setting now? 5. Tell me about what you would do to gain respect as a new student on center. | Documentation for this section must be entered in the applicant's electronic file as a case note by Admissions Services if the applicant's answers raise concern. |

CRITERION 5. BARRIERS TO EDUCATION AND EMPLOYMENT

The applicant must be one or more of the following:

Basic skills deficient:

- A youth with English, reading, writing, or computer skills at or below the 8th grade level on a generally accepted standardized test; or
- An individual unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

A school dropout: The individual is a school dropout prior to high school graduation.

Homeless (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e- 2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a{2}]): <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>:

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

- a. An individual who is
 1. sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
 2. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 3. living in an emergency or transitional shelter;
 4. abandoned in a hospital;
 5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
 6. awaiting foster care placement.
- b. An individual who 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; or
- c. Migratory children who qualify as homeless under this section because the children are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a "migratory child" means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or

spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

1. Has moved from one school district to another;
2. In a state that is comprised of a single school district, has moved from one administrative area to another within such district; or
3. Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

A runaway, an individual in foster care or an individual who was in foster care and has aged out of the foster care system. An individual for whom state or local government payments are or were made, or a ward of the state or court.

Parent: Father or mother or as otherwise defined by statute, such as through adoption or same sex relationships, or an individual who, by law, has custody, guardianship, or access rights in regard to a child and who may have corollary obligations to financially support a minor, typically by way of child support.

Requires additional education: The individual requires additional education, career and technical training, or workforce preparation skills to be able to obtain and retain employment that leads to economic self-sufficiency.

A victim of a severe form of trafficking in persons (as defined by section 103 of the Victims of Trafficking and Violence Protection Act of 2000 (22 U.S.C. 7102)):
<https://www.govinfo.gov/content/pkg/BILLS-106hr3244enr/pdf/BILLS-106hr3244enr.pdf>:

- a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not yet attained 18 years of age; or
- b. The recruiting, harboring, transportation, provision, or obtaining of a person for labor or service, through the use of force, fraud, or coercion for the purpose of subjecting to involuntary servitude, peonage, debt, bondage, or slavery.

Individuals meeting this definition need not meet the low-income requirement in Criterion 3.

A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file in all cases.

| Eligibility Requirement Details | Documentation Requirements |
|---------------------------------|---|
| Basic Skills Deficient | One of the following is necessary to assess basic skills deficiency: <ul style="list-style-type: none"> • School records; • Standardized test results; • Criterion-referenced test scores; or • Documented efforts to obtain school records or standardized test results. |
| School Dropout | One of the following is necessary to document that the applicant is a school dropout: <ul style="list-style-type: none"> • Written verification from the records office or guidance counselor from the last school attended |

| Eligibility Requirement Details | Documentation Requirements |
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| | by the applicant that they are a school dropout; or <ul style="list-style-type: none"> • Documentation in the case notes that the Admissions Services contacted the last school attended by the applicant via telephone and received confirmation that the applicant is a school dropout. |
| Homeless (including Migratory Children) | Acceptable source documents include: <ul style="list-style-type: none"> • A letter from caseworker or support provider; or • If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income. The Statement of Support form can be found in Form 1-03. |
| Runaway, in foster care or aged out of foster care system | Acceptable source documents include: <ul style="list-style-type: none"> • Letter from a caseworker, former caseworker, or public agency personnel attesting to the status of the applicant; or • Documented phone contact with a caseworker, former caseworker or public agency personnel attesting to the status of the applicant. |
| Parent ETA 652 indicates one or more dependent children. | Acceptable source documents include: <ul style="list-style-type: none"> • Birth certificate indicating applicant as parent; • Court decree indicating child support; or • Any official government/school form indicating dependent children |
| Victims of severe forms of trafficking in persons | Acceptable source documents include: <ul style="list-style-type: none"> • Letter from a caseworker, former caseworker, or clinical professional attesting to the status of the applicant; or • Documented phone contact with a caseworker, former caseworker, or clinical professional attesting to the status of the applicant. |
| Requires additional education | Admissions Services must document that the applicant requires additional education, career and technical training, or workforce preparation skills. |

ELIGIBILITY REQUIREMENTS

CRITERION 6. SELECTIVE SERVICE REGISTRATION

A male applicant age 18 and older must comply with Section 3 of the Military Selective Service Act (50 USC App. 451) by registering with the Selective Service.

