

JOB CORPS ELIGIBILITY AND ADDITIONAL SELECTION CRITERIA AND DOCUMENTATION REQUIREMENTS

Eligibility Criteria	Assessment/Verification Requirements		Documentation Requirements	
	Sample (SSNs ending with 03,12,17,30,93)	Non-Sample	Sample (SSNs ending with 03,12,17,30,93)	Non-Sample
<p>A: AGE</p> <p>Applicant must be not less than 16 and not more than 24 on the date of enrollment¹ (i.e., date of departure for a center). For an individual with a disability who is otherwise eligible, the maximum age limit may be waived (minimum age is still 16).</p>	<p>ACs must review and verify all source document information used to demonstrate eligibility under this criterion. Acceptable source documents, which must state the applicant's date of birth, include:</p> <p style="text-align: center;">Birth certificate; or Driver's license/state identification card; or U.S. passport; or Immigration and Naturalization Service (INS) Document I-551, I-151, I-688, I-688A, I-688B, or I-94; or other official forms or documents from other government agencies which identify the applicant's name and date of birth, such as school records, welfare documents, military records, employment records, and hospital records.</p>	<p>A valid Social Security card is required from all applicants; a copy must be placed in the file. If applicant has lost SS card, a copy of another official document that lists the SS number (e.g., driver's license, state ID, school record, tax record, W-2) must be placed in the admissions file.</p> <p>ACs must be confident that the self-certifying information provided is true. If this is not the case, the AC must require written documentation of this criterion.</p>	<p>A copy¹ of each document used in the assessment/verification to demonstrate eligibility under this criterion as well as a valid Social Security card must be retained in the applicant's file. Acceptable identifying information, including applicant's name and date of birth, consists of:</p> <p>Birth certificate: Place of birth and document registration number; or Driver's license/state identification card; or U.S. Passport: Date of issuance and document registration number or INS documents: Date of issuance, Alien Registration Number, country of citizenship, and expiration date (as appropriate); or Official eligibility form from other government agencies: Agency issuing form, title of form and form identification, date completed, and purpose of form.</p>	<p>A valid Social Security card is required from all applicants; a copy must be placed in the admissions file.</p> <p>Applicant self-certifies on ETA 652.</p>

¹If applicant does not allow the AC to copy documents used in the verification process, or if photocopying equipment is not available, the AC must prepare a notation indicating the documents used and record the specific information that demonstrates eligibility.

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<p>B: SELECTIVE SERVICE REGISTRATION</p> <p>A male applicant of any age must comply with Section 3 of the Military Selective Service Act (50 USC App. 451) by registering with the Selective Service.</p>	<p>ACs must ensure that all male applicants sign the Consent Form containing authorization for Selective Service Registration. This applies even if the applicant has documentation (e.g., Selective Service registration card, or letter of acknowledgment from Selective Service Board) that he is already registered with the Selective Service system.</p> <p>If the applicant is already registered, the computer data will show that the student is registered and will not register him again.</p>	<p>A copy of the Consent Form containing the Selective Service Authorization must be completed, signed, and retained in each male applicant's file.</p> <p>For female applicants, the notation "NA/F" shall be placed in the Selective Service authorization space on the Consent Form.</p>

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<p>C: LEGAL U.S. RESIDENT</p> <p>Applicant must be a:</p> <ul style="list-style-type: none"> • United States citizen or national, including naturalized citizens; or • 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; or • Resident of a U.S. territory; or • Jay Treaty Indians, defined as Native Americans born in Canada of 50% or more Indian blood, who have the right to cross the U.S./Canada border freely (upon proving eligibility), to visit the United States, or to live or work in the U.S. A Jay Treaty applicant must be living in the U.S. to be eligible for Job Corps. 	<ol style="list-style-type: none"> 1. Non-Citizens: ACs must review and verify all source document information used to demonstrate eligibility. Acceptable source documents include: <ul style="list-style-type: none"> • Alien Registration Receipt Card: I-688A or I-688B; or • Temporary Residence Card, I-688; or • Employment Authorization Card: I-551 or I-151 (green card); or • Unexpired foreign passport containing employment authorization document I-94. 2. Citizens: Applicants who are citizens are not required to demonstrate eligibility under this criterion. They may simply state that they are citizens. 	<p>A copy of each document used in the assessment/ verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file, as appropriate.</p>

