

## **EXHIBIT 1-3**

### **OFFICE OF JOB CORPS EXPEDITED APPLICANT ENROLLMENT**

An expedited enrollment process for applicants who are experiencing homelessness 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)], victims of severe forms of trafficking in persons, and victims of natural and man-made disasters allows for temporary self-certification of eligibility criteria for applicants who may have difficulty accessing required documentation. This process may allow for expedited admission, but it does not exempt individuals from any eligibility criteria. Any individual who is later found to have been ineligible at the time of screening, or enrolled due to a screening error, must be separated from the program.

Admissions Services and center staff will coordinate to collect documentation as it becomes available to complete the applicant/student's electronic record and verify eligibility. Documentation must be collected within 90 days of enrollment. If unavailable, efforts to acquire documents must be recorded in the student's electronic record.

Verification completed by speaking with representatives of authorized agencies must be collected and recorded in the student's electronic record within 90 days of enrollment. Documentation must include the name, title, organization name, contact information of the representative from the authorized agency.

Admissions Services staff must inform all potential applicants that, as a result of admission into the Job Corps program, they will be individually ineligible for unemployment insurance, SNAP, and possibly other forms of government aid while enrolled in Job Corps.

Applicants will be flagged as expedited enrollment.

Limited medical information may be available on these applicants from their health care providers. Admissions Services will explain the need for the applicant to answer medical and mental health questions honestly, to prevent the possibility of the enrollee being medically separated if the center is unable to provide for the enrollee's mental health or medical needs.

In the event such applicant is denied enrollment, Job Corps will provide the contact information for the local One-Stop Career Center/American Job Center and other education and training programs, as appropriate.

**INSTRUCTIONS**

Exhibit 1-3 outlines the criteria that Admissions Services must use to expedite the enrollment of applicants who are experiencing homelessness, victims of a severe form of trafficking, or are victims of natural or man-made disasters. The criteria must be assessed in numerical order. If at any point in the process Admissions Services determines an applicant does not meet one of the criteria, the interview stops and Admissions Services does not continue with the remaining requirements. In addition to meeting the eligibility criteria, an integral part of the screening process is determining the applicant’s readiness to participate in the program. Observations of Readiness (OR) questions must be asked throughout this process and are correlated with Criterion 8(A). An applicant response that raises concern resulting in a denial must be documented within the application processing platform for Criterion 8, 8(A), 8(B), or 8(C).

<b>Observations of Readiness</b>	<b>Documentation Requirements</b>
<ol style="list-style-type: none"> <li>1. Why do you want to enroll in Job Corps at this time?</li> <li>2. Who referred you to Job Corps? How did you find out about it?</li> <li>3. Do you have any questions about the Job Corps program at this time?</li> <li>4. What have you been doing since you left school?</li> <li>5. Where do you see yourself in a year, in three years, in five years?</li> <li>6. How do you feel about taking direction from others – like teachers, administrators, and other adults that hold authority?</li> </ol>	<p>Documentation must be entered in the applicant’s electronic file as a case note by Admissions Services only if the applicant’s response(s) raise a significant concern about the applicant’s motivation to positively participate in Job Corps and be successful.</p>

**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 their 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.

Self-Attestation and/or 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>Assessment Type</b>	<b>Documentation Requirements</b>
<p><b>Applicant must be:</b></p> <ol style="list-style-type: none"> <li>1. a U.S. citizen; or</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-Attestation                             <ul style="list-style-type: none"> <li>• Recorded in Job</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Citizens or residents of U.S. territories: Acceptable source</li> </ol>

<p>2. <b>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></p> <p>3. <b>a resident of a U.S. territory.</b></p>	<p>Corps' admissions system of record with applicant signature on ETA Form 652.</p>	<p>documents include:</p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• U.S. passport</li> <li>• Social Security Card</li> </ul> <p>2. Non-Citizens: Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• I-551, Permanent Resident Card (Green Card)</li> <li>• Valid foreign passport with Form I-94</li> <li>• I-766, Employment Authorization Document</li> </ul> <p>3. Individuals admitted under Deferred Action for Childhood Arrivals (DACA) status: Acceptable source document:</p> <ul style="list-style-type: none"> <li>• I-151, Permanent Resident Card (Green Card)</li> <li>• Social Security Card</li> </ul>
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## ELIGIBILITY REQUIREMENTS

### 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 must 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.

Admissions Services staff must invite an applicant older than 24 to disclose whether they have a disability. Follow process described in Chapter 1, Section 1.2, R3 and Appendix 201, Communicating with Individuals with Disabilities.

