



DIRECTIVES: JOB CORPS PROGRAM CHANGE NOTICE NO. 24-04

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL USDA FOREST SERVICE CENTER DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH AND ADMISSIONS CONTRACTORS
 ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: JOHN E. HALL
 Administrator
 Office of Job Corps

SUBJECT: Expedited Applicant Enrollment

1. Purpose. To implement the expedited enrollment process for applicants experiencing homelessness, victims of severe forms of trafficking, and victims of natural and man-made disasters.
2. Background. On December 19, 2022, the Biden-Harris administration released a federal plan to reduce homelessness in the U.S. by 25 percent by 2025. In support of the President’s plan, Employment and Training Administration leadership approved the Job Corps policy change to allow for expedited enrollment for individuals experiencing homelessness, victims of severe forms of trafficking, and those who experienced a natural or man-made disaster¹. Though the process for enrollment is expedited with this change, there is alignment with the Workforce Innovation and Opportunity Act (WIOA) eligibility criteria to ensure compliance with enrollment requirements. .

Job Corps, mandated by WIOA, serves opportunity youth, including those experiencing homelessness, young parents, foster youth, and youth with disabilities. Currently, Job Corps prioritizes enrollment for homeless or low-income victims of natural and man-made disasters due to the urgency of their situations. The Policy and Requirements Handbook (PRH) is being updated to define expedited enrollment as a process that accelerates application and eligibility review and removes barriers for certain categories

¹ Severe forms of trafficking in person means 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 attained 18 years of age; or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. Violence Protection Act of 2000 (22 U.S.C. 7102)

of applicants facing hardships, i.e. homelessness, trafficking, natural/man-made disasters. This process allows Job Corps to temporarily accept certain eligibility criteria through self-attestation, verified later by admissions staff. As a result, applicants can be enrolled within 10 business days of passing a background check, significantly faster than the standard process. By expediting enrollment, Job Corps aims to remove barriers for vulnerable populations who struggle to obtain necessary documentation.

Self-Attestation for Job Corps Eligibility

Job Corps intends to allow individuals eligible for expedited enrollment to self-attest for the eligibility requirements in WIOA 144(a) because of the barriers to presenting documentation of eligibility at application and the urgency of processing their applications. Specifically, self-attestation will be used in instances where it is extremely difficult for the applicant to obtain documentation. Admissions staff are expected to verify these eligibility criteria, along with supporting documentation, within 90 days of enrollment. The applicant is deemed conditionally eligible until all eligibility criteria are confirmed, including the medical applicant file review. If deemed ineligible, including because verification was not received within 90 days of enrollment, the applicant will be separated from the program under Administrative Separation with Reinstatement with the ability to return to the program within 12 months of separation.

Expedited Enrollment Operational Process

Job Corps’ Exhibit 1-3 (New) identifies the eligibility criteria and supporting documentation necessary for verification of eligibility. The table below lists the eligibility criteria that apply to all applicants, including individuals that will be expeditiously enrolled into the program.

Job Corps shall allow applicants to attest to experiencing homelessness or being a victim of severe forms of trafficking or natural/man-made disasters until it can be verified during the intake process. Job Corps will also allow self-attestation for all criteria except Criterion 4—Criminal History. Admission staff may receive self-attestation in-person or by phone or virtual interview.

| Number | Job Corps Eligibility Criteria | Assessment of Conditional Eligibility |
|---------------|--|--|
| 1 | U.S. Citizen/Legal Resident/Deferred Action Status | Self-Attestation Permitted Until Verified within 90 days |
| 2 | Age | Self-Attestation Permitted Until Verified within 90 days |
| 3 | Low Income | Self-Attestation Permitted Until Verified within 90 days |
| 4 | Criminal History | Background check results required |

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| 5 | Barriers to Education and Employment | Admission staff completes form via phone interview |
| 6 | Selective Service Registration | Admission staff completes form via phone interview |
| 7 | Educational and Training Needs | Self-Attestation Permitted Until Verified within 90 days |
| 8 | Group Participation | Admission staff interviews applicant and contacts social worker – preliminary verification |
| 8(a) | Non-Interference with Other Students' Participation | Admission staff interviews applicant and contacts social worker – preliminary verification |
| 8(b) | Maintenance of Sound Discipline and Positive Center Culture | Admission staff completes via phone interview. Applicant should read, understand, and sign the Applicant Commitment Statement (ETA Form 652). |
| 8(c) | Community Relations | Self-Attestation Permitted. Applicant expresses a willingness to behave in a manner that reflects positively on Job Corps when participating in activities such as: <ul style="list-style-type: none"> • Community services • Recreation activities • Off-duty leisure time • Job shadowing activities • Work-based learning activities • Field trips |
| 9 | Child Care | Self-Attestation Permitted. The applicant must attest to having established suitable arrangements for the care of any dependent children for the proposed period of enrollment. |
| 10 | Authorization for Use and Disclosure of Health Information | Admission staff completes form via phone interview |

