

**ELIGIBILITY REQUIREMENTS**

**CRITERION 1. U.S. CITIZEN/LEGAL RESIDENT/DEFERRED ACTION STATUS**

The applicant must be a (1) United States citizen or national, including naturalized citizen; or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or (3) resident of a U.S. territory. Applicants must remain in legal status or retain employment eligibility throughout the length of his/her stay in Job Corps, as well as during the period allotted for the receipt of graduate services.

Guidance provided by the Employment and Training Administration provides that Deferred Action for Childhood Arrivals (DACA) participants who meet program eligibility requirements qualify for Job Corps if they have employment authorization.

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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p><b>The Admissions Counselor (AC) must review and verify that all applicants are:</b></p> <ol style="list-style-type: none"> <li><b>1. A U.S. citizen; or</b></li> <li><b>2. A lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or</b></li> <li><b>3. A resident of a U.S. territory.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Citizens or residents of U.S. territories: Acceptable source documents include:               <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• U.S. passport</li> <li>• Social Security Card</li> </ul> </li> <li>2. Non-Citizens: Acceptable source documents include:               <ul style="list-style-type: none"> <li>• Employment Authorization Card – I-551 or I-151</li> <li>• Valid foreign passport with Form I-94 containing a refugee admission stamp</li> <li>• Social Security Card</li> </ul> </li> <li>3. Individuals admitted under Deferred Action for Childhood Arrivals (DACA) status: Acceptable source document:               <ul style="list-style-type: none"> <li>• Employment Authority Card – I-551 or I-151.</li> <li>• Social Security Card</li> </ul> </li> </ol>

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**CRITERION 2. AGE**

The applicant must be at least 16 years of age and not more than 24 years of age on the date of enrollment (i.e., date of arrival at the center, or date of departure for a center if using government-furnished transportation). The upper-age limit shall be waived for individuals with disclosed disabilities who meet all other eligibility requirements. The minimum age requirement of 16 remains the same regardless of disability status.

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. If a Department of Homeland Security document is used to verify age, the following must be documented: date of issuance, Alien Registration Number, country of citizenship, and expiration date (as appropriate). If an official eligibility form from another government agency is used to verify age, the following must be documented: agency issuing from, title of form and form identification number, date completed, and purpose of form.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must verify that the applicant is between the age of 16 and 24.</b></p>	<p>Acceptable source documents must state the applicant’s name and date of birth, and include:</p> <ul style="list-style-type: none"> <li>• Birth certificate, with place of birth and documentation registration number; or</li> <li>• Driver’s license/state identification card; or</li> <li>• U.S. passport with date of issuance and document registration number; or</li> <li>• Department of Homeland Security (DHS) documents including:                             <ul style="list-style-type: none"> <li>○ Document I-55 Permanent Resident Card</li> <li>○ Form I-94 Arrival/Departure Record; or</li> </ul> </li> <li>• 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, military records, and employment records.</li> </ul>

**GUIDANCE**

Disability: Follow process described in Section 1.2 R7 of PRH Chapter 1.

**ELIGIBILITY REQUIREMENTS****CRITERION 3. LOW INCOME**

To qualify as low income, one or more of these conditions must exist:

**Public Assistance:** Receives, or is a member of a family (see Appendix 101 for definition of “family”) living in a single residence that is receiving, or in the past 6 months has received, assistance through:

- The supplemental nutrition assistance program established under the Food and Nutrition Act of 2008;
- The program of block grants to States for temporary assistance for needy families program under party A of title IV of the Social Security Act; or
- The supplemental security income program established under title XVI of the Social Security Act

**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”) for the 6-month period prior to application, which, in relation to family size, was not in excess of the higher of (1) the poverty level determined in accordance with criteria established by the Department of Health and Human Services (DHHS); or (2) 70 percent of the Lower Living Standard Income Level (LLSIL).

**Special Rule for Veterans of the Armed Forces:** In determining if a veteran meets the low income definition, the AC shall disregard military income earned by the individual within the 6-month period prior to the individual’s application, if such income prevents the individual from meeting the income requirements.

**Exception for victims of severe forms of trafficking in persons:** The income requirement is disregarded for any victim of a severe form of trafficking in persons. See Criterion 4.