A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant's file in all cases.

| Eligibility Requirement Details | Documentation Requirements |
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| <p>All male applicants sign the consent form containing authorization for Selective Service Registration.</p> <p>This applies even if the applicant has documentation (e.g., Selective Service registration card, or letter of acknowledgment from Selective Service Board) that he is already registered with the Selective Service system. If the applicant is already registered, the computer data will show that the student is registered and will not register him again.</p> | <ul style="list-style-type: none"> • A copy of the consent form containing the Selective Service Authorization must be completed, signed, and retained in each male applicant's file. • For female applicants, the notation "NA/F" must be placed in the Selective Service authorization space on the consent form. |

ELIGIBILITY REQUIREMENTS

| Observations of Readiness | Documentation Requirements |
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| <ol style="list-style-type: none"> 1. What educational opportunities do you want to get through coming to Job Corps? 2. Do you help out at home? Please describe. 3. What time did you go to bed last night? 4. When was the last time you got up at 6:30 or 7:00 a.m. to arrive some place by 8:00 a.m.? 5. How do you handle stress or what do you do when things are not going your way? | <p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services if the applicant’s answers raise concern.</p> |

CRITERION 7. EDUCATIONAL AND TRAINING NEEDS

The applicant’s educational and training needs may best be met through the Job Corps. Level of educational attainment is not an eligibility requirement.

| Eligibility Requirement Details | Documentation Requirements |
|---|--|
| <p>The applicant’s educational and training needs may best be met through the Job Corps program.</p> <p>If the applicant has not graduated from high school, the applicant must indicate a desire to:</p> <ul style="list-style-type: none"> • Earn a high school diploma or HSE; and • Participate in career technical training. <p>If the applicant is a high school graduate, the applicant must document the High School Diploma attainment or HSE attainment and indicate a desire to obtain career technical training.</p> <p>After graduation from Job Corps, all applicants must intend to:**</p> <ul style="list-style-type: none"> • Obtain employment; or • Enter apprenticeship; or • Enter the military; or • Continue his or her education. | <p>Admissions Services must document that applicants that have not graduated from high school have a desire to earn a HSD or a HSE, and want to participate in career technical training.</p> <p>In-school applicants require a letter from a school official indicating that the applicant would benefit more from Job Corps than from staying in school, or a documented phone call that provides the same information.</p> <p>Admissions Services must document that applicants with a high school diploma wish to obtain career technical training. If the applicant has a high school diploma or HSE, Admissions Services must obtain a copy of:</p> <ol style="list-style-type: none"> 1. The HSE certificate or official HSE test scores. A copy of the HSE certificate or transcripts can be requested from the HSE administrator of the state in which the HSE was received. A complete list of HSE administrators can be found on http://www.acenet.edu; or 2. An HSD or official transcripts indicating graduation from a school that meets the guidelines set in PRH Appendix 302; or 3. A foreign diploma. For information on acceptable foreign diplomas, refer to: NAFSA: Association of International Educators (A Guide to Educational Systems Around the World by Shelley Feagles) at http://www.nafsa.org, or the National Collegiate Athletic Association (NCAA Guide to International Academic Standards for Athletics Eligibility) http://www.ncaapublications.com/p-4532-international-standards-2019-20-guide-to-international-academic-standards-for-athletics-eligibility.aspx 4. If school records are unavailable, Admissions |

| Eligibility Requirement Details | Documentation Requirements |
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| | <p>Services must document attempts to obtain educational history.</p> <p>Admissions Services must document for all applicants that after graduation from Job Corps, the individual plans to obtain employment, enter the military, or continue their education.</p> |

** If the applicant expresses concern about their existing benefits (e.g., Social Security Disability), then Admissions Services staff should encourage the applicant to work with their case managers to determine the impact that participation in Job Corps and eventually employment will have on benefits.

