

April 4, 2007

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 06-10
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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: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 1, Sections 1.2 and 1.5 and Exhibits 1-1 and 1-6:
Clarification of Veterans' Priority and Background Checks

1. Purpose. The purpose of this Change Notice is twofold: to clarify the distinction between Job Corps eligibility factors and priority enrollment factors, specifically as it relates to priority enrollment for veterans; and to offer additional guidance to Admissions Counselors on conducting and documenting background checks.

2. Background.

- a. **Priority Enrollment for Veterans.** PRH Change Notice 05-10 added Section L, Veterans' Priority, to Exhibit 1-1. Section L outlined the assessment and documentation requirements for determining priority for honorably discharged veterans wishing to enroll in the Job Corps program. However, the main focus of Exhibit 1.1 is Job Corps eligibility criteria, whereas veteran status is *not* a factor for determining eligibility, but rather *a factor for determining priority* once eligibility is already established. Thus it is not appropriate to house this priority information in Exhibit 1-1.

To clarify further, a veteran may be eligible for the Job Corps program whether he or she was discharged honorably or not. However, only those that were discharged honorably may receive priority in enrollment.

- b. **Background Checks.** The judicial system in some states allows municipalities and localities to establish courts to deal with less serious offenses, while higher courts have jurisdiction over more serious crimes. These courts operate

independently of each other, and so a background check with one would not necessarily reveal offenses tried in another. For that reason, clarification was needed of what background checks are necessary.

3. Reference. PRH Change Notice 05-10.

4. Explanation of Changes.

- a. **Priority Enrollment for Veterans.** Exhibit 1-1 removes priority enrollment for veterans, so as not to confuse it with a factor for determining eligibility. Instead, the priority information will be listed in the new Exhibit 1-6, Factors for Priority Enrollment.

The following sections have also been changed, to reference the new Exhibit 1-6 instead of Exhibit 1-1:

- (1) Section 1.2, R2.
- (2) Section 1.5, R1.

- b. **Background Checks.** Exhibit 1-1, Section J, Behavior History, has been changed to reflect the need to conduct background checks with *all applicable* courts, institutions, and agencies for every applicant.

Additionally, Exhibit 1-1, Section J, has been changed to clarify the use of ETA form 655 and the proper way to document online and electronic background searches.

Add new Exhibit 1-6.

5. Effective Date. April 5, 2007

6. Action Required. To comply with the new policy requiring background checks with all applicable courts, institutions, and agencies, Outreach and Admissions staff should investigate the judicial system within their states to determine if additional background checks are needed for some locations. Addressees are to ensure that a copy of this Change Notice is distributed to all appropriate staff.

7. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.

Attachments

- A – Chapter 1
- B – Exhibit 1-1
- C – Exhibit 1-6