Self-Attestation Permitted for Some Criteria

“Self-Attestation” (also referred to as an applicant statement) occurs when an individual states their status for a particular data element, such as age or citizenship, and then signs and dates a form acknowledging this status. The key elements for self-

attestation are: (a) the individual identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. This will be accomplished through the ETA-652—Job Corps Applicant Data Sheet. Admissions staff will accept self-attestation for up to 90 days, during which designated staff will verify applicant eligibility per Exhibit 1-3.

Verification of Eligibility Criteria

During the 90-day window after a student is admitted to the program under the expedited enrollment process, designated staff will verify eligibility. Verification means to confirm eligibility requirements through examination of documents (e.g., birth certificates or public assistance records) or speaking with representatives of authorized agencies and documenting the conversation in case notes. Documentation means maintaining evidence, which is obtained during the verification process, in participant files. Examples of such evidence are electronic copies of documents (where legally permitted) and as identified in Exhibit 1-3.

Verification completed by communicating 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, and contact information of the representative from the authorized agency.

All applicants, whether undergoing expedited enrollment or not, must receive a background check before they can enter a center, per the requirements in WIOA 145(b). Individuals in the expedited enrollment pool will be prioritized for processing.

Health Care Considerations During Intake Process

Job Corps is taking a vital step in expediting enrollment for applicants with significant needs, including those experiencing homelessness, human trafficking, and natural and human-made disasters. However, from a health and wellness perspective, these applicants likely have greater health concerns than applicants who are coming from more stable environments.

The Applicant File Review (AFR) process remains critical to set applicants up for success upon arrival and to reduce the risk to Job Corps centers. The AFR process includes a Health Care Needs Assessment and, if applicable, a Direct Threat Assessment. Job Corps' AFR process serves as a safeguard to ensure that students who pose a direct threat to others or who have healthcare needs that cannot be met by Job Corps (after consideration of reasonable accommodation for individuals with disabilities) do not enter the Job Corps program.

To mitigate risk to the students and program, Job Corps intends to continue the AFR process and shorten the time for individuals who meet the criteria for expedited enrollment. Qualified health professionals on a Job Corps center may take up to 21 days (instead of 30 days) to determine if a health care need(s) exceeds those of basic health care as per Exhibit 2-4, Job Corps Basic Health Care Responsibilities, or the

individual poses a direct threat to others. If the center determined that the health care need(s) exceeds those of basic health care or the individual poses a direct threat to others, then a regional review by qualified health professional will be conducted. The Regional review process may take up to 45 days (instead of 60). Individuals will be transported to the Job Corps center after the AFR process is complete.

3. Explanation of Changes. This PRH Change Notice revises the following sections:

Chapter 1 – Enrollment Services

Section 1.2 – Eligibility

- R1(a) was revised to “Admissions Services staff must:
 1. Direct all applicants to complete the Job Corps Enrollment Interest Tool.
 2. Contact all prospects within 1 business day of receipt of prospect information.
 3. Attempt first to reach prospects using the individual prospect’s preferred communication method. If unsuccessful, use other methods based on information provided by prospect.
 4. Promptly respond and track resolution of reported customer issues, including those forwarded by Regional Office, National Office, or other sources.
 5. Not use personal devices, personal e-mail addresses, or personal social media when communicating with Job Corps prospects, applicants, or students.”

- Added R5 Expedited Enrollment which accelerates the application and eligibility criteria review prior to arrival on center for certain categories of applicants who are experiencing hardships and barriers to obtaining the document ordinarily required prior to enrollment.

- R5 Priority Enrollment and subsequent sections were renumbered.

- Revised R6 Priority Enrollment to remove mention of homeless, a victim of severe form of trafficking in persons and clarified the definition of priority enrollment.