**Homeless** (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e-2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a(2)]):

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

1. An individual who is
  - a. Sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
  - b. Living a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
  - c. Living in an emergency or transitional shelter;
  - d. Abandoned in a hospital,
  - e. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or

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- f. Awaiting foster care placement.
- 2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- 3. Migratory children who qualify as homeless under this section because the children in are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

- 1. Has moved from one school district to another;
- 2. In a State that is comprised of a single school district, has moved from one administrative areas to another within such district; or
- 3. Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

**Free or Reduced Price Lunch:** Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act.

**Foster Child:** A child on behalf of whom state or local government payments are made.

**Individual with a Disability whose own Income Meets the Low Income Requirement above:** But who is a member of a family whose income does not meet this requirement. Follow process described in Section 1.2, R7 of PRH Chapter 1.

Information pertaining to an applicant’s disability must be placed in a separate file, which must be:

- Stored separately from all other information about the applicant; and
- Accessible and available only to authorized persons (e.g., hard copies must be stored in a locked cabinet or room; electronic copies must be password-protected. In either case, access to the key or knowledge of the combination or password must be strictly limited.) See Appendix 607.

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.

Eligibility Requirement Details	Documentation Requirements
Public Assistance	Acceptable source documents include: <ul style="list-style-type: none"> <li>• A letter or printout from appropriate government agency acknowledging family receipt of cash</li> </ul>

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	<p>payments from income-based public assistance</p> <ul style="list-style-type: none"> <li>• Public assistance voucher or payment stub;</li> <li>• Documented phone contact with case worker; or</li> <li>• Public assistance voucher or payment stub;</li> </ul>
<p><b>Earned Income</b></p> <ul style="list-style-type: none"> <li>• When determining income eligibility for a person who applies to Job Corps as an individual, the AC 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 guidelines (<a href="http://www.doleta.gov/llsil/">http://www.doleta.gov/llsil/</a>), the AC must use the “Family of One” column.</li> <li>• <i>Veteran: The AC must review and verify documentation of the applicant’s excludable military income for the 6-month period preceding the application, as specified above under Earned Income.</i></li> <li>• <i>Victim of severe form of trafficking in persons need not meet this requirement.</i></li> </ul>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Letters of employment verification;</li> <li>• Income verification statements from, or documented phone calls with employers;</li> <li>• Paycheck stubs, tax returns, or W-2s;</li> <li>• Unemployment insurance quarterly wage records; or</li> <li>• Documentation of excludable income, such as letters of receipt of unemployment insurance or Supplemental Security Income, or copies of checks. (Excludable income is not to be confused with public assistance.)</li> </ul> <p>Applicants must be required to complete a Statement of Support form categorized under Homeless when</p> <ol style="list-style-type: none"> <li>(1) the applicant has zero or minimal income,</li> <li>(2) the claimed income appears unrealistic relative to family size, or</li> <li>(3) no income documentation is available.</li> </ol>
<p><b>Homelessness (including Migratory Children)</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• A letter from caseworker or support provider; or</li> <li>• If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income. The Statement of Support form can be found in Exhibit 1-7.</li> </ul>
<p><b>Free or Reduced Price Lunch</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility; or</li> <li>• Written documentation from the last school attended by the applicant verifying the applicant’s eligibility.</li> </ul>
<p><b>Foster Child</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Letter from a caseworker or public agency personnel attesting to the status of the applicant; or</li> <li>• Documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant.</li> </ul>

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<b>Individual with a Disability whose own Income meets the Low Income Requirement</b>	See low income documentation requirements above.
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**GUIDANCE**  
Definitions of family and family income are outlined in Appendix 101.

**ELIGIBILITY REQUIREMENTS****CRITERION 4. BARRIERS TO EDUCATION AND EMPLOYMENT**

The applicant must be one or more of the following:

**Basic skills deficient:**

- A youth with English reading, writing, or computer skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
- An individual unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

**A school dropout:** The individual is a school dropout prior to high school graduation.

**Homeless** (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e-2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a{2}]):

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

1. An individual who is
  - a. Sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
  - b. Living a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
  - c. Living in an emergency or transitional shelter;
  - d. Abandoned in a hospital,
  - e. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
  - f. Awaiting foster care placement.
2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
3. Migratory children who qualify as homeless under this section because the children in are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a "migratory child" means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

1. Has moved from one school district to another;
2. In a State that is comprised of a single school district, has moved from one administrative areas to another within such district; or

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3. Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

**A runaway, an individual in foster care or an individual who was in foster care and has aged out of the foster care system.** An individual for whom state or local government payments are or were made, or a ward of the state or court.