Applicants must have parental/legal guardian consent to participate when the applicant is an unemancipated minor. 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; or
- Is an “unaccompanied youth” under the McKinney-Vento Homeless Assistance Act (42 USC 11434a(6)), which “includes a homeless child or youth not in the physical custody of a parent or guardian.”

Eligibility Requirement Details	1. Assessment Type	Documentation Requirements
Applicant is between the age of 16 and 24.	1. Self-Attestation <ul style="list-style-type: none"> <li>a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.</li> </ul>	Acceptable source documents must state the applicant’s name and date of birth, and include: <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 must verify age, date of issuance, Alien Registration Number, country of citizenship, and expiration date. Acceptable documents include:                             <ul style="list-style-type: none"> <li>o Document I-551</li> <li>o Permanent Resident Card</li> <li>o Form I-94</li> <li>o Arrival/Departure Record;</li> <li>o Form I-766</li> <li>o Employment Authorization Document</li> </ul> </li> <li>• Other official forms or</li> </ul>

		<p>documents from other government agencies that identify the applicant’s name and date of birth, must include: agency issuing form, title of form and form identification number, date completed, and purpose of form, such as school records, welfare documents, military records, and employment records.</p>
<p>Applicant is age 16 or 17, and an unemancipated minor. In this case, the parent/legal guardian or court-appointed case manager must sign the consent to participate in Job Corps.</p> <p>Only signatures of Parent/guardian/case manager must be 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, then consent must be received by a court appointed custodian or guardian.</p> <p>If minor applicant lives with other family members who have not obtained legal guardianship status, such as grandparents, siblings, uncles, or aunts, they are not able to consent to the applicant’s enrollment in Job Corps until legal custodianship or guardianship has been obtained.</p> <p>If the applicant is an "unaccompanied youth" under the McKinney-Vento Homeless Assistance Act, then parent/guardian consent is not required.</p>	<p>1. Self-Attestation  a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Parent/guardian/case manager or other approved supervisor signature on appropriate Job Corps forms, such as the ETA Form 652, ETA Form 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> <li>• If an “unaccompanied youth” under the McKinney-Vento Homeless Assistance Act:  A letter from caseworker, school district homeless liaison, local educational agency, third parties such as private or publicly funded homeless shelters and service providers, social worker, counselor, or support provider.</li> </ul>

## ELIGIBILITY REQUIREMENTS

### CRITERION 3. LOW INCOME

The applicant considered for expedited enrollment qualifies as low income, if one or more of these conditions exist:

**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)]): applicants who fit the definition of “homeless” as described below automatically qualify as low income.

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

- a. An individual who is
  1. sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
  2. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
  3. living in an emergency or transitional shelter;
  4. abandoned in a hospital;
  5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
  6. awaiting foster care placement.
- b. 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
- c. Migratory children who qualify as homeless under this section because the children 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:

- a. Has moved from one school district to another;
- b. In a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
- c. 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.

**Victims of severe forms of trafficking in persons:** Applicants who are victims of severe forms of trafficking in persons, as defined below by section 103 of the Victims of Trafficking and Violence Protection Act of 2000 (22 U.S.C. 7102), automatically qualify as low income:

The term “severe forms of trafficking in persons” means:

- 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, provision, or obtaining of a person for labor or service, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**Victims of Natural and Man-Made Disasters:** Applicants who are victims of natural or man-made disasters are automatically considered low income if they are “homeless” as described above, including being housed in temporary residences. Applicants who have a permanent residence may self-attest as otherwise meeting the low income criterion per the criterion 3 description in Exhibit 1-1. These applicants will be informed of the low income threshold for their geographic area and required to provide documentation after enrollment; when such documents become available.

Self-attestation or documentation used in the assessment/verification process to demonstrate eligibility under this criterion must be collected from all applicants to verify that the applicant meets the low-income criterion.

Eligibility Requirement Details	Assessment Type	Documentation Requirements
<b>Homelessness (including Migratory Children)</b>	1. Self-Attestation of homelessness a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.	Acceptable source documents include: <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 Form 1-03.</li> </ul>
<b>Victims of severe forms of trafficking in persons</b>	1. Self-Attestation of status as victim of severe forms of trafficking in persons a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.	Acceptable source documents include: <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>
<b>Victims of natural and man-made disasters</b>	1. Self-Attestation of status as victim of natural and man-made disasters 2. If not “homeless,” including residing in temporary housing, self-attestation of being low income. a. Recorded in Job Corps’ admissions system of record with applicant signature	Acceptable source documents if homeless include: <ul style="list-style-type: none"> <li>• A letter from caseworker or support provider; or</li> <li>• Documentation from FEMA or other state/local disaster relief agencies</li> </ul> Acceptable source documents if not homeless include: <ul style="list-style-type: none"> <li>• See Exhibit 1-1 Criterion 3</li> </ul>

Eligibility Requirement Details	Assessment Type	Documentation Requirements
	on ETA Form 652.	Eligibility Requirement Details/Documentation Requirements Chart <ul style="list-style-type: none"> <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 Form 1-03.</li> </ul>



## ELIGIBILITY REQUIREMENTS

### CRITERION 4. CRIMINAL HISTORY

Admissions Services will submit a background check request through the application processing platform after verifying Criterion 1-3. Admissions Services will also begin a conversation with applicants at the first encounter, encourage honest and timely disclosure of any criminal history, provide education about meeting eligibility requirements if there is criminal history, and notify applicants of the need to submit supporting documentation. Admissions Services will receive an email that states if the student is eligible to continue with the enrollment process based on results of the criminal background check. Job Corps requires a criminal background check be completed for all applicants before an offer of conditional enrollment is given.

***No individual shall be denied enrollment in Job Corps solely on the basis of 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. Other felony convictions alone do not disqualify an individual for enrollment in Job Corps but are considered as a part of Criterion 8/Appendix 102.***

Admissions Services staff will have ongoing conversations with applicants about their criminal history. Admissions Services staff shall inform applicants that, should they be offered enrollment in Job Corps and new information regarding criminal history is discovered, such information may render the individual ineligible for Job Corps.

If Admissions Services staff learn of additional criminal history during the admissions process, Admissions Services must notify the Job Corps National Office and consider the information disclosed while evaluating Criterion 8/Appendix 102.

A copy of each document used in the review/verification process to demonstrate eligibility under this criterion must be uploaded and retained in the applicant's electronic file.

Eligibility Requirement Details	Documentation Requirements
<p>Background Check: A criminal background check must be conducted on every applicant using the National Crime Information Center. Admissions Services will request this check through the application processing platform.</p> <p>If during the admissions process, Admissions Services staff becomes aware of additional convictions or criminal history, Admissions Services must submit the information to the Job Corps National Office.</p>	<p>Results of the criminal background check must be reviewed and uploaded to the applicant's electronic record</p>
<p><b>Eligible:</b> Applicants with <u>no criminal convictions</u> present in their background information.</p>	<p>Admissions Services staff will enter results within the application processing platform and upload the email into the applicant's electronic record.</p>

<p><b>Eligible:</b> Applicants with non-disqualifying criminal convictions, no pending court proceedings, not currently on probation/parole/supervision or released from probation/parole/supervision.</p>	<p>Admissions Services staff will enter results within the application processing platform and upload the email and any other supporting documentation into the applicant’s electronic record.</p>
<p><b>Not Eligible:</b></p> <ul style="list-style-type: none"> <li>• Applicants with pending criminal charges, including (1) active warrants (2) upcoming court dates, or (3) current probation, parole, or agency supervision or court-ordered treatment.</li> <li>• Applicants with fines or court-ordered restitution <u>in excess of \$500</u></li> </ul>	<p>The applicant is not eligible for Job Corps at this time. The applicant may become eligible once all court requirements are met/resolved. Admissions Services staff will enter results in the application platform and upload the email into the applicant’s electronic record.</p>
<p><b>Not Eligible:</b> Applicants with a <u>disqualifying felony conviction of:</u></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>The applicant is not eligible for Job Corps. Admissions Services staff will enter results within the application processing platform and upload the email into the applicant’s electronic record</p>

**ELIGIBILITY REQUIREMENTS**

Observations of Readiness	Documentation Requirements
<ol style="list-style-type: none"> <li>1. Why did you leave school?</li> <li>2. What subjects did you like?</li> <li>3. What didn't you like about school?</li> <li>4. Why do you want to come back to a school setting now?</li> <li>5. Tell me about what you would do to gain respect as a new student on center.</li> </ol>	Documentation for this section must be entered in the applicant's electronic file as a case note by Admissions Services if the applicant's answers raise concern.

