



POLICY AND REQUIREMENTS HANDBOOK

CHAPTER 1: ENROLLMENT SERVICES

APRIL 20, 2023

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1.0 INTRODUCTION

Chapter 1, Enrollment Services, provides requirements in the following areas: outreach, recruitment, eligibility screening, career planning and center assignment. Prospective applicants and applicants must be provided enrollment services consistent with the Workforce Innovation and Opportunity Act and Job Corps requirements contained herein. Admissions Services providers receive and respond to prospective applicants, inform them about Job Corps training and education programs and center life, and work with applicants to complete the application process.

1.1 OUTREACH & RECRUITMENT

REQUIREMENTS

R1. Center Information

Centers must:

- a. Provide Admissions Services and One-Stop Career Centers/American Job Centers and other partners with current information about Job Corps. See Chapter 1, Section 1.1, R5 Marketing Materials and Strategies.
- b. Ensure Admissions Services staff complete and maintain all required training as directed by the National Office of Job Corps (NOJC). This includes training for conducting the Job Corps eligibility and admissions process.
- c. Provide Admissions Services staff with expectations for participation and completion of career technical training, certifications, credentialing, and licensure opportunities that are offered.
- d. Offer center tours to prospective applicants, parents, school counselors, employers, and others whenever possible.
- e. Assign staff and students to participate in outreach activities as needed.

R2. Partnerships and Linkages

Admissions Services providers and centers must, as applicable:

- a. Work cooperatively within the workforce development system and apprenticeship programs, schools, National Training Contractors (NTC), and social services agencies, including those that serve foster care and homeless youth to promote referral of prospective applicants to Job Corps. See Chapter 5, Section 5.1, R5.c.4.
- b. Establish working relationships and partnerships, including memberships when appropriate, with One-Stop Career Centers/American Job Centers, state and local workforce development boards, youth standing committees that are appointed by local boards, and other local employment and training programs for youth.
- c. Work cooperatively with One-Stop Career Centers/American Job Centers to include the Job Corps program within their menu of services by providing nationally approved marketing materials.

R3. Information on Center Life

Admissions Services must provide prospective applicants and applicants with accurate

information about:

- a. Residential living, distance learning, and non-residential training.
- b. Student conduct standards and expectations, including Job Corps' zero tolerance and drug testing policies.
- c. Student participation in career planning and regular evaluation of student progress.
- d. Center life, including options for evening and weekend studies, community service learning activities, recreational activities, Student Government Association (SGA), and other center-supported activities.
- e. Child care allotments, as applicable (see Exhibit 6-2, Student Allowance and Allotment System (SAAS))

R4. Outreach/Public Education Plan

Contractors providing enrollment and placement services must develop and implement outreach/public education plans. The plan must demonstrate collaboration and consultation between contractors and centers, and must comply with the outreach requirements of the Workforce Innovation and Opportunity Act (WIOA), Section 188, Nondiscrimination, and nondiscrimination requirements at 29 CFR 38.42. The plan must be submitted to the Regional Office for review and approval, in accordance with PRH Chapter 5, Section 5.1, R3.c, Career Development Services System Plan, and must include, as applicable:

- a. Outreach strategies to achieve and maintain overall design and capacity.
- b. Strategies to ensure coordination of efforts between contractors and centers, including the establishment and maintenance of relationships with community organizations that serve specific targeted groups referred to in Chapter 1, Section 1.1, R4 c.4.
- c. A description of the public education and outreach methods, activities, events, and linkages that will be developed to:
 1. Foster referrals of eligible youth from various targeted groups referred to in Chapter 1, Section 1.1, R4 c.4.
 2. Promote positive public awareness of student and center achievements.
 3. Respond to media and public inquiries with consistent and factual information.
 4. Reach potential applicants who represent the diversity of the community in which the Job Corps center is located in terms of the following characteristics:
 - (a) Gender
 - (b) Race and ethnicity, including status as Limited English Proficient (LEP)
 - (c) Disability status