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<p>D: LOW INCOME</p> <p>To qualify as Low Income, one or more of these conditions must exist:</p> <p>Public Assistance: Receiving, or be a member of a family (see Appendix 101 for definition of “family”) living in a single residence that receives cash welfare payments, medical assistance, or food stamps, or has been eligible to receive food stamps within the 6-month period prior to application; or</p> <p>Foster Child: A child for whom state or local government payments are made, or a ward of the state or court; or</p>	<p>ACs must review and verify all source document information used to demonstrate eligibility. Acceptable source documents include:</p> <p>Letter or printout from appropriate government agency acknowledging family receipt of any form of public assistance, or documented eligibility for food stamps at the current time or within the previous 6 months; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker.</p> <p>Foster care, ward of court, or state: Letter from, or documented phone contact with, caseworker or public agency personnel attesting to the status of the applicant.</p>	<p>ACs must be confident that the self-certifying information provided is true. If this is not the case, the AC must require written documentation of this criterion.</p>	<p>A copy of each document used in the assessment/verification process to demonstrate eligibility, and completion of the Applicant’s Verification of Income Worksheet must be retained in the applicant’s file. ACs must clearly identify the income source. The most common (but not only) documentation sources are:</p> <ol style="list-style-type: none"> 1. Documentation of receipt of any type of public assistance, or eligibility to receive food stamps, within the last 6 months prior to application for Job Corps. 2. Paycheck stubs for each employer for each working member of the family, during the last 6 months, which indicate the employer’s name and date of the check. 3. Letters of employment verification. 4. Documentation of excludable income. 	<p>Applicant self-certifies on ETA 652.</p>

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<p>D: LOW INCOME (cont.)</p> <p>Disabled: An individual with a disability that presents barriers to obtaining employment and whose own income meets the income criteria for an individual <u>or</u> who chooses to apply and be considered a member of a family for income purposes.</p> <p>Homeless: An individual who lacks a fixed, regular, adequate nighttime residence; any adult or youth who has a primary nighttime residence that is a public or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated as a regular sleeping accommodation for human beings.</p>	<p>AC's written description, as stated by applicant, of applicant's disability or letter from, or documented phone contact with, doctor or staff from hospital or rehabilitation program or other appropriate agency, attesting to the applicant's disability.</p> <p>Documented phone contact with support provider or complete Statement of Support describing how the applicant is being supported in the absence of any significant income. The Statement of Support can be prepared on the Verification of Income Worksheet or on a separate piece of paper.</p>	<p>ACs must be confident that the self-certifying information provided is true. If this is not the case, the AC must require written documentation of this criterion.</p>	<ol style="list-style-type: none"> 5. Unemployment Insurance Quarterly Wage Records. 6. Statement of support, signed by applicant and support provider if possible. 7. Tax information. 8. Documented telephone calls to employers, caseworkers, public assistance staff, etc., when used as income verification sources.

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<p>D: LOW INCOME (cont.)</p> <p>Earned Income: An individual, or a member of a family living in a single residence that has received total family income (see Appendix 101 for definition of “family income”) which, in relation to family size, was not in excess of the higher of:</p> <ol style="list-style-type: none"> 1. The poverty level determined in accordance with criteria established by the DHHS. 2. 70 percent of the lower living standard income level (LLSIL). 	<p>Income verification statements from, or documented phone calls with employers; paycheck stubs, tax returns, or W-2s (limited circumstances); Unemployment Insurance Quarterly Wage Records; documentation of excludable income, such as letters of receipt of Unemployment Insurance or Social Security benefits, or copies of checks. Excludable income is not to be confused with public assistance.</p> <p>When determining income eligibility for a person who applies to Job Corps as an individual, ACs must use the "Family Unit of One" standards in the official Poverty Guidelines, as revised by the Department of Health and Human Services. When using the LLSIL, ACs must use the "Family of One" column.</p> <p>Applicants must be required to complete a Statement of Support as described under Homeless when:</p> <ul style="list-style-type: none"> • the applicant has zero or minimal income; • the claimed income appears unrealistic relative to family size; or • no income documentation is available. 			

