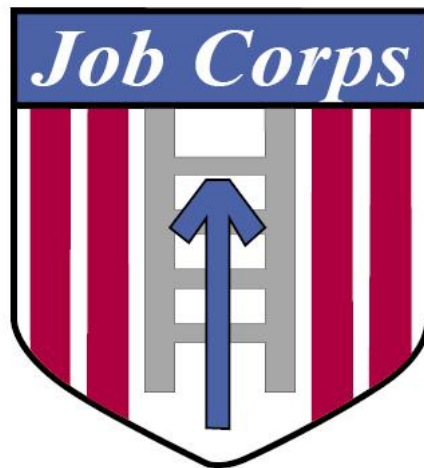


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# **POLICY AND REQUIREMENTS HANDBOOK**

## **CHAPTER 1: OUTREACH / ADMISSIONS**

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October 28, 2009

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**1.0 OBJECTIVES**

To ensure that the Job Corps program maintains a positive public image, strong community and employer partnerships, a pool of eligible and committed applicants, and full utilization of Job Corps training opportunities.

## **1.1 OUTREACH**

### **PURPOSE**

- P1. To foster and maintain a positive public image of the program by:
- Educating the public about the training opportunities that the Job Corps program provides for at-promise youth.
  - Ensuring that Job Corps is an active member/partner in the state and local workforce training community, including One-Stop centers, local workforce investment boards, and youth councils.
- P2. To attract youth who may be eligible for the program.
- P3. To ensure that the center is viewed as an asset and partner within the community by:
- Involving employers with the Job Corps program in local and distant labor markets, where students seek employment.
  - Actively involving the community with the center and the students.

### **REQUIREMENTS**

#### ***R1. Outreach/Public Education Plan***

Outreach and Admissions/Career Transition Services (OA/CTS) contractors and centers shall develop and implement outreach/public education plans, as part of an overall Career Development Services System (CDSS) Plan. The plan shall demonstrate collaboration and consultation between OA/CTS contractors and centers. The plan shall be submitted to the Regional Office for review and approval, in accordance with Chapter 5, Section 5.1, R3.c, Career Development Services System Plan, and shall include, as applicable:

- a. Outreach strategies to achieve and maintain overall design capacity.
- b. Strategies to ensure coordination of efforts between OA/CTS contractors and center business and community liaisons.
- c. A description of the public education and outreach methods, activities, events, and linkages that will be developed to:
  1. Foster referrals of eligible youth.
  2. Promote positive public awareness of student and center achievements.
  3. Respond to media and public inquiries with consistent and factual information.
  4. Reach potential English Language Learner (ELL) applicants.
- d. A description of outreach methods and materials to be distributed to One-Stop centers, youth councils, schools, social service agencies, communities, youths, general public, youth programs, other employment and training programs, vocational rehabilitation agencies, employers, industry associations, and certifying or accrediting organizations. Such materials shall include center-specific information and be designed to reach a diverse audience and be readily understandable by individuals with disabilities (e.g., large print, video, and audio tape).

- e. A system to ensure timely follow-up on all referrals.
- f. A direct referral system that provides unions, business/industry organizations, and individual employers a mechanism for referring youth who may be qualified to participate in Job Corps. Applicants recruited through direct referrals shall meet all Job Corps eligibility requirements for enrollment and fully participate in all career preparation activities. Direct referral applicants do not have priority over those waiting to enter Job Corps, nor do they have priority over those who are on a waiting list for a specific training program.
- g. A system to document and monitor the effectiveness of outreach efforts, including efforts to collaborate with One-Stop centers.
- h. An advertising plan, if applicable.
- i. An ELL Readiness Plan that outlines the steps that will be taken to meet the needs of ELL applicants.

**R2. *Use of Student Photos or Moving Images***

All contractors and centers shall ensure that photos or moving images of Job Corps students are not taken, used on printed materials, or posted on the Internet except when proper releases have been obtained, as specified in Chapter 6, Appendix 601 (Student Rights to Privacy and Disclosure of Information).