5. Publicize the Job Corps program and the center in media that specifically target various populations referred to in Chapter 1, Section 1.1, R4 c.4, such as newspapers, television and radio programs, and websites with streaming audio and video. Ensure that the selected outreach tools include media in languages appropriate to the population served by the center.
- d. A description of outreach methods and materials to be distributed to, and maintained at, American Job Centers; youth standing committees, if established; schools; social service agencies including those that serve youth, foster care, and homeless youth; youth programs; organizations; communities; the general public; employers; other employment and training programs; vocational rehabilitation agencies; and other organizations or entities that serve specific targeted populations referred to in Chapter 1, Section 1.1, R4 c.4, such as members of both sexes, individuals with disabilities, or various racial or ethnic groups. Such materials must:
 1. Include center-specific information including available career technical training, certification, credentialing, and licensure opportunities.
 2. Be designed to reach a diverse audience. Selected materials must be translated into languages appropriate to the population served by the center.
 3. Be available in alternate formats for persons with disabilities (e.g., large print, audio tape, open captioning, Braille).
 4. Include the exact language of the equal opportunity notice in 29 CFR 38.35, as required by 29 CFR 38.34 and 38.36.
 5. Provide phone numbers for Text Telephone (TTY)/Telecommunication Device for the Deaf (TDD) or relay service contact for people whose disabilities prevent them from using voice telephones, where voice telephone numbers are provided for telephone contact.
 6. Be distributed to schools; social service agencies, including those that serve foster care and homeless youth; youth programs; and other employment and training programs.
 - e. Be a direct referral system that provides unions, business/industry organizations, and individual employers a mechanism for referring youth who may be qualified to participate in Job Corps. Applicants recruited through direct referrals must meet all Job Corps eligibility and other requirements for enrollment, and fully participate in all career preparation activities. Direct referral applicants do not have priority over those waiting to enter Job Corps, nor do they have priority over those who are on a waiting list for a specific training program.
 - f. Provide a system to ensure timely follow-up on all referrals.

- g. Have a system to document and monitor the effectiveness of outreach efforts, including efforts to collaborate with American Job Centers.
- h. Have a LEP Language Assistance Plan that outlines the steps that will be taken to meet the needs of LEP applicants. Guidance for recipients is set forth in the Appendix to 29 CFR 38.9.

R5. Marketing Materials and Strategies

- a. All providers and operators, including centers, admissions, and transition services providers, must use nationally approved marketing materials and the national websites in communication with prospective students, stakeholders, and the public.
- b. Approved materials are located at the Job Corps Materials Marketplace (www.jcmarketplace.com) and may also be obtained from the NOJC.
- c. Any other media, for general or specific audiences, which is intended to promote or inform about the Job Corps program and have not been developed by the NOJC must be approved by the Regional Office, if center specific, and in all cases, by the NOJC prior to circulation. This includes (but is not limited to) all printed or digital fliers, handouts, posters, commercials, postcards, billboards, brochures, marketing pieces, advertisements, and videos. Items that have not been reviewed and approved in accordance with this policy are not permitted for use.
- d. Admissions Services providers must ensure that Job Corps outreach materials, including printed and electronic materials, are current and accessible to all interested parties and workforce development system stakeholders.

R6. Social Media

- a. No provider is permitted to create or manage a social media account on behalf of a Job Corps center, project, or program without expressed approval of the NOJC and the Office of Public Affairs at the U.S. Department of Labor.
- b. Requests for approval of social media must be forwarded to the NOJC Point of Contact (POC) by the appropriate Regional Director.
- c. Any and all social media accounts that have not been approved by the NOJC and the Office of Public Affairs at the U.S. Department of Labor will be considered a violation of Job Corps policy and instructed to be shut down.

R7. Websites, Including Center-Specific Webpages

- a. No provider is permitted to create or manage a website on behalf of a Job Corps center, project, or program without approval of the NOJC and the Office of Public

Affairs at the U.S. Department of Labor.

- b. Websites that provide approved information about Job Corps programs or services, including center operations, outreach, admissions, career transition services, and Job Corps-related print or electronic materials, and/or conduct official Job Corps business, are hosted by the NOJC.

Each Center Director is responsible for conducting at a minimum, a quarterly review each year of the information on the center's webpage, and reporting inaccurate information to the appropriate Regional Office for referral to the NOJC.