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<p>E: EDUCATION/ TRAINING/ FAMILY NEEDS</p> <p>Applicant must be one or more of the following:</p> <p>A school drop-out prior to high school graduation.</p> <p>In need of additional education, career technical training, or intensive career counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment.</p>	<p>ACs must review and verify all source document information used to demonstrate eligibility under this criterion, when applicable. One or more of these factors must exist for the applicant to be determined eligible for enrollment.</p> <p>ETA-652 indicates no high school diploma (HSD) or GED.</p> <p>The AC must assess the applicant's need to enroll in Job Corps in order to obtain additional education, career technical training, or career counseling. Examples of the types of circumstances that would make the applicant eligible include:</p> <ul style="list-style-type: none"> • lack of employability skills, including social skills; • inability to retain jobs; and • lack of prior work experience. <p>In-school applicants require a letter from a school official indicating that the applicant would benefit more from Job Corps than from staying in school, or a documented phone call that provides the same information.</p> <p>If ETA 652 indicates the applicant has a GED or HSD, the AC must obtain a copy of:</p> <ul style="list-style-type: none"> • the GED certificate or Official GED Test Scores; <p>Note: A copy of the GED certificate or transcripts can be requested from the GED administrator of the state in which the GED was received. A complete list of GED administrators can be found on</p>	<p>A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant's file in all cases:</p> <p>ETA 652 indicates no high school diploma or GED.</p> <p>AC's comments on Section I of the ACAT.</p> <p>ETA 652 indicates applicant has HSD or GED. A copy of one of the following documents must be retained in the applicant's file:</p> <ul style="list-style-type: none"> • GED certificate or Official GED Test Scores; • acceptable regular/standard high school diploma or honors diploma or IEP/Special Education diploma or official transcripts indicating graduation; • acceptable foreign diploma; or • request(s) for official records (Records Release Authorization

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<p>E: EDUCATION/TRAINING/FAMILY NEEDS (cont.)</p> <p>Basic skills deficient: The individual has English reading, writing, or numeracy skills at or below the 8th grade on a generally accepted standardized test or a comparable score on a criterion-referenced test.</p>	<p>http://www.acenet.edu/AM/Template.cfm?Section=GEDAmins&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=6841</p> <ul style="list-style-type: none"> • a regular/standard HSD or honors diploma or IEP/Special Education diploma or official transcripts indicating graduation from a school which meets the guidelines set in Chapter 3, Appendix 304; and • a foreign diploma – for information on acceptable foreign diplomas, please refer to the National Collegiate Athletic Association (<i>Guide to International Academic Standards for Athletics Eligibility for Students Entering Fall 2009</i>). To obtain a free PDF version of the document, go to: http://www.ncaapublications.com and type in the title “Guide to International Academic Standards for Athletics Eligibility” in the Keyword Search box. The title and summary of the resource will appear (Item ISO9). Click on the “Download PDF” button to obtain a copy. <p>If school records are unavailable, AC must document attempts to obtain educational history.</p> <p>One of the following is necessary to assess basic skills deficiency:</p> <ul style="list-style-type: none"> • Individualized Education Plan (IEP) if available • School records • Standardized test results • Documented efforts to obtain one or more of the above 	<p>shown in Exhibit 1-5).</p> <p>One of the following must be retained in the applicant’s admission file:</p> <ul style="list-style-type: none"> • IEP • School records or Request for Records • Standardized test results • Documented efforts to obtain one or more of the above

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<p>E: EDUCATION/TRAINING/FAMILY NEEDS (cont.)</p> <p>Meets the definition of Homeless in Appendix 101 or considered a runaway or foster child.</p> <p>A Parent as defined in Appendix 101.</p>	<p>A letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from admissions counselor assessing the applicant’s residential status.</p> <p>ETA 652 indicates one or more dependent children.</p>	<p>Copy of a letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from admissions counselor assessing the applicant’s residential status.</p> <p>The ETA 652 indicates one or more dependent children accompanied by one of the following:</p> <ul style="list-style-type: none"> • Birth Certificate indicating applicant as parent • Court decree indicating child support • Any official government/school form indicating dependent children

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F: AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH INFORMATION	All applicants or parent/legal guardian must sign the “Authorization for Use and Disclosure of Your Health Information.”	Must be received on the receiving center prior to the applicant’s arrival.