Applicants with disabilities receiving Social Security Administration (SSA) benefits may be referred to their local SSA Work Incentives Planning and Assistance (WIPA) programs or One-Stop Career Centers/American Job Centers have Disability Navigators who provide assistance with benefits counseling.

ELIGIBILITY REQUIREMENTS

| Observations of Readiness | Documentation Requirements |
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| <ol style="list-style-type: none"> 1. Do you like working alone or with other people? 2. Have you ever worked as part of a team or group? 3. How well do you get along with people? 4. How would you feel about working with people of another sex or race? 5. How would you feel about sharing a dorm room with roommates? 6. How would you feel about sharing a dorm room with people of other races? | <p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services if the applicant’s answers raise concern.</p> |

CRITERION 8. GROUP PARTICIPATION

It can be reasonably expected that the applicant can participate successfully in group situations and activities.

If Admissions Services staff learn of additional criminal history during the admissions process, Admissions Services must notify the Job Corps National Office and consider the information disclosed while evaluating Criterion 8/Appendix 102.

| Eligibility Requirement Details | Documentation Requirement |
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| <p>Applicant appears willing to function as a part of a group and can successfully participate in group situations and activities.</p> | <p>Admissions Services must document in the applicant’s electronic file the questions asked and the responses that indicate that the applicant appears willing to function as part of a group.</p> |
| <p>Applicant confirms willingness to live in a multi-cultural environment. Admissions Services staff provide the applicant with an example of a multicultural environment.</p> | <p>Admissions Services must document in the applicant’s electronic file that applicant either expresses a willingness or does not express active hostility to or dislike of living in a multicultural environment.</p> |

ELIGIBILITY REQUIREMENTS

| Observations of Readiness | Documentation Requirements |
|---|--|
| <ul style="list-style-type: none"> • How do you react to other people’s challenges? For example, if a person is having a bad attitude day, doesn’t do their part on a project, or is having trouble getting along with others. • Do you have a tendency to help others when they are in need, and if so, give me a good example. • Tell me about a time when you got angry with a friend. How did you handle it? | <p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services if the applicant’s answers raise concern.</p> |

CRITERION 8(A). NON-INTERFERENCE WITH OTHER STUDENTS’ PARTICIPATION

It can be reasonably expected that the applicant will not engage in actions that would prevent other students from benefiting from the Job Corps program.

A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file in all cases.

| Eligibility Requirement Details | Documentation Requirements |
|---|--|
| <p>Applicant can participate successfully in group situations and activities and is not likely to engage in actions that would potentially prevent other students from receiving benefits from the program.</p> | <p>Any behavior observed by the Admissions Services that would indicate an applicant is likely to prevent other students from receiving the benefits of the Job Corps program must be documented in detail in the applicant’s electronic file.</p> <p>A signed Applicant Commitment Statement (Form 652) must be included in the applicant’s file.</p> |

ELIGIBILITY REQUIREMENTS

| Observations of Readiness | Documentation Requirements |
|---|---|
| <ul style="list-style-type: none"> • How do you feel about following rules and requirements? • Do you see yourself as someone who challenges the rules, and if so, give me an example of when you challenged a rule, either at school, at home, at work, in the community, or with the law. • What did you think of the Job Corps video? Do you have any questions about it? • Do you understand that following rules is required when you are in Job Corps and that not following them could result in separation from the program? • When you are worried, mad, or sad what do you do to make yourself feel better? • Now that you have a better understanding about the Job Corps program and what is required of students, do you see any roadblocks that might affect your participation in Job Corps? | <p>Documentation for this section must be entered in the applicant’s electronic file by Admissions Services if the applicant’s answers raise concern.</p> |

CRITERION 8(B). MAINTENANCE OF SOUND DISCIPLINE AND POSITIVE CENTER CULTURE

It can be reasonably expected that the applicant’s behavior is compatible with the maintenance of sound discipline and positive center culture.