**Parent:** Father or mother or as otherwise defined by statute, such as through adoption or same sex relationships, or an individual who, in law, has custody, guardianship, or access rights in regard to a child and who may have corollary obligations to financially support a minor, typically by way of child support.

**Requires additional education:** The individual 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.

**A victim of a severe form of trafficking in persons** (as defined by section 103 of the Victims of Trafficking and Violence Protection Act of 2000 (22 U.S.C. 7102)):

- (a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not yet attained 18 years of age; or
- (b) The recruiting, harboring, transportation, provisions, or obtaining of a person for labor or service, through the use of force, fraud, or coercion for the purpose of subjecting to involuntary servitude, peonage, debt, bondage, or slavery.

Individuals meeting this definition need not meet the low income requirement in Criterion 3.

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.

Eligibility Requirement Details	Documentation Requirements
<b>Basic Skills Deficient</b>	One of the following is necessary to assess basic skills deficiency: <ul style="list-style-type: none"> <li>• School records;</li> <li>• Standardized test results;</li> <li>• Criterion-referenced test scores; or</li> <li>• Documented efforts to obtain school records or standardized test results.</li> </ul>
<b>School Dropout</b>	One of the following is necessary to document that the applicant is a school dropout: <ul style="list-style-type: none"> <li>• Written verification from the records office or guidance counselor from the last school attended by the applicant that he or she is a school dropout; or</li> <li>• Documentation in the case notes that the AC contacted the last school attended by the applicant via telephone and received confirmation that the applicant is a school dropout.</li> </ul>



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<p><b>Homeless (including Migratory Children)</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• A letter from caseworker or support provider; or</li> <li>• If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income. The Statement of Support form can be found in Exhibit 1-7.</li> </ul>
<p><b>Runaway, in foster care or aged out of foster care system</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Letter from a caseworker, former caseworker, or public agency personnel attesting to the status of the applicant; or</li> <li>• Documented phone contact with a caseworker, former caseworker or public agency personnel attesting to the status of the applicant.</li> </ul>
<p><b>Parent</b> ETA 652 indicates one or more dependent children.</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Birth certificate indicating applicant as parent;</li> <li>• Court decree indicating child support; or</li> <li>• Any official government/school form indicating dependent children</li> </ul>
<p><b>Victims of severe forms of trafficking in persons</b></p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Letter from a caseworker, former caseworker, or clinical professional attesting to the status of the applicant; or</li> <li>• Documented phone contact with a caseworker, former caseworker or clinical professional attesting to the status of the applicant.</li> </ul>
<p><b>If ETA 652 indicates the applicant has a high school diploma or GED, the AC must assess the applicant’s need for additional education, career and technical training, or workforce preparation skills.</b></p> <p>Examples of the types of circumstances that would make the applicant eligible include:</p> <ul style="list-style-type: none"> <li>• Lack of employability skills, including inability to retain jobs; and</li> <li>• Lack of prior work experience.</li> </ul> <p><b>If ETA 652 indicates the applicant does not have a high school diploma or GED, then the applicant requires additional education.</b></p>	<p>If ETA 652 indicates the applicant has a high school diploma or GED, the AC must obtain a copy of:</p> <ul style="list-style-type: none"> <li>• The GED certificate or official GED test scores. 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 <a href="http://www.acenet.edu">http://www.acenet.edu</a>; or</li> <li>• An HSD or official transcripts indicating graduation from a school that meets the guidelines set in PRH Appendix 304; or</li> <li>• A foreign diploma. For information on acceptable foreign diplomas, refer to: NAFSA: Association of International Educators (A Guide to Educational Systems Around the World by Shelley Feagles) at <a href="http://www.nafsa.org">http://www.nafsa.org</a>, or the National Collegiate Athletic Association (NCAA Guide to International Academic Standards for Athletics Eligibility) <a href="http://www.ncaapublications.com/Uploads/PDF/20">http://www.ncaapublications.com/Uploads/PDF/20</a></li> </ul>