Additional Factors for Selection and Enrollment	Assessment/Verification Requirements	Documentation Requirements
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<p>G: PARENTAL CONSENT</p> <p>An applicant must have parental/legal guardian consent to participate when the applicant is an unemancipated minor. Legal guardians (e.g., social workers, probation officers, other family members), who have official documents legally granting custodianship, with respect to a particular state’s laws.</p> <p>Exceptions to this requirement occur when an applicant:</p> <ul style="list-style-type: none"> • is considered to be emancipated according to applicable laws of the state; or • is under 18 years of age and married, and thereby considered to be emancipated; or • has no parent or legal guardian; or • has been unsuccessful, with the assistance of the AC, in locating a parent or guardian. 	<p>ACs must review and verify all source document information used to demonstrate eligibility for all applicants under 18 years of age under this criterion. Acceptable documents are:</p> <ul style="list-style-type: none"> • Parent/guardian signature on appropriate Job Corps forms, such as the ETA 652, 653, Consent Record, Job Corps Eligibility Self-Certification Sheet, Zero Tolerance for Violence and Drugs Certification forms, Commitment Statement, and other forms as appropriate; or • Emancipation papers for all applicants claiming to be emancipated; or • Marriage license for married applicants under 18 years of age; • AC statement describing unsuccessful efforts to locate a parent or the parent’s unwillingness to sign (although parent did not refuse to allow applicant to participate). <p>Only signatures of parents or legal guardians should be obtained. If minor applicant lives with other family members who have not obtained legal guardianship status, such as grandparents, siblings, uncles or aunts, this should be explained by the AC in a note to be maintained in the student file.</p> <p>If only one parent has legal custody for the minor applicant, only that parent’s consent is necessary; if both parents share custody, consent of both is needed, although signature of consent is needed from only one. Consent of the second parent is assumed if no documented objection is raised. If a parent refuses to provide consent <u>not</u> out of objection to the applicant participating in the program but because of disinterest in being involved, the applicant may still be eligible. The disinterest should be documented.</p>	<p>A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion, or a notation explaining why the signature could not be obtained, must be retained in the applicant’s file in all applicable (minor) cases.</p> <p>Consent record must be signed.</p>

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H: INFORMED CONSENT TO RECEIVE MENTAL HEALTH AND WELLNESS TREATMENT	All applicants or parent/legal guardian must sign the Informed Consent to Receive Mental Health and Wellness Treatment. Outreach and Admissions counselors must review and verify signature.	Must be signed and received on center with applicant's file.

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<p>I: CHILD CARE</p> <p>To be eligible under this criterion, an applicant with dependent children who provides primary or custodial care must have established suitable arrangements for the care of any dependent children for the proposed period of enrollment. This applies to weekend and evening times, as well as class times, for all residential applicants.</p>	<p>ACs must review and verify all source document information used to demonstrate eligibility (when applicable) under this criterion. The only acceptable source document is a child care certification (ETA 682), which specifies the care provider and the child(ren) for whom the care has been arranged.</p>	<p>A copy of the child care certification obtained during the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant's file for each child in all applicable (applicants with dependent children) cases.</p> <p>Appropriate items related to dependents and child care must be completed on the ETA 652.</p>