**R3. *Center Information***

Centers shall:

- a. Provide admissions counselors (ACs) and One-Stop centers with current information about all aspects of center life, including the center's Career Development Services System (CDSS); the availability of career technical training; certification, credentialing, and licensure opportunities; social development, residential life, and recreation; center standards of conduct; and support services.
- b. Provide admissions counselors with copies of current career technical Training Achievement Records (TARs).
- c. Offer center tours to prospective applicants, parents, school counselors, employers, etc., whenever possible.
- d. Assign staff and students to participate in outreach activities as needed.

**R4. *Notification of Newsworthy Events***

OA/CTS contractors and centers shall:

- a. Notify the Regional Office of newsworthy events, press, or media coverage.
- b. Immediately notify and consult with the Regional Office, for guidance and approval, regarding any adverse or negative information.

**R5. *Partnerships and Linkages***

- a. OA/CTS contractors and centers shall, as applicable:
  - 1. Work cooperatively with schools, social service agencies, Youth Opportunity Grantees, One-Stop centers, youth councils, youth programs,

other employment and training programs, NJCA members, state vocational rehabilitation agencies, associations, and other appropriate organizations to promote referral of applicants who are eligible to participate in the Job Corps program. In this regard, close cooperation between the National Training Contractors (NTCs) and OA/CTS contractors is essential in assisting potential enrollees who have been referred to Job Corps by unions/employers that work with the NTCs.

2. Establish working relationships and partnerships, including membership where appropriate, with One-Stop systems, state and local workforce investment boards, youth councils that operate as part of local boards, and other local employment and training programs for youth.
3. Ensure that Job Corps services are included on the menu of services available through the One-Stop system, whenever possible.
4. Develop linkages and relationships that enhance the quality of services to students and the community, such as work-based learning, leisure-time employment, high school, college, and other career technical training programs, on-the-job training, One-Stop services, career services, and job placement.

**R6. *Business and Community Liaison Staff***

Centers shall have staff designated by the center director to carry out the Business and Community Liaison functions. Liaisons may represent more than one center, with Regional Office approval, where it is more effective and practical to do so.

Responsibilities of the Liaison are to:

- a. Establish and develop meaningful relationships and networks with local and distant employers, applicable One-Stop centers, and other Workforce Investment Act (WIA) partners to promote and provide job opportunities for graduates.
- b. Establish and develop meaningful relationships with members of the local community to keep them informed about the center and to consider areas of mutual interest to the center and the community.
- c. Provide support to the center Industry Council and Community Relations Council (CRC).

**R7. *Industry Council***

- a. Establish Industry Councils
  1. Each Job Corps center shall establish an Industry Council appointed by the center director in consultation with the staff member who performs the Business and Community Liaison functions.
  2. Where it can be justified that a single Industry Council can more effectively represent employers for more than one center and/or represent multiple labor markets that students will return to, the Regional Office may approve such an arrangement.
- b. Composition



1. A majority of the council must be representatives and employers who have substantial management, hiring, or policy responsibility, and represent businesses with employment opportunities in the communities where students seek employment.
  2. Other members must include representatives of labor organizations and/or other organizations (where present) representing employees, and students and graduates of Job Corps. Efforts should be made to include representatives from local workforce investment boards as well.
- c. Responsibilities
1. The Industry Council shall work closely with all applicable local boards to identify and recommend to the center director appropriate career technical training for the center, and shall meet at least once every 6 months to:
    - (a) Review relevant labor market information to identify employment opportunities in communities where graduates will seek employment and the skills and education necessary for those employment opportunities.
    - (b) Reevaluate labor market information and recommend appropriate changes in center vocational offerings and/or curricula.
  2. Center directors shall:
    - (a) Maintain regular contact and share information with Council members.
    - (b) Provide recommendations made by the Council to the Regional Office.
    - (c) Document attendance and recommendations of the Industry Council.

**R8. *Community Relations Council***

Centers shall establish a Community Relations Council (CRC) to serve as a liaison between the center and the surrounding communities. The CRC shall have the following features:

- a. Be representative of business, civic, and educational organizations, elected officials, law enforcement agencies, and other service providers.
- b. Include student and staff representatives.
- c. Meet regularly to consider issues of mutual interest to the center and the community.
- d. Records of CRC meetings shall document attendance and recommendations.

**R9. *Community Projects***

Centers shall:

- a. Participate in projects that benefit the community and provide a positive public image.

