Appendix 105 Job Corps Applicant Eligibility Folder Inventory

Admissions Counselors must use the following layout when creating an applicant folder. <u>Only the documents listed on this form should be included, as applicable.</u> Please see Exhibit 1-1 for more information on the types of required documentation. The Applicant Eligibility Folder Inventory Sheet generated in OASIS. The confidential Folder Inventory Sheet must be placed inside the confidential envelopes.

Name of Applicant:	Student ID#:
English Language Learner Yes No	If yes, specify language
Veteran (see Exhibit 1-6) Yes 🗆 No 🗆	
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Left Side	Right Side
Folder Inventory	
ETA 652	Child Care (if applicable)
EAR	 Child care certificate (ETA 682) If applicant is applying to a residential
Age/ Legal Resident Documentation	parent dorm or applying for a child care
Social Security card (required) or another	allotment, then the following documents should be included:
official document that lists the SSN if applicant has lost his/her Social Security card	□ Child's birth certificate
	□ Child's Social Security card
One or more of the following:	□ Child's immunization records
□ Birth certificate	□ Child's medical or physical records
U.S. passport	
Driver's license/state identification card	
Employment Eligibility Verification: I-9	
Employment Authorization Card	
Unexpired foreign passport containing employment authorization document I-94	
Other official forms or documents from other government agencies that identify the applicant's name and date of birth, such as school records, welfare documents and employment records.	
☐ Military Records (DD 214)	
Parental Consent for Minors	Behavioral Adjustment History & Court
\Box ETA 652 (documents proving that signer is the	Involvement and/or Agency Supervision
parent of the minor may be included)	ETA 655 Court Documentation
Emancipation papers	ETA 655A Institutional Statement
Marriage license	Criminal background results
	Supplemental documentation relating to behavioral history
	\Box Written statement from the court or appropriate

	 agency certifying the approval of the applicant's release from its supervision, and that the applicant's release does not violate applicable laws and regulations Written statement from the court or appropriate agency that the applicant has responded positively to supervision, and that it will permit the applicant to leave the local area or state while enrolled in Job Corps Receipt of paid fines or court-ordered restitution Confirmation of completion of community service hours Paperwork showing dismissal of criminal charges
Selective Service Registration	Readmission
\Box ETA 652	□ OASIS Readmission Report
	Student Profile
Low Income	Required Non-Eligibility Forms
 One or more of the following: At least one month's worth of paycheck stubs from each employer, for each working adult member of the family, during the last 6 months, which indicate the employer's name and date of the check Income verification statements from, or documented phone calls with employers Excludable income: Letter of receipt of Supplemental Security Income or letter of receipt of unemployment insurance Tax returns or W2s 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, e.g., copy of EST card; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker. A letter from or documented phone contact with caseworker or public agency personnel attesting to that the applicant is in foster care or is a ward of the court or state. A letter from, or documented phone contact with, a homeless shelter or support provider attesting that the applicant is homeless 	 Rights to Use Photographic Likeness or Moving Images Release Form (Exhibit 6-13) Equal Opportunity Notice (Exhibit 6-11) Parental Consent Form

and support provider if possible			
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Requires Additional Education and	Non-Required Non-Eligibility Forms		
Training	□ Career Interest Assessment Tools, eg. O*Net		
ETA 652 and one or more of the	Interest Profiler		
following:			
The GED certificate or Official GED Test Scores	State-specific parental consent form for drivers' learner permit		
Foreign diploma	\Box State-specific parental consent form for		
□ School transcript request documentation	GED test		
A copy of a HSD or official transcript of Completion, or official school transcripr			
Documented efforts by AC to obtain school records or standardized test results			
Confidential Envelope			
Individualized Education Program (IEP)			
□ Records Release Authorization Form (Exhibit 1-	5)		
Health and Disability History Envelope			
□ ETA 653	□ ETA 653		
Authorization for Use and Disclosure of Your Health Information form (HIPAA)			
Job Corps Informed Consent to Receive Mental Health and Wellness Treatment			
Medical records			
Reasonable Accommodation Request form (Appendix 605)			
□ Psycho-educational reports			
Other cognitive and achievement testing results			
Any other protected medical/disability-related information (i.e., summaries from current and/or recent medical providers or treatment facilities, including mental health and substance abuse)			
Immunization records			
Chronic Care Management Plans provider form(s)			
Orthodontic treatment form (if applicable)			
Dental records (if applicable)			
Supplemental documentation relating to health and wellness (examples)			
Copy of health insurance card (front and back)			

Admissions Counselor

Signature

Date

Admissions Contractor Quality Check

Center Quality Check

Signature

Signature