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<p>J: BEHAVIOR HISTORY</p> <p>To be eligible under this criterion, an applicant must be free of behavioral problems so serious that he or she:</p> <ul style="list-style-type: none"> could not adjust to the standards of conduct, discipline, work, and training which Job Corps requires; or would prevent others from benefiting from the program; or requires periodic face-to-face supervision from the court system or has court-imposed financial obligations. <p>Further, a youth who is on probation or parole, or is under the supervision of any agency as a result of court action, may be considered eligible only if the agency having jurisdiction states that the youth has responded positively to supervision.</p>	<p>ACs must review and verify all source document information and refer to Appendix 104, Admissions Counselor Guide for Evaluating Applicant Behavior and Court History, when determining eligibility under this criterion.</p> <p>From the applicants, the AC must obtain the addresses where the applicant has lived in the last 3 years <i>and</i> any residential history arrest records during that time. Using these two pieces of data, ACs must obtain sufficient information from all applicable courts, institutions, and agencies in those jurisdictions, so as to make a reasonable judgment regarding the applicant’s behavioral history.</p> <p>The results of background checks with each court, agency, and institution should be recorded on the ETA form 655, unless the court, agency, or institution provides the results of a check on their own letterhead or stationary. Should the AC use an online or electronic system to conduct the background check, the AC should complete the appropriate portions of section 1 of the ETA form 655 and attach it to the hard-copy results of the online or electronic search. All background check information should be maintained, in hard copy, in the student’s folder.</p> <p>If courts/agencies refuse or fail to supply information and the applicant (1) indicates that there has been past history with the courts, and (2) admits an offense, the AC should make a reasonable judgment of eligibility consistent with the type of offense admitted to by the applicant.</p>	<p>A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file.</p> <p>All attempts to solicit information from courts/agencies/institutions must be documented. Checks that turn up no previous involvement, unsuccessful attempts to acquire information from the courts, and any information acquired via telephone rather than in writing must also be included in the applicant’s file.</p> <p>The form ETA 652 must indicate prior conviction data. Required documentation includes:</p> <ul style="list-style-type: none"> Zero Tolerance for Violence Certification Form ETA 655 for all applicants A Discharge Summary may be accepted in lieu of a form ETA 655 from institutions where applicants were assigned as a result of court action. <p>For all applicants for whom it is applicable, items indicating receipt of, or attempt to obtain, court information must be checked on the form ETA 655.</p>

Additional Factors for Selection and Enrollment	Assessment/Verification Requirements	Documentation Requirements
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<p>J: BEHAVIOR HISTORY (cont.)</p> <p>If courts/agencies refuse or fail to supply information and the applicant (1) indicates that there has been past history with the courts, and (2) admits an offense, determination of eligibility must be consistent with the type of offense admitted to by the applicant.</p> <ul style="list-style-type: none"> • Will permit the applicant to leave the local area or state while enrolled in Job Corps; and • Will not require personal, face-to-face supervision of the applicant during participation in Job Corps. <p>A youth who is incarcerated or is facing pending criminal court action must be considered ineligible, unless or until the disposition made by the court is a final adjudication, and/or the court provides written assurance that the youth will not be required to appear in court during the period when he or she is enrolled in Job Corps.</p>	<p>ACs shall determine applicant eligibility using the guidelines below:</p> <ul style="list-style-type: none"> • The AC may approve or deny “clean” folders, that is, the behavior check clearly indicates that the applicant has no behavior history and may or may not be eligible on all other criteria. • The Regional Office shall establish procedures for reviewing folders with a behavior record, or where courts/agencies refuse or fail to supply information. The region may choose to review such folders in the Regional Office or to name a designee, such as centers or ACs. • Where courts refuse to disclose juvenile history and applicant denies any court involvement, the AC should be certain that the applicant understands that concealing a criminal history is grounds for immediate discharge from Job Corps for fraudulent enrollment (and loss of allowance). <p>No individual shall be denied a position in the Job Corps solely on the basis of individual contact with the criminal justice system.</p>	

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<p>K: AC'S ASSESSMENT TOOL (ACAT) For an eligible applicant to be selected as a student in Job Corps, a determination must be made that:</p> <ul style="list-style-type: none"> • The applicant's needs can best be met through the Job Corps program. • 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 effective relationships between the Job Corps center to which the individual might be assigned and its surrounding community. • The applicant fully understands a center's rules and consequences of failing to observe the rules. 	<p>The Admissions Counselor's Assessment Tool (ACAT) (see Appendix 102) must be completed for each applicant to determine the need for, and capability to participate in and benefit from Job Corps. The AC shall make a comprehensive judgment based on information gathered and observations made during the application process. The information used to make this assessment should be recorded on the ACAT. The AC should sign and date the assessment once it is finalized. The AC should also use information regarding other specific eligibility criteria, such as educational level, school status, and behavioral history, in making the assessment. Attitude and motivation shall also be assessed as part of the application process. The formulation of the judgment shall include observations during the applicant's completion of forms, discussion of the program, and the relevant comprehension of and response to literature presented to the applicant during the application process.</p> <p>Each applicant signs an Applicant Commitment Statement agreeing to participate fully in Job Corps.</p>	<p>A signed Applicant Commitment Statement and a completed ACAT must be included in the applicant's file and noted on the Folder Inventory. A brief summary of the basis for the AC's assessment, citing specific examples, must be provided on the ACAT for all applicants, whether denied or approved for enrollment.</p>