

1.2 ELIGIBILITY DETERMINATION AND SCREENING FACTORS

PURPOSE

- P1. To assess, verify, and document applicant eligibility for the Job Corps program.
- P2. To enroll eligible youth who can benefit from the program.

REQUIREMENTS

R1. Enrollment Process

ACs shall provide applicants with accurate information about Job Corps, including at a minimum:

- a. The process for eligibility determination, selection, and assignment of eligible applicants for enrollment.
- b. Privacy rights and EEO information (refer to PRH-6, Appendices 601 and 602, Student Rights to Privacy and Disclosure Information, and Civil Rights and Non-Discrimination, respectively) and reasonable accommodation information.
- c. That enrollment in Job Corps is voluntary for each individual.

R2. Eligibility

ACs shall obtain, through a face-to-face interview with each applicant, pertinent data to make a determination of eligibility. Once this determination has been made, the AC shall notify the applicant that he or she has met the basic eligibility criteria and shall obtain information needed for the additional factors for student selection and enrollment relating to background, needs, and interests. ACs shall use the procedures described in Exhibit 1-1 (Job Corps Eligibility and Additional Selection Criteria and Documentation Requirements), to assess and verify applicant eligibility and the additional factors for student selection and enrollment.

To enroll in Job Corps, applicants must meet all of the following eligibility criteria:

- a. Be at least 16, but not yet 25 years old, on the date of arrival at a center (i.e., time of enrollment). For otherwise eligible individuals with disabilities, the maximum age limit may be waived (the minimum age is still 16).
- b. Have a signed consent form for automatic Selective Service registration (for male applicants).

- c. Be a United States citizen, a United States National, a lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Attorney General to work in the United States.
- d. Be a low-income individual.
- e. Be an individual who is one or more of the following:
 - 1. A school dropout
 - 2. An individual who requires additional education, vocational training, or intensive career counseling and related assistance in order to participate successfully in regular schoolwork or to secure and hold employment
 - 3. Basic skills deficient
 - 4. Homeless, runaway, or a foster child
 - 5. A parent
- f. Sign the "Authorization for Use and Disclosure of Your Health Information." See Exhibit 1-3. (ACs shall advise applicants that they cannot enter the program without a signed Authorization.)

ACs shall explain to the applicant the reasons why they may want to self-disclose that they are an individual with a disability: (1) to determine if the upper age limit can be waived, or (2) to determine if the applicant may be considered a family of one. The applicant must be told that this information is confidential and will not be used to determine eligibility. The applicant is to respond yes or no **ONLY** to the question, that is, "Are you an individual with a disability?" If the applicant's response is yes, **NO** further information can be collected on his or her disability at this time.

R3. Eligibility Notification

ACs shall:

- a. Notify all applicants of the results of the eligibility determination and collect information on the additional factors for selection and enrollment only for applicants who have met the eligibility requirements listed in Section 1.2, R2 above.
- b. Advise the eligible applicant that:
 - 1. Additional information must be obtained to make a determination as

to whether the applicant qualifies for enrollment based on the additional factors for selection and enrollment relating to background, needs, and interests.

2. Following a determination that the applicant qualifies for enrollment, he or she will be assigned to a center and medical information will be collected and included in the applicant's file for transmittal to the Job Corps center.
3. Ensure that there is ongoing, periodic contact with applicants waiting for a determination that they are qualified for enrollment or for assignment to a center.

R4. Additional Factors for Student Selection and Enrollment of Eligible Applicants

ACs shall:

- a. Obtain a signed consent for enrollment of minors from a parent or guardian or provide documentation that no guardian exists.
- b. Determine that suitable arrangements have been made for the care of any dependent children for the proposed period of enrollment.
- c. Conduct a background check to confirm that the applicant is not on probation, parole, or under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization, unless the court or appropriate agency certifies in writing that it will approve of the applicant's release from its face-to-face supervision and that the applicant's release does not violate applicable laws and regulations.
- d. Determine further, using the Admissions Counselors Assessment Tool (ACAT), Appendix 102, whether the following factors are met by an otherwise eligible applicant:
 1. The applicant's educational and training needs can best be met through the Job Corps program.
 2. There is a reasonable expectation that the applicant can participate successfully in group situations and activities, and is not likely to engage in behavior that would prevent other students from receiving the benefit of the Job Corps program or be incompatible with the maintenance of sound discipline and good relationships between the Job Corps center to which the individual might be assigned and its surrounding community.

3. The applicant fully understands a center's rules and the consequences of failing to observe the rules.
- e. Use only the prescribed ACAT, and shall not modify, add and/or delete questions.