- Revised R7(a) to include mention of Chapter 1, Section 1.2, R3, Exhibit 1-2, and Exhibit 1-3.

Chapter 1 – Enrollment Services

Section 1.5 – Center Applicant File Review of Completed Application

- Section 1.5 Requirements was revised to include expedited enrollment procedures.
- R2 was revised to include the addition of Expedited Applicant File Review SOP.
- R2(b) was revised to include submission based on self-attestation for expedited

- enrollment.
- R2(d) was revised to include “or eligibility reviews that occur during the first 90 days of enrollment for students whose applications were expedited. See R10, Expedited Enrollment.”
- R2(g) was revised and now includes a table that outlines time allowed from receipt to disposition for expedited and non-expedited applications and permissible requests for extension.
- R3 was renumbered and was revised to add application urgency identification – standard, priority, expedited.
- R5 was renumbered and now includes guidelines on the number of attempts to contact expedited applicants, applicable case managers or community agency partners, and verify that Admissions Services staff also cannot reach the expedited applicant.
- Language in R5(d) was reorganized to reduce confusion.
- R6 (a1) adds Applicants (including expedited) and R6(a2) adds Applicants (including expedited)
- R6(a)(2)(a) adds 11 calendar days for FRT to determine denial/referral to alternate center for expedited applicants.
- R6(b) adds 10 calendar days for alternate center FRT to review expedited applications.
- R6 (c) adds “(including for expedited enrollment)”
- R8 (a2) adds procedures for expedited enrollment based on waiver of upper age limit for disability (Refer to Exhibit 1-3)
- Add R10 Expedited Enrollment and renumber subsequent sections

Chapter 6 – Administrative Support Services

Section 6.2 – Enrollments, Transfers, and Separations

- R4(c10) was revised to add “(iv) students where verification of eligibility criteria for expedited enrollment was not obtained within 90-days of enrollment.”
- R6(a1), to qualify for reinstatement under ASWR, was revised to add “... or as a result of missing eligibility documentation for expedited enrollment students.”
- R6(a3), in reinstatement under ASWR section, was revised to add “4. Submit a written request for immediate reinstatement to begin distance learning, ...” and replace with “Submit a written request for immediate reinstatement and upload eligibility documentation via their MyJobCorps portal account.”

Exhibit 1-1 – Job Corps Eligibility Requirements

- Criterion 2 – Age
 - Language was added to include an applicant who is an unaccompanied youth experiencing homelessness under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(6)) as an exception to the requirement that an unemancipated minor must have parental/legal guardian consent.
 - Language was added in the “Documentation Requirements” column to outline what documentation the Admissions Counselors need for an

unaccompanied youth experiencing homelessness. Language states, “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.

- Criterion 3 – Low Income
 - The migratory children component of the homeless definition (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)]) was revised to clarify that the child has moved from one residence to another residence in the preceding 36 months.
- Criterion 4 – Criminal History
 - Documentation language was revised to reflect forthcoming improvements in securely documenting and sharing NCIC criminal history results facilitated by Job Corps’ new online admissions platform, MyJobCorps.
- Criterion 5 – Barriers to Education and Employment
 - The migratory children component of the homeless definition (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)]) was revised to clarify that the child has moved from one residence to another residence in the preceding 36 months.
- Criterion 10 – Authorization For Use and Disclosure of Health Information
 - The Eligibility Requirement Details language, in the table, was revised to include “...(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.”

Exhibit 1-2 – Factors for Priority Enrollment

- Removed sections A: Homeless and B: Victims of Severe Forms of Trafficking in Persons.

Exhibit 1-3 – Office of Job Corps Expedited Applicant Enrollment

- New form that outlines the criteria that Admission Services must use to expedite the enrollment of applicants who are: experiencing homelessness; victims of severe form of trafficking; or victims of natural or man-made disasters.

Exhibit 5-1 – Standard Operating Procedures

- Added v. Expedited Applicant file Review Procedures as a required SOP.

4. Resources.

- Section 103 of the Victims of Trafficking and Violence Protection Act of 2000 (22 U.S.C. 7102)
- Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e- 2[6])
- McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a(2)]

5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
6. Effective Date. Immediately
7. Inquiries. Direct inquiries to Nicholas Alexander at alexander.nicholas.m@dol.gov.
7. PRH Website Access. This Change Notice and revisions to the PRH can be accessed within two business days at the PRH website address: <https://prh.jobcorps.gov>.