**CRITERION 5. BARRIERS TO EDUCATION AND EMPLOYMENT**

The applicant considered for expedited enrollment qualifies under this criterion, if one or more of these conditions exist:

**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}]): applicants who fit the definition of "homeless" as described in criterion 3 automatically qualify under this criterion.

**Victims of severe forms of trafficking in persons:** Applicants who are victims of severe forms of trafficking in persons, as described in criterion 3, automatically qualify under this criterion.

**Victims of natural and man-made disasters:** Applicants who are victims of natural or man-made disasters automatically qualify under this criterion if they are "homeless" as described in Criterion 3 above, including being housed in temporary residences. Applicants who have a permanent residence may self-attest as otherwise meeting this criterion per the Criterion 5 description in Exhibit 1-1.

Self-attestation and/or a copy of each document used in the assessment/verification process must be used to demonstrate eligibility. If documentation is used in the assessment/verification process to demonstrate eligibility under this criterion, the documentation must be retained in the applicant's file in all cases.

Eligibility Requirement Details	Assessment Type	Documentation Requirements
<b>Homeless (including Migratory Children)</b>	<ol style="list-style-type: none"> <li>1. Self-Attestation of homelessness                             <ol style="list-style-type: none"> <li>a. Recorded in Job Corps' admissions system of record with applicant signature on ETA Form 652.</li> </ol> </li> </ol>	Acceptable source documents include: <ul style="list-style-type: none"> <li>• A letter from caseworker or support provider</li> </ul>
<b>Victims of severe forms of trafficking in persons</b>	<ol style="list-style-type: none"> <li>1. Self-Attestation of status as victim of severe forms of trafficking in persons                             <ol style="list-style-type: none"> <li>a. Recorded in Job Corps' admissions system of record with applicant</li> </ol> </li> </ol>	Acceptable source documents include: <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</li> </ul>

Eligibility Requirement Details	Assessment Type	Documentation Requirements
	signature on ETA Form 652.	clinical professional attesting to the status of the applicant.
<b>Victims of natural and man-made disasters</b>	1. Self-Attestation of status as victim of natural and man-made disasters 2. If not “homeless,” including residing in temporary housing, self-attestation of facing barriers to education and employment per Exhibit 1-1. a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.	Acceptable source documents if homeless include: <ul style="list-style-type: none"> <li>• A letter from caseworker or support provider; or</li> <li>• Documentation from FEMA or other state/local disaster relief agencies</li> </ul> Acceptable source documents if not homeless include: See Exhibit 1-1 Criterion 5 Eligibility Requirement Details/Documentation Requirements Chart

**ELIGIBILITY REQUIREMENTS**

**CRITERION 6. 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. If a male applicant age 18 and older has not complied with Section 3 of the Military Selective Service Act (50 USC App. 45), then the Admissions Services staff will complete the form with the applicant.

Eligibility Requirement Details	Documentation Requirements
<p>All male applicants sign the consent form containing authorization for Selective Service Registration.</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” must be placed in the Selective Service authorization space on the consent form.</li> </ul>

**ELIGIBILITY REQUIREMENTS**

Observations of Readiness	Documentation Requirements
<ol style="list-style-type: none"> <li>1. What educational opportunities do you want to get through coming to Job Corps?</li> <li>2. Do you help out at home? Please describe.</li> <li>3. What time did you go to bed last night?</li> <li>4. When was the last time you got up at 6:30 or 7:00 a.m. to arrive some place by 8:00 a.m.?</li> <li>5. How do you handle stress or what do you do when things are not going your way?</li> </ol>	<p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services only if the applicant’s answers raise concern about the applicant’s motivation to positively participate in Job Corps and be successful.</p>

**CRITERION 7. EDUCATIONAL AND TRAINING NEEDS**

The applicant’s educational and training needs may best be met through the Job Corps. Level of educational attainment is not an eligibility requirement.