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	<p><a href="#">08 International Standards0c81b59d-7bfc-4c90-b963-f1f8ce8e1833.pdf</a>.</p> <ul style="list-style-type: none"><li>• If school records are unavailable, the AC must document attempts to obtain educational history.</li></ul> <p>If ETA 652 indicates the applicant does not have a diploma or GED:</p> <ul style="list-style-type: none"><li>• 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.</li></ul>
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**CRITERION 5. SELECTIVE SERVICE REGISTRATION**

A male applicant age 18 and older must comply with Section 3 of the Military Selective Service Act (50 USC App. 451) by registering with the Selective Service.

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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p><b>The AC must ensure that all male applicants sign the consent form containing authorization for Selective Service Registration.</b></p> <p>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. If the applicant is already registered, the computer data will show that the student is registered and will not register him again.</p>	<ul style="list-style-type: none"> <li>• A copy of the consent form containing the Selective Service Authorization must be completed, signed, and retained in each male applicant’s file.</li> <li>• For female applicants, the notation “NA/F” shall be placed in the Selective Service authorization space on the consent form.</li> </ul>

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**CRITERION 6. EDUCATIONAL AND TRAINING NEEDS**

The applicant’s educational and training needs can best be met through the Job Corps program relative to other available programs that can address the immediate and long-terms needs of the applicant.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must assess whether an applicant’s educational and training needs can best be met through the Job Corps program.</b></p> <p>If the applicant has not graduated from high school, the applicant must indicate a desire to:</p> <ul style="list-style-type: none"> <li>• Earn a high school diploma or GED; AND</li> <li>• Participate in career technical training.</li> </ul> <p>If the applicant is a high school graduate, the applicant must indicate a desire to:</p> <ul style="list-style-type: none"> <li>• Obtain career technical training.</li> </ul> <p>After graduation from Job Corps, all applicants must intend to:**</p> <ul style="list-style-type: none"> <li>• Obtain employment; or</li> <li>• Enter the military; or</li> <li>• Continue his or her education.</li> </ul>	<p>The AC must document that applicants that have not graduated from high school have a desire to earn a HSD or a GED, AND want to participate in career technical training.</p> <p>The AC must document that applicants with a high school diploma wish to obtain career technical training.</p> <p>The AC must document for all applicants that after graduation from Job Corps, the individual plans to obtain employment, enter the military, or continue his or her education.</p>
<p><b>The AC must determine whether the applicant is able to complete/answer basic Job Corps application questions (e.g., birth date, address, phone number, last school attended, last grade completed) with or without reasonable accommodation.</b></p> <p>For example, an applicant’s parent, guardian, or other representative may help explain what an applicant with a disability that impairs his or her speech is saying in response to a question. However, the parent, guardian, or other representative should not supply the content of the answers to the questions on the applicant’s behalf.</p>	<p>The AC must document that the applicant is able to answer questions about basic personal information, independently or with communication assistance/reasonable accommodation, as appropriate.</p>

**\*\* If the applicant states that he or she does not intend to:**

- a. Obtain employment; or
- b. Enter the military; or
- c. Continue his or her education because he or she is afraid of losing certain existing benefits (e.g., Social Security Disability), then the AC should encourage the applicant to work with his or her case managers to determine the impact participation in Job Corps and eventually employment will have on benefits.

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Applicants with disabilities receiving Social Security Administration (SSA) benefits can also be referred to their local SSA Work Incentives Planning and Assistance (WIPA) programs. WIPAs provide SSA beneficiaries with disabilities (including transition-to-work aged youth) access to benefits planning and assistance services.

Some one-stop centers have Disability Navigators who are also able to provide assistance with benefits counseling.



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**CRITERION 7. GROUP PARTICIPATION**

It can be reasonably expected that the applicant can participate successfully in group situations and activities.