R8. News Media Communications

All center and placement service providers must request approval from the appropriate Regional Office and the Office of Public Affairs before sharing news or press releases or responding to media inquiries. See Chapter 5, Section 5.11 Media for detailed requirements.

R9. Advertising Media

- a. No provider is permitted to execute a purchase of advertising media (digital, print, or video) regarding Job Corps without the approval of the appropriate Regional Office and NOJC. Such expenditures will be made within the provider's existing budget, unless otherwise expressly approved by the Regional Office and NOJC.
- b. Media buys and advertising copy and content must be consistent with approved marketing materials and messaging and must be supplied by the national marketing and communications contractor. This includes any free advertising, including press releases.

1.2 ELIGIBILITY

REQUIREMENTS

R1. Interacting with the Applicant

- a. Admissions Services must communicate by telephone, e-mail, or mail with each applicant referred by the National Call Center within 24 hours of receipt of either the prospect list, constituent issues, or voice-mail message. Admissions Services staff are not permitted to use personal devices, personal e-mail addresses, or personal social media when communicating with Job Corps prospects, applicants, or students.
- b. Admissions Services staff must interview each applicant to discern pertinent data to make a determination of eligibility based on the Workforce Innovation and Opportunity Act (WIOA) <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf> and Job Corps eligibility requirements referenced in Exhibit 1-1, Job Corps Eligibility Requirements. Admissions Services must recruit and interview applicants to maintain the designated Job Corps center(s) at an average on-board strength of 100 percent design capacity regardless of monthly arrival or annual arrival schedule.
- c. Admissions Services must take appropriate steps to ensure their communications with applicants (and/or applicants' parents, guardians, or other representatives) who have disabilities are as effective as communications with others. This obligation, which is separate from the obligation to provide reasonable accommodation, reasonable modification in policies, programs or procedures, and auxiliary aids and services (RA/RM/AAS) for qualified individuals with disabilities, is described in detail in Appendix 201 (Communicating with Individuals with Disabilities). Even before taking the actions described in that appendix, Admissions Services needs to know that if they receive a request for auxiliary aids and services (communication aids) for a person with a disability, they:
 1. Must address the request immediately
 2. Must not begin, or continue with, any part of the admissions process until some sort of communication aid has been provided that is acceptable to the person for whom the auxiliary aid and services is being requested
- d. A qualified applicant with a disability is entitled to request and receive reasonable accommodation, reasonable modification in policies, programs or procedures, and auxiliary aids and services (RA/RM/AAS) at any time during the admissions process. This request is different from establishing communication as in Chapter 1, Section 1.2, R.1.c. If the applicant is requesting RA/RM/AAS to participate in the admissions process, Admissions Services:
 1. Must address the applicant's RA/RM/AAS needs immediately.

2. Must not begin, or continue with, any part of the admissions process for which the applicant has requested RA/RM/AAS until the RA/RM/AAS has been provided. Other parts of the admissions process may go forward if they do not directly involve the applicant's participation, or if the applicant states that they do not need RA/RM/AAS for those parts.

Requirements for providing RA/RM/AAS to participate in the admissions process, including the circumstances under which Admissions Services may ask for documentation of the need for the RA/RM/AAS, are explained in Form 1-05 (Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services (RA/RM/AAS) Request Form - Admissions).

Even if the applicant requests RA/RM/AAS for the admissions process, Admissions Services:

1. Must not ask whether the applicant will need RA/RM/AAS to actually participate in Job Corps
2. Must not assume that the applicant will need RA/RM/AAS to participate in Job Corps
3. Must not ask for any disability-related information except at the times, and under the circumstances, that are described elsewhere in this chapter
4. Must not take the applicant's disability into consideration in determining whether they meet the eligibility requirements or other factors for enrollment in Job Corps, except as described in Chapter 1, Section 1.2, R3.b.
5. Must document the request for RA/RM/AAS in accordance with Job Corps disability accommodation guidelines as described in Form 1-05, Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures and Auxiliary Aids and Services - Admissions.

