February 10, 2006

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 05-25

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
                  ALL JOB CORPS REGIONAL DIRECTORS
                  ALL JOB CORPS CENTER DIRECTORS
                  ALL JOB CORPS CENTER OPERATORS
                  ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
                  ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
                  National Director
                  Office of Job Corps

SUBJECT: Immediate Denial Screen in the Outreach and Admissions Student
                  Information System

1.   Purpose. To provide information regarding a new enhancement to the Outreach and
Admissions Student Information System (OASIS).

2.   Background.   The immediate denial screen, released in the January 23, 2006,
release of OASIS, is an enhancement recommended by the National Office of Job Corps
Eligibility Workgroup. With this new function, there are now two ways to capture the denial
of an applicant, standard denial and immediate denial.

        Standard denial occurs when an Admissions Counselor (AC) enters applicant
information into OASIS using standard procedures. The system will collect the required
information, and perform all necessary data checks, such as verifying the age of the
applicant. During the Admissions Counselor's Assessment Tool (ACAT) process, if the AC
determines the applicant is not eligible or ready for Job Corps, or the applicant has lost
interest in Job Corps, the AC should use the ACAT checklist to reject the applicant ("Not
recommend" on ACAT), then document the denial.

        If the AC discovers the applicant is not eligible (due to age, income, or behavioral
reasons) during the initial interview, the new immediate denial screen will only ask for
minimum information so the AC can quickly document the denial. Use of the denial screen
will create a record of the AC's work with these applicants, and will give a more accurate
picture of Outreach and Admissions (OA) workload.

3.   Reference. Please consult the January 23, 2006, Release Notes from the Job Corps Data Center (JCDC) to learn more about the denial screen. Training on OASIS is available through the JCDC and a calendar of training can be found at http://training.jobcorps.org.

4.   Action. OA project managers should ensure that this Notice is provided to OA staff.

5.   Expiration Date. Until superseded.

6.   Inquiries. Technical inquiries regarding the denial Web screen should be made to the JCDC's Technical Assistance Center (TAC), at (800) 598-5008, or e-mailed to HelpDesk-JCDC-TAC@jobcorps.org. Additional inquiries should be directed to Dennis Johnson, at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov.