

## 1.6 ENROLLMENT READINESS

### PURPOSE

- P1. To ensure that assigned applicants depart safely for centers.
- P2. To ensure that assigned applicants are fully prepared for successful enrollment.

### REQUIREMENTS

#### R1. Pre-enrollment Needs

When an applicant's need for immediate core or intensive services is identified, the OA contractor shall, where possible:

- a. Assist the applicant in registering with the local One-stop.
- b. Collaborate with One-stop staff to meet the applicant's needs to the extent possible.

#### R2. Pre-departure Activity

ACs shall:

- a. Provide each applicant with specific, current information about the center of assignment including location, rules, vocational waiting lists, and program expectations.
- b. If applicable, inform probation or parole office of center assignment, including the scheduled departure date.
- c. Provide the applicant with a travel packet, to include itinerary, tickets, meal money, emergency phone numbers, and written guidance on acceptable behavior and expectations while on travel to the center (refer to Section 6.6, Student Transportation).
- d. Ensure that contact has been made with the last high school the applicant attended and that a request has been made for delivery of official school records to the Job Corps center. At a minimum these records should include:
  - 1. an official transcript in a sealed envelope with the school's seal affixed
  - 2. an Individual Education Plan (IEP), if applicable

Prior to a student's departure, the AC shall ensure that the center has received either the above-mentioned documents, or documentation of the official request, which delineates contact information for the school from which the records have been requested.

- e. Assist the applicant in assembling originals of the following documents for use on center:
  - 1. GED certificate
  - 2. Social Security card
  - 3. Driver's license, if available
  - 4. INS alien registration card, if applicable
  - 5. Public assistance documentation, or TANF, food stamps, if applicable
  - 6. Medical insurance card, if available
  - 7. Immunization records

### R3. Pre-departure Center Contact

Centers shall contact assigned students prior to their scheduled arrival to welcome them and provide information about the center.

### R4. Departure Procedures

ACs shall:

- a. Notify each applicant of his or her assignment date and the process for departure.
- b. Accompany the applicant to the scheduled departure site or arrange for another responsible escort, and see that the applicant departs safely as scheduled.
- c. Verify that the applicant's eligibility status is unchanged since completion of the original application.
- d. Request that the applicant sign a release of "Use of Student Photo" from and forward it to the center of assignment (see Appendix 601, Student Rights to Privacy and Disclosure Information).

**R5. No Shows**

In the event that the applicant fails to depart for the center, he or she shall be determined to be a no show, and the AC or OA contractor shall:

- a. Contact the youth promptly to determine the reason that the assignment was not accepted.
- b. If appropriate, request a delayed assignment and reschedule the applicant in accordance with Section 1.5, Applicant Assignments.
- c. Notify the center of assignment if it is determined that the youth will not depart within two assignment cycles.

**QUALITY INDICATOR(S)**

Q1. Assigned applicants arrive at the center of assignment as scheduled.

Q2. New arrivals know what to expect upon arrival and enrollment at the center.