Admissions Services will inform each applicant of the right to request and receive RA/RM/AASs at any time during the admissions process and then review Form 1-05, Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request Form-Admissions with the applicant. If the applicant wants to request RA/RM/AAS to participate in the admissions process, although the request may be communicated in any form, the request must be documented on the Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures and Auxiliary Aids and Services (RA/RM/AAS) Request Form-Admissions. Admissions Services may assist with the completion of the form, as necessary.

- e. Admissions Services must take reasonable steps to provide meaningful access to the application process for persons who have a limited ability to read, write, speak, or understand English. These persons are referred to as Limited English Proficient (LEP). The steps that must be taken should be described in the Admissions Services provider's LEP Language Assistance Plan, as described in Chapter 5, Section 5.1, R6. Admissions Services must document within the application platform if the applicant is learning English. One of the following criteria should be used to determine if a student is considered LEP:
 1. English is not the applicant's primary language and they cannot communicate clearly in English.
 2. The initial interview requires an interpreter.
 3. The applicant will need language support in order to fully participate in the program.
 4. The applicant self-identifies as needing language assistance or instruction.

R2. Provision of Accurate Information about Enrollment Process and Rights

Admissions Services must provide every applicant with accurate information about the Job Corps enrollment process, and their rights in that process. That information must include, at a minimum:

- a. The process for admissions determination and assignment to a center for enrollment
- b. The rights of students to:
 1. Privacy
 2. Confidentiality of personal information, including medical and disability-related information
 3. Nondiscrimination and equal opportunity, including:
 - (a) Communication aids and RA/RM/AASs for persons with disabilities (see Appendices 601-Students Rights to Privacy and Disclosure of Information, 602-Civil Rights and Nondiscrimination, Form 2-03-Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services for Participation in the Job Corps Program, and Appendix 201-Communicating with Individuals with Disabilities)
 - (b) Information and services in languages other than English for LEP individuals as described in the Admissions Services provider's LEP Language Assistance Plan referred to in Chapter 5, Section 5.1, R6

(c) Religious accommodation

- c. Admissions Services staff will familiarize themselves with the established center SOP for center file review and will inform applicants of these procedures (see Chapter 1, Section 1.5, R2).
- d. A copy of the “Equal Opportunity is the Law” notice that contains accurate information about where the applicant may file a discrimination complaint (see Form 1-07, Equal Opportunity Notice)

The notice must be:

- 1. Signed and dated by the applicant, and a copy uploaded to the applicant’s electronic record.
 - 2. Provided in alternate formats to applicants with visual impairments and other disabilities (see Appendix 201, *Communicating with Individuals with Disabilities*). Where notice has been provided in an alternate format, a note that an alternate-format notice has been given must also be a part of the applicant’s electronic record. This note should indicate the format in which the notice was provided.
 - 3. Provided in appropriate languages for LEP individuals, as described in the Admissions Services provider’s LEP Language Assistance Plan referred to in Chapter 5, Section 5.1, R6.
 - 4. Posted prominently, in reasonable numbers and places, in the Admissions Services provider’s facilities.
- e. That enrollment in Job Corps is voluntary for each individual.

R3. *Eligibility Requirements*

To determine if each Job Corps applicant meets the eligibility requirements necessary to provide a conditional offer of enrollment, refer to Exhibit 1-1, *Job Corps Eligibility Requirements*, which contains a detailed explanation of how to make these determinations.

- a. Before beginning the eligibility requirements process, Admissions Services must explain to *every* applicant, and their parent, guardian if a minor, or other representative, that two of the eligibility requirements questions (those related to age and low-income status) may result in answers disclosing that the applicant has a disability. The Admissions Services staff must also explain the four principles that apply to all medical and disability-related questions in Job Corps. See Section 1.2, R3.b.
- b. Asking About Disability

In general, Admissions Services may not ask whether an applicant is an individual with a disability or about the nature and severity of a disability prior to conditional enrollment in Job Corps. (An applicant is conditionally enrolled in Job Corps when Admissions Services determines that the applicant has met the eligibility requirements of Exhibit 1-1.) At two points in the process of determining eligibility; however, Admissions Services may invite an applicant to disclose whether they have a disability:

1. If the applicant is or will be older than 24 years old on the date of enrollment, the maximum age limit may be waived if the applicant is a person with a disability.
2. If the applicant would not meet the low-income requirement unless the applicant is considered a “family of one” because of a disability.

Admissions Services should explain to the applicant that under the law, they may be considered a “person with a disability” if:

- (a) They have a physical or mental impairment.
- (b) The impairment affects one or more of their major life activities. The term “major life activities” refers to activities that are of central importance to daily life, (e.g., caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, learning, and working; and operation of a major bodily function such as the immune system, respiratory, circulatory, and other systems); and
- (c) The effect of the impairment is substantial.

Before inviting the applicant to disclose whether they fall into this category, the Admissions Services staff must explain to the applicant that:

- (a) Providing disability-related information is voluntary – in other words, the applicant is not required to disclose whether they have a disability.
- (b) The information will be kept confidential as required by law.
- (c) Declining to disclose whether they have a disability will not cause the applicant to receive unfavorable treatment (except that if the applicant decides not to disclose, there is a possibility that they will not be found to meet the age requirements and/or qualify as low income).
- (d) The information will be used only in accordance with the law.

The same four pieces of information, (a) through (d) above, must be provided whenever an applicant is about to be asked a question and the answer may lead to disclosure of a disability.

The Admissions Services staff should explain to the applicant that when they are asked whether they fall into the category of an individual with a disability, the applicant should select only one of three possible answers: yes, no, or do not wish to answer. If the applicant’s response is yes, the Admissions Services staff:

- (a) Must not use this information to determine the applicant’s eligibility under

- any factors other than age or low-income status
- (b) Will continue with the admissions process and no other information regarding the disability will be requested or collected until and unless the applicant is notified that they have been determined eligible and selected for enrollment in Job Corps or unless the applicant asks for RA/RM/AAS for the admissions process

After the applicant is notified that they have been determined eligible and selected for enrollment in Job Corps, the Admissions Services staff will secure any corresponding supporting medical and/or educational documentation. The Admissions Services staff must not review the contents of this information and must upload all medical documents and/or all special education and/or disability documentation to the Wellness and Accommodation E-Folders (see Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information). The health and wellness center shall maintain hard copies of the medical records for the student health record; medical documents should be printed from the applicant's electronic record for this purpose.

As part of the E-Folder review process, the center will verify that the applicant has a disability, and therefore meets the applicability of waivers for age and/or income eligibility. If the center determines that the applicant does not have a disability, the center File Review Team will recommend denial of enrollment to the Regional Office for final disposition (see Chapter 1, Form 1-06, Applicant File Review Center Recommendation of Denial Form for Age or Income Due to Disability Status).

- c. If there are any eligibility requirements that the applicant does not meet, stop the application process at that point because the applicant is not eligible for admission to Job Corps. Admissions Services must provide a written explanation of the denial to the applicant (see Appendix 103, Denial Letter Template for Admissions Services staff). This explanation must inform the applicant about their right to file an appeal with the Admissions Services provider or the Job Corps center. The explanation must also inform the individual of his or her right to file a discrimination complaint with either the recipient of the funds as defined in 29 CFR 38.4, such as the Admissions Services provider or Center Operator, if not federally operated, or the Director of the U.S. Department of Labor Civil Rights Center (DOL-CRC) if the applicant feels they were discriminated against during the application process.
- d. The list of the eligibility requirements for Job Corps is located in Exhibit 1-1.
- e. Once the eligibility requirements process is completed, if Admissions Services makes a decision that the applicant meets the eligibility requirements, a conditional offer of enrollment will be made and the applicant will be assigned to a center. Admissions Services will then:

Ask the applicant to complete the Job Corps Health Questionnaire (ETA Form 653) with Admissions Services staff in an interview format, making sure to clarify that

the disclosure of medical history is voluntary and the applicant is not required to answer the questions. Parent/guardians or other representatives may also assist the applicant as needed. If the applicant is a minor, parent/guardians or other representatives must participate. RA/RM/AAS must be provided for applicants with a disability if needed to complete the Job Corps Health Questionnaire (ETA Form 653).