- b. Provide opportunities for staff and students to participate in community service projects on a regular basis.

***R10. Community Participation***

Centers shall arrange recreation, athletic, or leisure time activities in which students and local residents may participate together.

**QUALITY INDICATORS**

- Q1. Job Corps is viewed as a positive alternative for youth by schools and the employment and training community.
- Q2. Job Corps is known and recognized as an integral part of state and local workforce systems.
- Q3. The local community supports and endorses the Job Corps center.
- Q4. Employer input is sought and used by the Job Corps center.
- Q5. Media coverage portrays a positive and fair image of the program.

## 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 equal employment opportunity (EEO) information (refer to Chapter 6, Appendices 601 and 602, Student Rights to Privacy and Disclosure of Information, and Civil Rights and Nondiscrimination, 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 (Admissions 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.

### ***Priority Enrollment***

An individual who meets all of the eligibility requirements listed above and is a veteran of the Armed Forces of the United States or spouse of a veteran, as specified in Exhibit 1-6, will receive priority in enrollment at Job Corps centers.

### ***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 or she will not be recommended for selection and enrollment, and advise the applicant of his or her right to appeal to the appropriate Regional Office of Job Corps. The applicant shall receive a referral to an appropriate One-Stop center, or other training/education resource in their community.

**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 "Admissions 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 Counselor's 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 career technical 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:

- a. Determine eligibility based on an assessment of the factors in R2 above.

- b. 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.
- c. If the AC **is** recommending an applicant for enrollment, the AC will ensure that the following steps are taken:
1. 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.
  2. 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.
  3. 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 Chapter 6, Appendix 605.
  4. 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.
- d. If the AC **denies** enrollment of the applicant, the AC will ensure that the following steps are taken:

1. The applicant shall be notified of the negative determination and shall be provided with a clear, documented explanation for the determination.
2. Applicants denied enrollment shall receive a referral to an appropriate One-Stop center, or other training/educational resource in their home community.
3. 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

4. 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 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.

### **QUALITY INDICATORS**

- 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.



## **1.3 INFORMATION TO APPLICANTS**

### **PURPOSE**

- P1. To provide applicants with accurate information about the Job Corps program and individual specific centers.
- P2. To establish an information base for students entering the Job Corps program so they can focus on solid career choices.

### **REQUIREMENTS**

#### ***R1. Information on Center Life***

ACs shall provide applicants with accurate information about:

- a. Living accommodations.
- b. Student standards of conduct, including Job Corps' drug testing policy.
- c. Career Success Standards, including center expectations for student behavior and information on regular evaluations of student progress.
- d. Center life, including community service activities.
- e. Allotments, as applicable to applicants with dependent children.

#### ***R2. Career Development Services System***

ACs shall inform applicants about the Job Corps Career Development Services System describing, at a minimum, CDSS components, including:

- a. Personalized career planning assistance.
- b. Preparation for career development.
- c. Career development combining academic, career technical, social, and employability skills training in both center-based and work-based settings to meet each student's individual needs.
- d. Career transition support.
- e. Program expectations and graduation requirements.

#### ***R3. Personal Career Development Assistance***

ACs shall assist applicants in initiating career planning by:

- a. Discussing available career technical offerings, specific requirements, and waiting lists.
- b. Discussing certification, accreditation, and licensure opportunities and, if applicable, associated training and experience requirements or other prerequisites.
- c. Introducing applicant to the definition and the concept of the TAR, expected length of time to complete the program, potential earnings, and prospects for better jobs and higher pay associated with certifications, licensures, apprenticeships, or postsecondary education.

- d. Using labor market information to advise applicants about the outlook for their expressed career interests and to assist them in selecting career technical training preferences.
- e. Explaining the use of the Personal Career Development Plan (PCDP) as a personalized blueprint, which will be used throughout enrollment and the Career Transition Period (CTP) to assist students in meeting their career goals.

***R4. Complaints of Discriminatory Treatment***

ACs shall provide applicants with the Equal Opportunity Notice set forth in 29 CFR 37.30 (see Chapter 6, Exhibit 6-11). The notice must be signed and dated by the student and a copy placed in the applicant's file. The notice must be provided in alternate formats upon the request of applicants with visual impairment. Where an alternate-format notice has been provided, a record that such a notice has been given must also be made a part of the student's file.