Eligibility Requirement Details	Documentation Requirement
<p><b>The AC must access the likelihood that the applicant appears willing to function as a part of a group and can successfully participate in group situations and activities.</b></p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Do you understand that in order to succeed in Job Corps, you will need to function as part of a group? For example, you will share a dormitory room, you will be responsible for cleaning your living area, and you will need to rely on staff and other students to complete tasks and assignments.</li> <li>• Knowing this about Job Corps, are you willing to go forward with your application?</li> </ul>	<p>The AC must document the questions asked and the responses that indicate that the applicant appears willing to function as part of a group.</p>
<p><b>The AC must assess whether the applicant appears willing to live in a multi-cultural environment.</b></p> <p>Provide the applicant with an example of a multi-cultural environment.</p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Do you understand that if you are admitted to Job Corps that you will be living and working with members of various races, ethnic groups, political or religious affiliations or beliefs, sexual orientations, gender identities, and people with disabilities?</li> <li>• Knowing this about Job Corps, are you willing to go forward with your application?</li> </ul>	<p>The AC must document that that applicant either expresses willingness or does not express active hostility to or dislike of living in a multicultural environment.</p>

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**CRITERION 7(a). INTERFERENCE WITH OTHER STUDENTS' PARTICIPATION**

It can be reasonably expected that the applicant is unlikely to engage in actions that would potentially prevent other students from receiving the benefits of the Job Corps program.

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.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must assess whether the applicant displays disruptive and/or threatening behavior during the application process.</b></p> <p>For example, during the application process:</p> <ul style="list-style-type: none"> <li>• Was the applicant involved in any altercation resulting in medical treatment?</li> <li>• Did the applicant assault or threaten assault with the intent to do bodily harm with or without the use of a weapon?</li> <li>• Did the applicant possess a gun or an illegal weapon during the application process?</li> <li>• Did the applicant display inappropriate sexual behavior including unwelcome:                             <ul style="list-style-type: none"> <li>○ Sexual advances; or</li> <li>○ Requests for sexual favors; or</li> <li>○ Other verbal statements of a sexual nature; or</li> <li>○ Physical contact of a sexual nature?</li> </ul> </li> <li>• Did the applicant destroy/steal or attempt to destroy/steal property?</li> </ul>	<p>Any behavior observed by the AC that would indicate an applicant is likely to prevent other students from receiving the benefits of the Job Corps program must be documented in detail.</p> <p>A signed Applicant Commitment Statement (Form 652) must be included in the applicant's file and noted on the Folder Inventory.</p>

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**CRITERION 7(b). MAINTENANCE OF SOUND DISCIPLINE AND POSITIVE CENTER CULTURE**

It can be reasonably expected that the applicant’s behavior is compatible with the maintenance of sound discipline and positive center culture.

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.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must assess whether the applicant’s behavior is compatible with the maintenance of sound discipline and positive center culture.</b></p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Do you understand that violence, bullying, and harassment are not tolerated in Job Corps?</li> <li>• Do you understand that Job Corps is an alcohol- and drug-free environment and that in order to be admitted to Job Corps, you must commit to being alcohol and drug free?</li> <li>• Do you understand that when you arrive on center, you will be tested for illegal use of drugs?</li> <li>• Do you understand that if you test positive for illegal use of drugs on entry, the following steps will be taken:                             <ul style="list-style-type: none"> <li>○ You will be enrolled in a program to help you to become drug free; AND</li> <li>○ You will be given a specified period of time to become drug free?</li> </ul> </li> <li>• Do you understand that Job Corps has a Zero Tolerance policy for acts of violence; for use, sale or possession of a controlled substance; for abuse of alcohol; or for other illegal or disruptive activity?</li> <li>• Do you understand that Zero Tolerance policy means that you can be automatically dismissed from the Job Corps program?</li> <li>• Do you understand that you are prohibited from illegally using, selling, or possessing drugs while you are on center or under center supervision?</li> <li>• Do you understand that if you are convicted of illegal drug use, possession, or sale off center, you will have to leave the Job Corps program?</li> <li>• Do you understand that you will be required to leave the Job Corps program if you use alcohol while on center or under center supervision? In that case, do you understand that the following steps will be taken:                             <ul style="list-style-type: none"> <li>○ You will be enrolled in a program to help you become alcohol free; AND</li> <li>○ You will be given a specified period of</li> </ul> </li> </ul>	<p>The AC must document that the applicant acknowledges that:</p> <ul style="list-style-type: none"> <li>• Violence, bullying, and harassment are not tolerated in Job Corps.</li> <li>• Job Corps is an alcohol- and drug-free environment and that in order to be admitted to Job Corps, he or she must commit to being alcohol and drug free.</li> <li>• He or she will be tested for illegal use of drugs upon arrival to the center.</li> <li>• If he or she tests positive for illegal use of drugs on entry, he or she will be enrolled in a program to help him or her become drug free, and that he or she will be given a specified period of time to become drug free.</li> <li>• He or she is prohibited from illegally using, selling, or possessing drugs while on center or under center supervision.</li> <li>• He or she will have to leave the Job Corps program if convicted of illegal drug use, possession, or sale off center.</li> <li>• Possession of unauthorized goods is not tolerated in Job Corps.</li> <li>• All illegal and disruptive activity is prohibited in Job Corps.</li> <li>• He or she must abide by Job Corps rules and policies to stay in the program.</li> </ul> <p>A signed Applicant Commitment Statement (Form 652) must be included in the applicant’s file and noted on the Folder Inventory.</p>



