

Appendix 104

Denial Letter Template for Admissions Counselors

Dear Applicant:

Thank you for your interest in Job Corps. It has been determined that Job Corps is not a program that best meets your needs at this time. As I explained to you, Job Corps has specific eligibility requirements. Your application has been denied because (insert explanation from box below).

Reason	Explanation
Eligibility Requirement - Criterion 1	You did not meet the legal U.S. residency requirement which states that an applicant must be (1) a legal U.S. resident; or (2) 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 (3) resident of a U.S. territory.
Eligibility Requirement – Criterion 2	You did not meet the age requirement which states that applicants must be at least 16 years of age, and not more than 24 on the date of enrollment.
Eligibility Requirement - Criterion 3	You did not meet the low income eligibility criterion.
Eligibility Requirement - Criterion 4	You did not meet the barriers to education and employment requirement which states that an applicant must be one or more of the following: <ul style="list-style-type: none"> • Basic skills deficient; • A school dropout; • Homeless; • An individual in foster care or an individual who was in foster care and has aged out of the foster care system; • A runaway • A parent; or • An individual that requires additional education, career and technical training, or workforce preparation skills to be able to obtain and retain employment that leads to economic self-sufficiency.
Eligibility Requirement – Criterion 5	You refused to sign a copy of the consent form containing authorization for Selective Service Registration.
Eligibility Requirement – Criterion 6	Your educational and training needs cannot be best met through the Job Corps program.
Eligibility Requirement - Criterion 7 - Group Participation	You did not demonstrate that you are reasonably expected to participate successfully in group situations.
Eligibility Requirement -	You did not demonstrate that you are unlikely to engage in

Criterion 7(a) – Interference with other students’ participation	actions that would potentially prevent other students from receiving the benefit of the Job Corps program.
Eligibility Requirement – Criterion 7(b) – Maintenance of Sound Discipline and Positive Center Culture	You did not demonstrate that your behavior is compatible with the maintenance of sound discipline and positive center culture on a Job Corps center.
Eligibility Requirement – Criterion 7(c) – Community Relations	You did not demonstrate that it is unlikely that your behavior will impede satisfactory relationships between the Job Corps center you would be assigned to and its surrounding communities.
Eligibility Requirement - Criterion 8	You did not demonstrate that you understand the rules and document that you agree to comply with them.
Eligibility Requirement – Criterion 9	You have a disqualifying conviction.
Eligibility Requirement – Criterion 10	You are under probation, parole, under a suspended sentence, or under the supervision of an agency that will not release you from its supervision in order to participate in the program.
Eligibility Requirement – Criterion 11	You did not demonstrate that you had made suitable arrangements for child care.
Eligibility Requirement – Criterion 12	You or your parent/legal guardian did not sign the “Authorization for Use and Disclosure of Your Health Information” form.
Eligibility Requirement – Criterion 13	Your parent/legal guardian did not consent to your participation in Job Corps.
Insufficient documentation requirement	You did not provide the required documentation within 60 days from the date of your interview with your Admissions Counselor.

If you wish to contest your admissions denial, you must send your request by mail to the following, within 60 days of the date of the determination:

Name and Address of Outreach and Admissions Agency

If your denial is not overturned or a decision is not issued within 60 days, you may file an appeal, by mail, with

Regional Director
Office of Job Corps
U.S. Department of Labor
Address
City, State, Zip code
Telephone number (voice)
Telephone number (TTY)

You have 60 days from the date of the denial to file your appeal with the Regional Director. Alternatively, if the decision from the Outreach and Admissions Agency or the Job Corps center was not issued within 60 days of your filing your complaint, you must file your request for review with the Regional Director within 60 days of the date that the Outreach and Admissions agency should have issued its decision.

Also, if you believe that your application has been denied because of discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, participation in any WIOA Title I-financially assisted program or activity, or because legal requirements related to nondiscrimination were violated during the application process, you may file a discrimination complaint with either the designated Regional Office or the U.S. Department of Labor's Civil Rights Center (DOL-CRC). Your complaint must be filed in writing, within 180 days of the date on this letter.

DOL-CRC's information is as follows:

Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, D.C. 20210
(202) 693-6502 (voice)
(202) 693-6515 (TTY)
CivilRightsCenter@dol.gov

For electronic versions of DOL-CRC's complaint form in English or Spanish (PDF or HTML format), please go to DOL-CRC's Web page at:
<http://www.dol.gov/oasam/programs/crc/EO.htm>

Although your application to attend Job Corps has been denied, you have taken a very positive step in seeking education and training. We encourage you to contact the agency below. This agency provides education, training or other services in your area.

Contact Name
Address
City, State, Zip code
Telephone number (Voice)
Telephone number (TTY)

Please contact me for any clarification regarding your application or for additional referrals in your area.

Sincerely,

Admissions Counselor