

## 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 Job Corps program.

### REQUIREMENTS

#### R1. Enrollment Process

Admissions counselors (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**. (Section R4 below). ACs shall use the procedures described in Appendix 104 (Admission Counselor Guide for Evaluating Applicant Behavior and Court History) 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 Job Corps 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, asylum seeker, 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

ACs shall explain to the applicant the reasons for self-disclosure if she or he is 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 "Are you an individual with a disability?" If the applicant's response is yes, **NO** further information can be collected by the AC regarding the applicant's 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 R2 above.
- b. Advise the eligible applicant that additional information must be obtained prior to conditional assignment to a Job Corps center, to determine whether the applicant qualifies for enrollment based on the additional

factors for selection and enrollment relating to background, needs, and interests.

- c. Advise the applicant of the results of the eligibility decision.
  1. If the applicant **is** qualified for enrollment, advise the applicant that he or she will be assigned to a Job Corps center and that medical information will be collected and included in the applicant's file for transmittal to the Job Corps center.
  2. If the applicant **does not** qualify for enrollment, advise the applicant that he/she will not be recommended for selection and enrollment, and advise the applicant of his/her right to appeal to the appropriate Regional Office of Job Corps. If appropriate, refer applicant to another program.

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

ACs shall:

- a. Obtain a signed consent form 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. In the event that the applicant has a history of court involvement, the AC must make a determination regarding the seriousness of the charges and whether the applicant should be considered for enrollment based on the guidelines in Appendix 104, the "Admission Counselor Guide for Evaluating Applicant Behavior and Court History."
- d. Determine further, based on observation of the applicant's behavior during the interview process and evaluation of the information provided by the applicant, (using the format provided by 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. Those applicants seeking only a GED or High School Diploma should be referred to a more appropriate program. Applicants to Job Corps should demonstrate a desire to gain both academic and vocational training.
  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 can fully understand that Job Corps centers have rules and understand 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

ACs shall:

1. Determine eligibility based on an assessment of the factors in R2 above.
2. Further evaluate the eligibility of applicants after considering the additional factors a–e under R4 above. The determination shall be based on whether the applicant can reasonably be expected to successfully participate in group situations and activities. ACs should use the guidelines provided in Appendix 104.
3. If the AC **is** recommending an applicant for enrollment, the AC will ensure that the following steps are taken:
  - a. If the applicant does not have outstanding court fines or is currently under court-mandated supervision, conditionally assign the applicant to the appropriate Job Corps center in accordance with the assignment procedures in R1 above.

ACs should coordinate with the Job Corps center in cases where an applicant owes court fines of less than \$500. If an applicant's court fines are \$500 or greater, the application should be forwarded to the Regional Office for review prior to conditional assignment.

ACs should coordinate with the Job Corps center in cases where an applicant is under court-mandated supervision. If an applicant's court-mandated supervision exceeds 6 months or is the result of a felony, the application should be forwarded to the Regional Office for review and approval prior to conditional assignment.

- b. Encourage applicants to provide information relating to their health needs, pursuant to ETA Form 6-53 (Job Corps Health Questionnaire). Providing this information is voluntary.

Information related 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 R4 above, and the applicant has been assigned to a Job Corps center. ACs shall not conduct any assessment of health information nor use health information in making decisions on recommendations for enrollment.

- c. 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 must address the applicant's accommodation needs before the admissions process can begin or continue. The circumstances under which such information may be collected, and types of information that may be collected, are described in Appendix 605.
  - d. Forward the applicant's information to the Job Corps center for final review. In some cases, the center medical staff may need to review the applicant's medical history.
4. If the AC **denies** enrollment of the applicant, the AC will ensure that the following steps are taken:
    - a. The applicant shall be notified of the negative determination and shall be provided with a clear, documented explanation for the determination.
    - c. Applicants denied enrollment shall receive a referral to an appropriate One-Stop center, or other training/educational resource in their home community.
    - d. Applicants denied enrollment shall be provided with the name and address of the Regional Director or designee if the applicant wishes to file a written appeal of the determination.

Additionally, applicants should be advised that if they feel that they have been denied enrollment based on a form of discrimination, they have the right to file a formal complaint with the Department of Labor's Civil Rights Center:

The U.S. Department of Labor  
200 Constitution Avenue, NW  
Washington, D.C. 20210  
(202) 693-6556  
CivilRightsCenter@dol.gov

- e. ACs shall maintain clear documentation on file that the denied applicant was informed, counseled, and referred to other resources when appropriate.

#### R6. Regional Application Review

Regional offices shall establish procedures to review applicant files that have been given denied enrollment by the Admissions counselor. Regional Office staff shall consult, as necessary, with individuals and organizations including court, probation, parole, law enforcement, education, and welfare advisers to evaluate applications for admission and/or readmission

#### R7. 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 and Appendix 104 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 Job Corps centers for their use in assessing applicants' health needs.

#### R8. 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 for 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.

R9. 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.

**QUALITY INDICATOR (S)**

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| Q1. Students admitted to Job Corps are eligible to participate in the program.     |
| Q2. Students are informed of the appeals process if not accepted into the program. |