**ELIGIBILITY REQUIREMENTS**

<p>time to become alcohol free?</p> <ul style="list-style-type: none"><li>• Do you understand that you will be required to leave the Job Corps program if you possess prohibited goods while on center or under center supervision?</li><li>• Do you understand that you will be required to leave the Job Corps program if you engage in illegal or disruptive activity while on center or under center supervision?</li><li>• Do you understand that you must abide by Job Corps rules and policies to stay in the program?</li></ul>	
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**ELIGIBILITY REQUIREMENTS**

**CRITERION 7(c). COMMUNITY RELATIONS**

It can be reasonably expected that the applicant is not likely to engage in actions that would impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p><b>The AC must assess the applicant’s willingness to participate in community service activities at least twice per year.</b></p> <p>For example, students might:</p> <ul style="list-style-type: none"> <li>• Help build, clean up, or repair local community facilities;</li> <li>• Provide companionship and/or services to people in the community; and/</li> <li>• Participate in environmental cleanup.</li> </ul> <p><b>The AC must assess the applicant’s willingness to participate in job shadowing during which they follow a worker around on the job and learn what he or she does.</b></p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Are you willing to participate in these kinds of activities?</li> <li>• Do you understand that while you participate in these activities, you are representing the Job corps program and must behave in a manner that reflects positively on Job Corps?</li> </ul>	<p>The AC must document that the applicant expresses a willingness to:</p> <ul style="list-style-type: none"> <li>• Participate in community services; and</li> <li>• Behave in a manner that reflects positively on Job Corps.</li> </ul>
<p><b>The AC must assess the applicant’s willingness to refrain from the use of gang paraphernalia, symbols, gestures, handshakes, and colors or dress while in the Job Corps program.</b></p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Do you agree that you will not participate in any gang activity while you are in the Job Corps program?</li> <li>• Do you agree that you will not display or use gang paraphernalia, symbols, gestures, handshakes, colors, dress, and/or any other gang-related activities or items while you are in the Job Corps</li> </ul>	<p>The AC must document that the applicant acknowledges that gang paraphernalia, symbols, gestures, handshakes, and colors or dress are not allowed in the Job Corps program and agrees that he or she will not participate in and/or display gang paraphernalia or symbols while enrolled in Job Corps.</p>

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<p>program?</p> <p>If the AC observes the use or display of any gang paraphernalia, symbols, gestures, handshakes, and colors or dress, say to the applicant:</p> <ul style="list-style-type: none"><li>• I see that you have (describe gang-related behavior, symbol, activity). Do you agree that if you are admitted to Job Corps, you will not (use/wear/display) (list behavior or symbols, etc.)?</li></ul> <p>If the AC observes that the applicant is displaying a gang symbol in the form of permanent body art, including but not limited to tattoos or scars, say to the applicant:</p> <ul style="list-style-type: none"><li>• Do you agree that if you are admitted to Job Corps, you will keep (the symbol) covered to the best of your ability throughout your participation in the program?</li></ul>	
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**ELIGIBILITY REQUIREMENTS**

**CRITERION 8. UNDERSTANDING AND AGREEING TO COMPLY WITH THE RULES**

The applicant demonstrates a basic understanding of the rules of the Job Corps program and the consequences of failure to follow the rules. The applicant’s agreement to comply with the rules is documented.