1. Inform each applicant of their right to request RA/RM/AAS and review the RA/RM/AAS Request Form with the applicant (see Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures and Auxiliary Aids and Services for Participation in the Job Corps Program). If the applicant wants to request RA/RM/AAS, the request form should be completed. Admissions Services may assist with the completion of the request form, as necessary.
2. Secure any corresponding supporting relevant medical and/or educational documentation. Admissions Services must not review the contents of this information and must upload all medical documents and/or all special education and/or disability documentation to the applicant's Wellness and Accommodation E-Folder (see Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information). The center's health and wellness center staff will maintain hard copies of the medical records for the student health record; and for this purpose, such medical documents, should be printed from the applicant's electronic record.

R4. Establishment of Child Care Arrangements

- a. Prior to enrollment, a program applicant with dependent children who provides primary or custodial care must certify that suitable arrangements for child care have been established for the proposed period of enrollment.
- b. Job Corps centers are responsible for coordinating with Admissions Services providers to assist applicants, whenever feasible, with making arrangements for child care.

R5. Priority Enrollment

An applicant who meets all of the eligibility requirements listed in Chapter 1, Section 1.2 R3, and who is homeless, a victim of a severe form of trafficking in persons, or a veteran of the armed forces of the United States or an eligible spouse of a veteran (as specified in Exhibit 1-2, Factors for Priority Enrollment), will receive priority in enrollment at Job Corps centers. Those applicants who qualify for priority enrollment will be offered the opportunity to enroll in the program before all other applicants.

As warranted, the National Director of Job Corps may initiate an "expedited enrollment" for negatively impacted population, including victims of natural and man-made disasters. As directed, Admissions Services providers serving affected areas should follow the procedures outlined in Exhibit 1-3, Office of Job Corps Expedited Applicant Enrollment

for Natural and Man-Made Disaster Victims.

R6. Readmission Criteria

Admissions Services staff must assess, determine, and verify that applicants for readmission:

- a. Meet all eligibility requirements (see Exhibit 1-1, Eligibility Requirements). The applicant applying for readmission will complete the full application process as if they were a new Job Corps applicant.
- b. Have not been readmitted before, unless the most recent separation was the result of a medical separation or was precipitated as a result of a natural or man-made disaster; and the student is able to meet the eligibility requirements of the program with or without RA/RM/AAS.
- c. Are expected to complete training within a period of time which, when added to the initial stay, will total no more than 24 months, unless the period is extended as part of a disability accommodation or to complete advanced career training.
- d. Have been out of Job Corps a minimum of 1 year. This may be waived at the discretion of the Regional Director, and may be waived as part of a disability accommodation.
- e. Have not previously received mandatory separations for Level I disciplinary reasons (refer to Exhibit 2-1, Infraction Levels, Definitions, and Appropriate Center Actions) except for applicants previously separated for Level I drug use or Level I alcohol-related infractions (possession, consumption, or distribution of alcohol while on center or under center supervision; or abuse of alcohol). Such applicants are eligible to reapply after 1 year. If applicants separated for a Level 1 drug use infraction test positive for drug use upon readmission, they will be separated immediately and not allowed to reapply to Job Corps.

R7. Application Procedures for Readmission

Admissions Services staff must:

- a. Help the applicant applying for readmission complete all required application forms.
- b. Verify the applicant's entry and separation dates, previous center of assignment, reason for separation, and center recommendation regarding readmission. Centers may recommend that the applicant be readmitted to Job Corps, but may recommend that the applicant not be readmitted to the previous center the applicant attended, in cases where rejoining the original center would decrease the applicant's likelihood to succeed in the program.
- c. Provide justification for readmission that clearly demonstrates a motivational change as well as behavioral improvement by the applicant who previously received an

unfavorable center recommendation or a disciplinary discharge. Such applicants must provide Admissions Services with documentation of how they have made positive improvements since leaving the program (e.g., letter attesting to participation in volunteer activities, certificate of completion of vocational/educational classes). Documentation must be included in the applicant E-Folder.

- d. Where applicable, original centers must provide student files to the receiving center in the case of readmitted students.