Eligibility Requirement Details		Documentation Requirements
<p>The applicant’s educational and training needs may best be met through the Job Corps program.</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 HSE; and</li> <li>• Participate in career technical training.</li> </ul> <p>If the applicant is a high school graduate, the applicant must document the High School Diploma attainment or HSE attainment and indicate a desire to obtain career technical training.</p> <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 apprenticeship; or</li> <li>• Enter the military; or</li> <li>• Continue his or her education.</li> </ul>	<ol style="list-style-type: none"> <li>1. Self- Attestation                         <ol style="list-style-type: none"> <li>a. Recorded in Job Corps’ admissions system of record with applicant signature on ETA Form 652.</li> </ol> </li> </ol>	<p>Admissions Services must document that applicants that have not graduated from high school, have a desire to earn a HSD or a HSE, and want to participate in career technical training.</p> <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>Admissions Services must document that applicants with a high school diploma wish to obtain career technical training. If the applicant has a high school diploma or HSE, Admissions Services must obtain a copy of:</p> <ol style="list-style-type: none"> <li>1. The HSE certificate or official HSE test scores. A copy of the HSE certificate or transcripts can be requested from the HSE administrator of the state in which the HSE was received. A complete list of HSE administrators can be found on <a href="http://www.acenet.edu">http://www.acenet.edu</a>; or</li> <li>2. An HSD or official transcripts indicating graduation from a school that meets the guidelines set in PRH Appendix 302; or</li> <li>3. 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/p-">http://www.ncaapublications.com/p-</a></li> </ol>

Eligibility Requirement Details		Documentation Requirements
		<p><a href="#">4532- international-standards-2019-20-guide-to- international-academic-standards-for-athletics- eligibility.aspx</a></p> <p>4. If school records are unavailable, Admissions Services must document attempts to obtain educational history.</p> <p>Admissions Services must document for all applicants that after graduation from Job Corps, the individual plans to obtain employment, enter the military, or continue their education.</p>

\*\* If the applicant expresses concern about their existing benefits (e.g., Social Security Disability), then Admissions Services staff should encourage the applicant to work with their case managers to determine the impact that participation in Job Corps and eventually employment will have on benefits.

Applicants with disabilities receiving Social Security Administration (SSA) benefits may be referred to their local SSA Work Incentives Planning and Assistance (WIPA) programs or One-Stop Career Centers/American Job Centers have Disability Navigators who provide assistance with benefits counseling.

**ELIGIBILITY REQUIREMENTS**

<b>Observations of Readiness</b>	<b>Documentation Requirements</b>
<ol style="list-style-type: none"> <li>1. Do you like working alone or with other people?</li> <li>2. Have you ever worked as part of a team or group?</li> <li>3. How well do you get along with people?</li> <li>4. How would you feel about working with people of another sex or race?</li> <li>5. How would you feel about sharing a dorm room with roommates?</li> <li>6. How would you feel about sharing a dorm room with people of other races?</li> </ol>	<p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services only if the applicant’s answers raise concern about the applicant’s motivation to positively participate in Job Corps and be successful.</p>

**CRITERION 8. GROUP PARTICIPATION**

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

If Admissions Services staff learn of additional criminal history during the admissions process, Admissions Services must notify the Job Corps National Office and consider the information disclosed while evaluating Criterion 8/Appendix 102.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirement</b>
<p>Applicant appears willing to function as a part of a group and can successfully participate in group situations and activities.</p>	<p>Admissions Services must document in the applicant’s electronic file the questions asked and the responses that indicate that the applicant appears willing to function as part of a group.</p>
<p>Applicant confirms willingness to live in a multi-cultural environment.</p> <p>Admissions Services staff provide the applicant with an example of a multicultural environment.</p>	<p>Admissions Services must document in the applicant’s electronic file that applicant either expresses a willingness or does not express active hostility to or dislike of living in a multicultural environment.</p>



**ELIGIBILITY REQUIREMENTS**

<b>Observations of Readiness</b>	<b>Documentation Requirements</b>
<ul style="list-style-type: none"> <li>• How do you react to other people’s challenges? For example, if a person is having a bad attitude day, doesn’t do their part on a project, or is having trouble getting along with others.</li> <li>• Do you have a tendency to help others when they are in need, and if so, give me a good example.</li> <li>• Tell me about a time when you got angry with a friend. How did you handle it?</li> </ul>	<p>Documentation for this section must be entered in the applicant’s electronic file as a case note by Admissions Services if the applicant’s answers raise concern.</p>

**CRITERION 8(A). NON-INTERFERENCE WITH OTHER STUDENTS’ PARTICIPATION**

It can be reasonably expected that the applicant will not engage in actions that would prevent other students from benefiting from 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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p>Applicant can participate successfully in group situations and activities and is not likely to engage in actions that would potentially prevent other students from receiving benefits from the program.</p>	<p>Any behavior observed by the Admissions Services 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 in the applicant’s electronic file.</p> <p>A signed Applicant Commitment Statement (Form 652) must be included in the applicant’s file.</p>