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.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must assess an applicant’s understanding of center rules and the consequences for not following those rules.</b></p> <p>Example of behavior and verbal statements that would make the applicant qualified for admission include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The applicant states that he or she is willing to follow the rules of the Job corps program and/or to accept instruction and direction.</li> <li>• The applicant demonstrates compliance with the outreach and admissions process by following rules and complying with timelines.</li> </ul>	<p>At the end of the process, the applicant will sign the Applicant Commitment Statement (Form 652). It must be included in the applicant's file and noted on the Folder Inventory.</p>
<p><b>The applicant must clearly state that he or she is willing to follow the rules of the Job Corps program and/or to accept instruction and direction, and does not make statements that he or she is not willing to do so.</b></p> <p>Ask the applicant:</p> <ul style="list-style-type: none"> <li>• Do you understand that if you are accepted into Job Corps, you will be expected to comply with the rules and regulations of Job Corps?</li> <li>• For example, if you live on center, you will have to follow a curfew, your center will have rules about cell phone use, you may not be permitted to smoke on center, and you may be required to wear a uniform.</li> </ul> <p>The applicant should not make statements such as, “No one tells me what to do,” or express strong objection to the rules.</p> <p>Ask the applicant:</p>	<p>The AC must document that the applicant acknowledges authority and expresses or demonstrates willingness to follow directions.</p>

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<ul style="list-style-type: none"><li>• Knowing this about Job Corps, are you willing to go forward with your application and sign a statement acknowledging that you understand and will follow the rules?</li></ul>	
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**ELIGIBILITY REQUIREMENTS**

**CRITERION 9. DISQUALIFYING CONVICTIONS**

An applicant will not be admitted to Job Corps if he/she has been convicted of any of the following felonies:

- Murder, as described in section 1111 of Title 18, United States Code);
- Child abuse; or
- A crime involving rape or sexual assault.

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.

Eligibility Requirement Details	Documentation Requirements
<p><b>Background Check: The AC will complete a criminal history review as described in Appendix 103.</b></p> <p>The AC must obtain from every applicant the addresses where the applicant has lived in the last 3 years and any residential history arrest records during that time. Using these two pieces of data, the AC must obtain sufficient information from the applicable courts, institutions, and agencies in those jurisdictions, in accordance with applicable State and local laws, so as to determine whether the applicant has any disqualifying convictions.</p>	<ul style="list-style-type: none"> <li>• All background check information should be maintained, in hard copy, in the student’s folder.</li> <li>• The results of background checks with each court, agency, and institution should be conducted in accordance with applicable State and local laws, and recorded on the ETA Form 655, unless the court, agency, or institution provides the results of a check on its own letterhead or stationery.</li> <li>• 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.</li> </ul>
<p><b>Does the applicant have a conviction for any of the following?</b></p> <ul style="list-style-type: none"> <li>• Murder (as described in section 1111 of title 18, United States Code);</li> <li>• Child abuse; or</li> <li>• A crime involving rape or sexual assault.</li> </ul>	<p>If yes, the conviction must be documented and the applicant is ineligible for enrollment.</p>

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**CRITERION 10. COURT INVOLVEMENT AND/OR AGENCY SUPERVISION**

The applicant who is on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization may be considered eligible only if the court or appropriate agency certifies in writing its approval of the applicant’s release from supervision, that the release does not violate applicable laws and regulations, that the applicant has responded positively to supervision, and that the agency will permit the applicant to leave the local area or state while enrolled in Job Corps. If the applicant has court fines or court ordered restitution in excess of \$500, he or she must meet one of the criteria below.

**No individual shall be denied a position in Job Corps solely on the basis of individual contact with the criminal justice system, except for the disqualifying felony convictions of murder (as described in section 1111 of Title 18, United States Code), child abuse, or a crime involving rape or sexual assault.**

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.