1.3 CAREER PLANNING

REQUIREMENTS

R1. Career Development Information

Admissions Services must inform applicants about career development planning describing:

- a. Personalized career planning assistance
- b. Preparation for career development
- c. Career development combining academic, career technical training, social, and essential employability skills training in both center-based and work-based settings to meet each student's individual needs
- d. Career transition readiness
- e. Placement services

R2. Career Development Planning

Admissions Services must assist applicants in initiating career planning by:

- a. Discussing available career technical training offerings and requirements
- b. Identifying certification, accreditation, and licensure opportunities; and associated training and experience requirements, or other prerequisites
- c. Explaining the use of a personal career pathway plan as a personalized blueprint to be used throughout enrollment and career transition
- d. Using labor-market information to advise applicants regarding the career outlook for their expressed industry sectors and career technical training interests, and to assist applicants in selecting career technical training preferences

1.4 ENROLLEE SELECTION

REQUIREMENTS

RI. Admissions Notification

- a. Admissions Services must advise all applicants of the results of the admissions determination.
 1. If the applicant is eligible for enrollment, offer conditional enrollment to the applicant and advise the applicant that they will be assigned to a Job Corps center based on the applicant's career training selection, availability of training slots, and applicant's geographic proximity to a center.
 2. Admissions Services must attempt to collect related available medical information about the applicant after voluntary disclosure of medical conditions and upload it to the respective Wellness and Accommodation E-Folder. Admissions Services must assign the applicant file to "Pending Center Review" status. See Chapter 2, Appendix 202, Transmission, Storage and Confidentiality of Medical, Health, and Disability-Related Information.
 3. If the applicant offered enrollment has an apparent or known disability, the Admissions Services staff may ask whether they will need a RA/RM/AAS to participate in Job Corps. Before the applicant responds, Admissions Services must explain that:
 - (a) Providing disability-related information is voluntary – in other words, the applicant is not required to disclose whether they have a disability.
 - (b) Choosing not to disclose a disability, or to ask for a RA/RM/AAS at this point, does not preclude them from asking for RA/RM/AAS at any point later in the enrollment process or during their participation in Job Corps.
 - (c) Disability-related information will be kept confidential as required by law.
 - (d) Disclosing whether they have a disability will not cause the applicant to receive unfavorable treatment.
 - (e) The information will be used only in accordance with the law.
- b. A RA/RM/AAS request can be communicated in any form (e.g., oral, written, sign language). However, the request must be documented on the Job Corps RA/RM/AAS Request Form (see Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures and Auxiliary Aids and Services for Participation in the Job Corps Program). Responses to questions on the form must be provided by the applicant offered enrollment and/or their parent, guardian, or other representative, although Admissions Services may help in filling out the form. Admissions Services must upload the completed form to the Disability E-Folder. This information must be stored as explained in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information.

- c. If the applicant is not eligible for enrollment, take the following steps:
1. Inform the applicant that they have been determined not to meet the specific eligibility requirement(s). Provide the applicant with a clear, documented, written explanation for the determination (see Appendix 103, Denial Letter Template for Admissions Services).
 2. Inform the applicant of their rights, as follows:
 - (a) If the applicant believes that they have been denied admission as a result of discrimination on a protected basis (race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, or any other prohibited factor), they may file a written complaint within 180 days, either with the recipient of the funds as defined in 29 CFR 38.4, such as the Admissions Services provider or center operator (if not federally operated) or with the director of the U.S. Department of Labor Civil Rights Center (DOL-CRC). Provide the applicant with the contact information of both the recipient and the Director of DOL-CRC. DOL-CRC's information is as follows:

Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, DC 20210
Phone: (202) 693-6502
TTY: (202) 693-6516
CivilRightsCenter@dol.gov

If the applicant files with the recipient of the funds as defined in 29 CFR 38.4 and is dissatisfied with the result, they have 30 days to file a new complaint with DOL-CRC. Likewise, if the applicant fails to receive a written Notice of Final Action from the recipient within 90 days of filing a complaint, then the applicant need not wait for the recipient to issue that notice before filing with DOL-CRC. However, the applicant must file with DOL-CRC within 30 days of the 90-day deadline.

