

6.2 ENROLLMENTS, TRANSFERS, AND SEPARATIONS

REQUIREMENTS

R4. Separations

- a. Centers must establish an orderly system to process students separating from the Job Corps program that includes at a minimum:
 1. Updating all student accomplishments in CIS, including attainment of High School Diploma (HSD), High School Equivalency (HSE), career technical training certifications, and/or career technical training completion.
 2. Documentation of the reasons for the student's separation as approved by the Center Director or designee, with the documentation filed in the student's personnel folder.
 3. Arrangements for transportation for the student to the appropriate destination.
 4. Notification of the parents/guardians of minor students regarding the student's separation status, date, and scheduled time of arrival home. Such notification must be documented.
 5. A system to provide separating students with originals of any earned credentials, documentation of accomplishments, and contact information for their Career Transition Services Specialists, and support staff at the student's destination.
 6. Assignment of the student to the appropriate Career Transition Services provider in the locale to which the student will return.
 7. Written notification to the student of name, location, and phone number of Career Transition Services providers.
 8. Notification and transmission of student separation data to the Job Corps Data Center within two working days of the student's separation, in accordance with procedures in the CIS documentation.
 9. Verification and update of student address and alternate contacts.
- b. Each student's separation status and eligibility for Career Transition Services will be determined automatically by CIS based upon data entered regarding the student's accomplishments while enrolled, and in accordance with criteria shown in Chapter 4, Section 4.1, Eligibility for Services.
- c. Centers must enter separation codes for students in accordance with the following definitions and separation codes listed in the CIS documentation:

1. Ordinary Separation – Student has separated as scheduled and none of the following codes apply.
2. Maximum Benefits Separation – Formal determination has been reached through the student performance evaluation process and approved by the Regional Director that the student has achieved as much benefit from the Job Corps program as their abilities will allow (see Form 6-01, Maximum Benefit Separation).
3. Resignation Separation – Student freely decides to quit Job Corps. Resignations must be accepted at any time a student requests unless they are pursuing it as a means of avoiding a disciplinary discharge. Students in Unauthorized Absence status may resign in person by returning to center, or by telephone. Within two (2) days of a student’s resignation by telephone, center staff must confirm the resignation in writing, by mail or email.
4. Disciplinary Separation – Student has committed a behavioral infraction or has an accumulation of behavioral infractions of such gravity that it disqualifies them from further enrollment in Job Corps.
5. Medical Separation – Student is no longer able to participate in Job Corps due to medical (including pregnancy-related conditions), dental, substance use, or mental health reasons. Requirements for such separations are described in detail in R5 below.
 - (a) If the Health and Wellness Director (HWD) has a reasonable belief, based on objective evidence, that the student has a medical condition or disability that may pose a significant risk of substantial harm to the health or safety of others, A Form for Individualized Assessment of Possible Direct Threat (Form 2-04) must be completed by a qualified health professional who has current, documented expertise in the medical condition or disability involved in the individual case prior to the medical separation. The term “disability” is defined at 29 CFR § 38.4(q).
 - (b) At the time of medical separation, the student is initially separated as a Medical Separation with Reinstatement Rights (MSWR) and may be reinstated within 180 days (see Chapter 6, Section 6.2, R5.e.1).
6. Withdrawal of Parental Consent Separation – The legally responsible parent/guardian withdraws permission/consent for enrollment of a minor student. The center must verify and document that the requesting parent has legal responsibility for the student.
7. Death Separation – Student dies while enrolled in Job Corps.
8. Fraudulent Enrollment Separation – A determination has been reached, with the approval of the Regional Director or designee, that the student was ineligible for enrollment or that they became enrolled as the result of a significant screening error.

9. Unauthorized Absence (UA) Separation – A student will be separated from the program if the student accrues in excess of 6 consecutive unauthorized absence training days or in excess of 12 non-consecutive unauthorized absence training days in the prior 6 months. The effective date of separation is 2 hours after the student’s scheduled training day start-time on either the 7th consecutive training day absence or the 13th training day absence in 6 months, as applicable. It is further noted that if a student who is in Unauthorized Absence status for 6 consecutive training days or 12 non-consecutive training days in a 6-month period reports on the 7th or 13th day (as applicable) within 2 hours of their scheduled training day start-time, the student will not be separated as an Unauthorized Absence Separation.
10. Administrative Separation with Reinstatement (ASWR) – For: (i) temporary or anticipated long-term center closure when designated by the Regional or National Office of Job Corps; (ii) students who are called to active military duty and must temporarily suspend their participation in Job Corps; or (iii) students who are unable to participate effectively in distance learning, as determined by the Regional Director, while Job Corps is in virtual operating status, but desire to continue participating in the program to completion once on-center operations resume; or (iv) students where verification of eligibility criteria for expedited enrollment was not obtained within 90 days of enrollment.
11. Withdraw Health Insurance Portability and Accountability Act (HIPAA) Consent – If the student or parent/legal guardian of a minor student revokes the HIPAA consent.
12. Missing Minor Student Separation – A missing minor student can only be separated with the Regional Director’s concurrence and only after it is evident that the student, through no fault of their own, will not be returning.