Eligibility Requirement Details	Documentation Requirements
<ul style="list-style-type: none"> <li>• <b>Background Check:</b> The AC will complete a criminal history review as described in Appendix 103 for every applicant. The AC must obtain from every applicant the addresses where the applicant has lived in the last 3 years and any residential history arrest records during that time. Using these two pieces of data, the AC must obtain sufficient information from the applicable courts, institutions, and agencies in those jurisdictions, in accordance with applicable State and local laws, so as to determine whether the applicant has any current court or agency involvement.</li> <li>• <b>Lack of Information:</b> 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.</li> <li>• <b>Fraudulent Enrollment:</b> Where courts refuse to disclose juvenile history and applicant denies any court involvement, the AC should emphasize that concealing a criminal history is grounds for immediate discharge from Job Corps for fraudulent enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• All background check information should be maintained in hard copy in the student’s folder.</li> <li>• The results of background checks with each court, agency, and institution should be conducted in accordance with applicable State and local laws, and recorded on the ETA Form 655, unless the court, agency, or institution provides the results of a check on its own letterhead or stationery.</li> <li>• 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.</li> <li>• All attempts to solicit information from courts/agencies/ institutions must be documented.</li> <li>• Checks that turn up no current 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.</li> <li>• 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. 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.</li> </ul>
<p><b>Is the applicant facing pending criminal court action?</b></p>	<p>If yes, the pending criminal court action must be documented and the applicant is ineligible until the court</p>

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	<p>makes a final adjudication of the matter.</p>
<p><b>Is the applicant:</b></p> <ul style="list-style-type: none"> <li>• <b>On probation; or</b></li> <li>• <b>On parole; or</b></li> <li>• <b>Under a suspended sentence; or</b></li> <li>• <b>Under the supervision of any agency as a result of court action or institutionalization?</b></li> </ul>	<p>If yes, in order for the applicant to be eligible, the court or appropriate agency must certify in writing:</p> <ul style="list-style-type: none"> <li>• The approval of the applicant’s release from its supervision;</li> <li>• That the applicant’s release does not violate applicable laws and regulations;</li> <li>• That the applicant has responded positively to supervision; and</li> <li>• That it will permit the applicant to leave the local area or state while enrolled in Job Corps?</li> </ul>
<p><b>Does the applicant have court fines or court-ordered restitution in excess of \$500?</b></p>	<p>If yes, one of the three criteria below must be met and documented in writing:</p> <ul style="list-style-type: none"> <li>• The applicant settles the court fine or court-ordered restitution; or</li> <li>• The court agrees to suspend the obligation during the applicant’s enrollment in Job Corps; or</li> <li>• The Regional Office permits entry.</li> </ul>



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**CRITERION 11. CHILD CARE**

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.

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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p><b>The AC must determine that suitable arrangements for the care of any dependent children have been made for the proposed period of enrollment.</b></p>	<p>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. A copy of the child care certification obtained during the assessment/verification process must be retained in the applicant’s file for each child in all applicable (applicants with dependent children) cases. Appropriate items related to dependents and child care must be completed on the ETA 682.</p>

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**CRITERION 12. AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH INFORMATION**

All applicants or parent/legal guardian sign the “Authorization for Use and Disclosure of Your Health Information.”

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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<b>All applicants, or their parent/legal guardian if an unemancipated minor, must sign the “Authorization for Use and Disclosure of Your Health Information.”</b>	A signed “Authorization for Use and Disclosure of Your Health Information” must be received at the receiving center prior to the applicant’s arrival.

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**CRITERION 13. PARENTAL CONSENT**

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) must have official documents legally granting custodianship, with respect to a particular state’s laws.

Exceptions to this requirement occur when an applicant:

- Is considered to be emancipated according to applicable laws of the state; or
- Is younger than 18 years of age and married.

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.

Eligibility Requirement Details	Documentation Requirements
<p><b>The AC must obtain the consent to participate from the parent/legal guardian when the applicant is an unemancipated minor.</b></p> <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, they may not consent to the applicant’s enrollment in Job Corps until guardianship has been obtained.</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 not out of objection to the applicant participating in the program but because of disinterest in being involved, the applicant must be emancipated by a court in order to be eligible for the program.</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Parent/guardian signature on appropriate Job Corps forms, such as the ETA 652, 653, and other appropriate forms; or</li> <li>• Emancipation papers for all applicants claiming to be emancipated; or</li> <li>• Marriage license for married applicants under 18 years of age.</li> </ul>