**QUALITY INDICATORS**

- Q1. New arrivals are well informed and have realistic expectations about the program.
- Q2. New arrivals have a basic understanding of Job Corps' career development focus, how labor market information can be used, and the career development services available to them through Job Corps.
- Q3. New arrivals report that admissions counselors prepared them for what to expect at Job Corps.

## **1.4 READMISSION**

### **PURPOSE**

- P1. To establish criteria to verify an individual's eligibility and to assess his or her appropriateness for re-entry to Job Corps.

### **REQUIREMENTS**

#### ***R1. Readmission Criteria***

ACs shall assess, determine, and verify that applicants for readmission:

- a. Meet all admissions criteria from Section 1.2, Eligibility Determination and Screening Factors.
- b. Have not been readmitted before, unless the most recent separation was the result of a medical separation and the student is able to meet the essential requirements of the program with or without reasonable accommodation.
- c. Have no more than 18 months of previous, paid Job Corps training and can be expected to complete training within a period of time which, when added to the initial stay, shall total no more than 24 months.
- d. Have been out of Job Corps a minimum of 1 year, unless waived by the Regional Office.
- e. Have not previously received mandatory separations for Level 1 disciplinary reasons (refer to Chapter 3, Exhibit 3-1, Infraction Levels and Appropriate Center Actions) except for applicants previously separated for Level 1 drug use (i.e., positive drug test prior to the 45th day after entry, on a suspicion intervention drug test, or on second suspicion test). Such applicants are eligible to reapply in 1 year. If such applicants test positive for drug use upon readmission, they shall be separated immediately and not allowed to reapply to Job Corps.

#### ***R2. Application Procedures***

ACs shall:

- a. Complete all required application forms.
- b. Verify the applicant's entry and separation dates, previous center of assignment, reason for separation, and center recommendation.
- c. Provide justification that clearly demonstrates a motivational change as well as behavioral improvement for applicants who previously received an unfavorable center recommendation or a disciplinary discharge.

#### ***R3. Regional Application Review***

Regional Offices shall establish procedures for the review of applicants for admission and/or readmission, which describe responsibilities of all entities involved in the process and include adequate consultation with individuals and organizations (including court, probation, parole, law enforcement, education, welfare, medical, and mental health advisors).

***R4. Readmission Denials***

ACs shall refer those applicants whom the AC determines are not eligible for Job Corps to an appropriate resource in the local area that is able to meet their needs.

**QUALITY INDICATOR**

Q1. Students selected for readmission are successful in the program.

## **1.5 APPLICANT ASSIGNMENTS**

### **PURPOSE**

- P1. To establish procedures for assignment of applicants to centers in accordance with legislative requirements.
- P2. To ensure a regular flow of applicants for assignment to centers.

### **REQUIREMENTS**

#### ***R1. Assignment and Scheduling Procedures***

Outreach and Admissions (OA) contractors shall:

- a. Develop systems to assign eligible applicants to available training slots in accordance with contract goals, center needs, and applicant interest.
- b. Assign applicants to centers closest to their homes, except under the following conditions:
  - 1. The applicant chooses a career technical training program that is not available at such center.
  - 2. The applicant would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity.
  - 3. The parent or guardian of an applicant requests assignment of the applicant to another Job Corps center due to circumstances in the applicant's home community that would impair prospects for successful participation in the Job Corps program.
- c. Applicants younger than 18 shall be assigned to the center closest to home unless the parent or guardian objects to the assignment.
- d. Record all applications in OASIS and forward to the center or Regional Office within the time period required.
- e. Applicants who are veterans of the Armed Forces of the United States or spouses of veterans, as specified in Exhibit 1-6, will receive priority in assignments to Job Corps centers.

#### ***R2. Regional Assignment Procedures***

- a. Regional Offices shall:
  - 1. Establish procedures in accordance with R1 above for assignment of eligible applicants to centers, including waivers for applicants assigned to centers other than closest to home.
  - 2. Establish policies and procedures for travel using OASIS.
- b. OA and center contractors shall ensure that OASIS files are available to the center of assignment and that hard-copy documents are available to the center at least 5 working days prior to each applicant's scheduled departure.

