

June 19, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-63
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
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: Updated Job Corps Health Questionnaire (ETA 653) Instructions and Documentation Guidance

1. Purpose. To provide the Job Corps community with updated versions of the ETA 653 Instructions and the ETA 653 Documentation Guidance.
2. Background. The current Job Corps Health Questionnaire (ETA 653) Form was released to the field via Program Instruction 10-30, dated January 26, 2011. Recently, updates were made to the ETA 653 Instructions and the ETA 653 Documentation Guidance to provide better clarification for Outreach and Admissions Counselors on how the ETA 653 should be completed and what specific documents should be requested and submitted to centers.
3. Reference. The updated ETA 653 Instructions and ETA 653 Documentation Guidance can also be found on the Job Corps Community website.
4. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachment

- A – Job Corps Health Questionnaire (ETA 653) Instructions
- B – Job Corps Health Questionnaire (ETA 653) Documentation Guidance