R5. Recommendation for Enrollment and Assignment

- a. ACs shall:
 1. Make a determination of eligibility based on an assessment of the factors in Section 1.2, R2 above.
 2. Make a recommendation for enrollment of eligible applicants after considering the additional factors a-e under Section 1.2, R4 above. The determination shall be based on whether the applicant can reasonably be expected to successfully participate in group situations and activities.
 3. Assign the applicant to the appropriate center in accordance with the assignment procedures in Section 1.5, R1.
 4. Encourage all applicants to provide information relating to their health needs, pursuant to ETA Form 6-53 (Job Corps Health Questionnaire). The provision of this information is voluntary.

Information relating to health may be collected only after an applicant has been determined to be eligible, required information has been obtained for factors a-e in Section 1.2, R4, and the applicant has been assigned to a center. ACs shall not conduct any assessment of health information nor use health information in making decisions on recommendations for enrollment.

5. For applicants with disabilities, collect information relating to the applicant's reasonable accommodation needs. Information relating to disability may be collected only after an applicant has been determined to be eligible, required information has been obtained for factors a through d in R4, and the applicant has been assigned to a center (see note below.) ACs shall not conduct any assessment of the reasonable accommodation information nor use this information in making decisions on recommendations for enrollment.

Note: An applicant with a disability can request accommodation at any time during the admissions process. If the applicant is requesting reasonable accommodation to participate in the

admissions process, the AC will need to address the applicant's accommodation needs before the admissions process can begin or continue.

6. Send the information in paragraphs 1-4 above and the signed "Authorization for Use and Disclosure of Your Health Information" to the center of assignment.
 - b. The center of assignment will review each applicant's file and determine whether to accept or reject the recommendation of the admissions counselor. Guidelines for making such determinations are detailed in Appendix 103, Guidelines for Reviewing Applicant Files. If the center rejects the application, the applicant's folder must be forwarded to the regional office for further review and final determination. The AC shall be notified by the center when an application is sent to the regional office for review.

R6. Regional Application Review

Regional offices shall establish review procedures and consult, as necessary, with individuals and organizations (including court, probation, parole, law enforcement, education, welfare, medical and mental health advisers) to review applications and signed "Authorization for Use and Disclosure of Your Health Information" for admission and/or readmission.

R7. Denials

ACs shall:

- a. Provide applicants denied admission with:
 1. A documented, clear explanation of the reason for such determination.
 2. A referral to an appropriate one-stop center or other training/educational resource in their home community.
 3. The name and address of the Regional Director or designee for filing a written appeal of the denial.
- b. Inform the applicant that they have the right to file a complaint and the name and address of the Civil Rights Center.
- c. Maintain clear documentation on file that the denied applicant was informed, counseled, and referred to other resources when appropriate.

R8. Documentation

ACs shall:

- a. Enter all information involving applicant eligibility criteria and additional enrollment factors in the Outreach and Admissions Student Input System (OASIS) in accordance with the procedures specified in the OASIS documentation and regional office procedures.
- b. Use the procedures described in Exhibit 1-1 to verify, assess, and document information relating to applicant eligibility criteria and additional enrollment factors.
- c. Use the procedures described in Exhibit 1-2 to provide documentation to centers for their use in assessing applicants' health needs.

R9. Sampling Methodology

The system for determining eligibility uses a sampling methodology that allows applicants to self-certify that they are eligible with regard to age and low income, except for sample applicants, who must provide documentation for age and income. For the remaining criteria, documentation is required of all applicants.

Exhibit 1-1 identifies when documentation is required for each of the criteria for both sample and non-sample applicants. This exhibit also identifies how to select sample/non-sample applicants based on social security number. For this reason, it is a requirement that an applicant have a valid social security card at the time of application.

R10. OA Contractor Application Data Report

The OA contractor shall prepare a monthly Outreach and Admissions Application Data report for submission to the regional office (see Exhibit 5-2, Plan and Report Submission Requirements). This report shall identify eligible and ineligible applicants processed during the reporting period. The outcome categories must be reported for both sample and non-sample applicants within 10 working days after the end of each month.

R11. Regional Office Application Data Report

Regional offices shall prepare an Application Data Report that summarizes the OA contractor applicant data report described in Section 1.3, R10 above. This report shall be submitted as follows:

PERIOD	REPORT DUE BY
July - October	November 20
November - February	March 20
March - June	July 20

QUALITY INDICATOR(S)

Q1. Students admitted to Job Corps are eligible to participate in the program.