**R3. Arrival Scheduling**

Centers shall:

- a. Accurately project arrival needs and issue arrival orders in accordance with Regional Office policy.
- b. Ensure that the application folder is complete and contains all required documentation upon arrival at the center. The center shall contact the AC to obtain missing or incomplete documentation.
- c. Schedule timely assignment, for first available opening on center, of youth referred by ACs to ensure maintaining center at capacity.
- d. Provide timely travel authorization and arrival information to ACs and other appropriate parties as required.
- e. Meet and greet arrivals at the designated time on the center or at the determined travel termination point.

**R4. Delays****a. Travel Delay**

In the event that a youth cannot travel on the day assigned, the AC/OA contractor shall request a travel delay (not to exceed 2 weeks) prior to or on the day of assignment. The AC shall:

1. Determine whether the reason for the delay is valid.
2. Notify the center and/or Regional Office to obtain instructions and the future date of travel. Under no circumstances shall an AC send a youth to the center on a day other than the departure date entered on the itinerary without obtaining center and/or Regional Office approval.

**b. Delayed Assignment**

Under the following circumstances, the AC may apply for a delayed assignment for accepted applicants who fail to depart as originally scheduled and who did not request a travel delay:

1. There is a valid reason for the request.
2. The request for a delayed assignment is submitted within 90 days of the date the assignment notification was sent to the OA contractor. If the youth applies after 90 days, all eligibility documentation must be reverified.
3. The youth continues to meet all the Job Corps eligibility criteria at the time of subsequent departure.

**R5. Ticket Recovery**

OA contractors shall:

- a. Develop procedures to control, safeguard, and track government tickets issued for applicant transportation.

- b. Recover and return unused tickets for credit to the government.

**QUALITY INDICATOR**

- Q1. Centers are maintained at enrollment capacity.

## 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 Outreach and Admissions (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***

Admissions counselors (ACs) shall:

- a. Provide each applicant with specific, current information about the center of assignment, including location, rules, career technical training 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 Chapter 6, Section 6.6, Student Transportation).
- d. Include a copy of official General Educational Development (GED) or high school records, if available, in the applicant's file; at a minimum, ensure that contact has been made with the appropriate state GED Administrator (see Exhibit 1-1, Section E: Education/Training/Family Needs) or the last high school the applicant attended, and that a request has been made for delivery of official records to the Job Corps center (see Exhibit 1-5). At a minimum, these records should include:
  - 1. An official transcript with the school's seal affixed.
  - 2. A copy of the GED certificate or Official GED Test Scores.
  - 3. A copy of an acceptable high school diploma (HSD) or official high school transcripts indicating graduation, if the applicant states that he or she completed the 12th grade and obtained a diploma. An acceptable diploma is one described in Documentation Requirements in Section E: Education/Training/Family Needs in Exhibit 1-1. An AC will document that an applicant has a HSD only after receiving a copy of an acceptable diploma or official high school transcripts indicating graduation, and including this in the applicant's file to be sent to the center.



4. An Individual Education Plan (IEP), psycho-educational evaluations, all eligibility and triennial evaluation reports, and IEP progress notes, if applicable.
5. A 504 Plan and all corresponding eligibility evaluation reports, 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 GED Testing Service or school from which the records have been requested.

- e. Assist the applicant in assembling originals of the following documents for use on center:
  1. Copy of GED certificate or Official GED Test Scores
  2. Copy of acceptable HSD, or official high school transcripts indicating graduation, if applicable
  3. Social Security card
  4. Driver's license, if available
  5. Immigration and Naturalization Service (INS) alien registration card, if applicable
  6. Public assistance documentation, or Temporary Assistance for Needy Families (TANF), food stamps, if applicable
  7. Medical insurance card, if available
  8. Immunization records

**R3. *Pre-departure Center Contact***

Centers shall contact assigned students prior to 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 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, or legal guardian if the applicant is a minor, sign a Right to Use Photographic Likeness or Moving Images release form and forward it to the center of assignment (see Chapter 6, Appendix 601, Student Rights to Privacy and Disclosure of Information; also see Exhibits 6-13 and 6-14 for the release forms for adult students and minors, respectively).

**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 INDICATORS**

- 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.