**ELIGIBILITY REQUIREMENTS**

<b>Observations of Readiness</b>	<b>Documentation Requirements</b>
<ul style="list-style-type: none"> <li>• How do you feel about following rules and requirements?</li> <li>• Do you see yourself as someone who challenges the rules, and if so, give me an example of when you challenged a rule, either at school, at home, at work, in the community, or with the law.</li> <li>• What did you think of the Job Corps video? Do you have any questions about it?</li> <li>• Do you understand that following rules is required when you are in Job Corps and that not following them could result in separation from the program?</li> <li>• When you are worried, mad, or sad what do you do to make yourself feel better?</li> <li>• Now that you have a better understanding about the Job Corps program and what is required of students, do you see any roadblocks that might affect your participation in Job Corps?</li> </ul>	<p>Documentation for this section must be entered in the applicant’s electronic file by Admissions Services only if the applicant’s answers raise concern about the applicant’s motivation to positively participate in Job Corps and be successful.</p>

**CRITERION 8(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.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
<p>Applicant is made aware of the center rules, what the potential consequences are for not following those rules, and they agree to comply with such rules.</p>	<p>Applicant has read, understands, and has signed the Applicant Commitment Statement (ETA Form 652).</p>
<p>Applicant can participate successfully in group situations and activities and is not likely to engage in actions that would potentially be incompatible with the maintenance of sound discipline and positive center culture.</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, you will be</li> </ul>	<p>Applicant has read, understands, and has signed Zero Tolerance for Violence Certification on the ETA Form 652.</p>

Eligibility Requirement Details	Documentation Requirements
<p>offered supports within a specified period of time prior to a follow-up test?</p> <ul style="list-style-type: none"> <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 every Job Corps uses a student code of conduct with additional rules that you will be expected to follow?</li> </ul> <p>Do you understand that you must abide by Job Corps rules and policies to stay in the program?</p>	
<p>The applicant is willing to refrain from gang representation or activity while in Job Corps (see Exhibit 2-1).</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 gang representation or participate in gang activity while in Job Corps?</li> </ul> <p>If Admissions Services observes the use or display of any gang activity or representation, 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 Admissions Services 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>	<p>Admissions Services must document in the applicant’s electronic file the applicant acknowledges to refrain from gang representation or activity while enrolled in Job Corps.</p>

**ELIGIBILITY REQUIREMENTS**

**CRITERION 8(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>Applicant can participate successfully in group situations and activities, including in the community, and is not likely to engage in actions that would potentially impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities.</p>	<p>Admissions Services must document in the applicant’s electronic file that the applicant expresses a willingness to behave in a manner that reflects positively on Job Corps when participating in activities such as:</p> <ul style="list-style-type: none"> <li>• Community services</li> <li>• Recreation activities</li> <li>• Off-duty leisure time</li> <li>• Job shadowing activities</li> <li>• Work-based learning activities</li> <li>• Field trips</li> </ul>

**ELIGIBILITY REQUIREMENTS****CRITERION 9.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 would include confirmation from any approved on-center child care services.

<b>Eligibility Requirement Details</b>	<b>Documentation Requirements</b>
Applicant must make suitable arrangements for the care of any dependent children for the proposed period of enrollment.	Applicant must attest that they have child care and their statement is documented in the applicant's electronic file.

**ELIGIBILITY REQUIREMENTS**

**CRITERION 10. 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.” (Form 6-02)

Admissions Services should encourage, but not require, all applicants to provide the following voluntary information for use by center staff in assessing the applicant’s health needs:

- ETA Form 653, Job Corps Health Questionnaire
- Physician/institution report describing injuries, illnesses, and conditions noted on the ETA Form 653, including comments about medications taken

Eligibility Requirement Details	Documentation Requirements
<p>All applicants, or their parent/legal guardian if an unemancipated minor, and McKinney-Vento liaison or case worker if an unaccompanied youth (or the unaccompanied youth on behalf of themselves if there is no McKinney-Vento liaison or case worker) must sign the “Authorization for Use and Disclosure of Your Health Information.”</p>	<p>A signed “Authorization for Use and Disclosure of Your Health Information” must be received at the assigned center prior to the applicant’s arrival.</p>