A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file in all cases.

| Eligibility Requirement Details | Documentation Requirements |
|--|---|
| <p>Applicant is made aware of the center rules, what the potential consequences are for not following those rules, and they agree to comply with such rules.</p> | <p>Applicant has read, understands, and has signed the Applicant Commitment Statement (ETA Form 652).</p> |
| <p>Applicant can participate successfully in group situations and activities and is not likely to engage in actions that would potentially be incompatible with the maintenance of sound discipline and positive center culture.</p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> • Do you understand that violence, bullying, and harassment are not tolerated in Job Corps? • Do you understand that Job Corps is an alcohol- and drug-free environment and that in order to be admitted to Job Corps, you must commit to being alcohol and drug free? • Do you understand that when you arrive on center, you will be tested for illegal use of drugs? • Do you understand that if you test positive for illegal use of drugs on entry, you will be offered supports within a specified period of | <p>Applicant has read, understands, and has signed Zero Tolerance for Violence Certification on the ETA Form 652.</p> |

| Eligibility Requirement Details | Documentation Requirements |
|--|---|
| <p>time prior to a follow-up test?</p> <ul style="list-style-type: none"> Do you understand that Zero Tolerance policy means that you can be automatically dismissed from the Job Corps program? Do you understand that every Job Corps uses a student code of conduct with additional rules that you will be expected to follow? <p>Do you understand that you must abide by Job Corps rules and policies to stay in the program?</p> | |
| <p>The applicant is willing to refrain from gang representation or activity while in Job Corps (see Exhibit 2-1).</p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> Do you agree that you will not participate in any gang activity while you are in the Job Corps program? Do you agree that you will not display gang representation or participate in gang activity while in Job Corps? <p>If Admissions Services observes the use or display of any gang activity or representation, say to the applicant:</p> <ul style="list-style-type: none"> I see that you have (describe gang-related behavior, symbol, activity). Do you agree that if you are admitted to Job Corps, you will not (use/wear/display) (list behavior or symbols, etc.)? <p>If Admissions Services observes that the applicant is displaying a gang symbol in the form of permanent body art, including but not limited to tattoos or scars, say to the applicant:</p> <ul style="list-style-type: none"> Do you agree that if you are admitted to Job Corps, you will keep (the symbol) covered to the best of your ability throughout your participation in the program? | <p>Admissions Services must document in the applicant's electronic file the applicant acknowledges to refrain from gang representation or activity while enrolled in Job Corps.</p> |

ELIGIBILITY REQUIREMENTS

CRITERION 8(C). COMMUNITY RELATIONS

It can be reasonably expected that the applicant is not likely to engage in actions that would impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities.

| Eligibility Requirement Details | Documentation Requirements |
|---|--|
| <p>Applicant can participate successfully in group situations and activities, including in the community, and is not likely to engage in actions that would potentially impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities.</p> | <p>Admissions Services must document in the applicant's electronic file that the applicant expresses a willingness to behave in a manner that reflects positively on Job Corps when participating in activities such as:</p> <ul style="list-style-type: none"> • Community services • Recreation activities • Off-duty leisure time • Job shadowing activities • Work-based learning activities • Field trips |

ELIGIBILITY REQUIREMENTS**CRITERION 9.CHILD CARE**

An applicant with dependent children who provides primary or custodial care must have established suitable arrangements for the care of any dependent children for the proposed period of enrollment. This would include confirmation from any approved on-center child care services.

| Eligibility Requirement Details | Documentation Requirements |
|---|---|
| Applicant must make suitable arrangements for the care of any dependent children for the proposed period of enrollment. | Applicant must attest that they have child care and their statement is documented in the applicant's electronic file. |

ELIGIBILITY REQUIREMENTS

CRITERION 10. AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH INFORMATION

All applicants or parent/legal guardian sign the “Authorization for Use and Disclosure of Your Health Information.” (Form 6-02)

Admissions Services should encourage, but not require, all applicants to provide the following voluntary information for use by center staff in assessing the applicant’s health needs:

- ETA Form 653, Job Corps Health Questionnaire
- Physician/institution report describing injuries, illnesses, and conditions noted on the ETA Form 653, including comments about medications taken

| Eligibility Requirement Details | Documentation Requirements |
|--|--|
| All applicants, or their parent/legal guardian if an unemancipated minor, must sign the “Authorization for Use and Disclosure of Your Health Information.” | A signed “Authorization for Use and Disclosure of Your Health Information” must be received at the assigned center prior to the applicant’s arrival. |