- (b) If the applicant believes that they have been wrongfully found unqualified for reasons unrelated to discrimination, they may file an appeal with the Admissions Services provider or the Job Corps center within 60 days of the determination. Provide the applicant with the name and address of the Admissions Services provider and the appropriate Job Corps center with whom the appeal must be filed, and explain the time frame and deadline for appealing. A hearing must be conducted within 30 days of when the appeal was filed.

The Admissions Services provider must establish procedures for the review of appeals. The procedures must include the following steps:

- (1) Designate the Admissions Services provider Point of Contact.
- (2) Create an appeal review panel consisting of at least one corporate staff member and one contract staff member.
- (3) Conduct a verification call with the applicant.
- (4) Review final determination with the Admissions Services Quality Assurance Manager.
- (5) Submit written decision to the applicant and send a copy to the Regional Office.

The Admissions Services provider or Job Corps center must issue a decision on the appeal within 60 days of when the appeal was filed. If the Admissions Services provider or Job Corps center denies the appeal within 60 days of when the appeal was filed, the applicant may appeal the denial to the Job Corps Regional Director within 60 days of the date of the denial. If the Admissions Services provider or Job Corps center does not issue a decision on the appeal within 60 days of when the appeal was filed, the applicant may file an appeal with the Job Corps Regional Director within 60 days from the date the center operator or service provider should have issued the decision.

Also notify the applicant that if, upon review of the appeal, the Admissions Services provider, Job Corps center, or Regional Office denies the appeal, and the applicant believes that the Admissions Services provider, center, or Regional Office denied their appeal for reasons of discrimination, they have 180 days from receipt of the determination letter to file a complaint with the DOL-CRC.

3. Refer the applicant to an appropriate One-Stop Career Center/American Job Center, or other training/educational resource in their home community.
4. On a monthly basis, submit no fewer than 5 percent of files of applicants denied admission to the Regional Office for a quality review. The quality review does not take place before the applicant is notified of the denial.
5. Regardless of whether the applicant is enrolled, copies of their records must be kept for a period of no less than 3 years from the close of the program year in which the determination was made. If the applicant files an appeal, or a complaint alleging that the admissions process was affected by discrimination or that the Workforce Innovation and Opportunity Act (WIOA) <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>, nondiscrimination requirements were violated during the process, copies of the records must be kept for a period of no less than 3 years from the date on which the complaint or appeal was resolved.

R2. Readmission Denials

Admissions Services must:

- a. Refer readmission applicants determined not to meet the eligibility requirements to an appropriate One-Stop Career Center/American Job Center or other training/educational resource in their home community.
- b. Ensure the applicant's electronic record reflects the steps that were taken to inform, counsel, and refer the readmission applicant who was determined not to meet the eligibility requirements.

1.5 CENTER APPLICANT FILE REVIEW OF COMPLETED APPLICATION

REQUIREMENTS

This section outlines the center file review process from Admissions Services notification of an applicant file “pending center review” until there is a final disposition of the application to include appeals of applicant file dispositions. In cases of medical separations for students, see Chapter 6, Section 6.2, R5, Form 2-04, and Form 2-05.

R1. Center Applicant File Review Policy Requirements

a. Eligibility Review

A center’s File Review Team (FRT) is not permitted to revisit an Admissions Services’ determination that an applicant meets the eligibility requirements and is eligible for Job Corps, even if the center disagrees with the Admissions Services determination of the applicant’s eligibility qualification(s), unless the center receives new information that:

1. Was not reasonably available to Admissions Services at the time the applicant’s eligibility qualifications were established.
2. Indicates that the applicant offered enrollment may no longer meet one of the eligibility requirements as outlined in Exhibit 1-1, Job Corps Eligibility Requirements and/or Appendix 102, Guide for Evaluating Group Participation and the Maintenance of Sound Discipline (Exhibit 1-1, Criterion 8).

b. Health and Disability Review

The center may review the information in the applicant’s file, such as on the Job Corps Health Questionnaire (ETA 653), the accompanying documentation that is medically related to the information on the questionnaire, or that the applicant has otherwise voluntarily disclosed, to determine the health needs of the applicant and/or to determine whether the applicant has a disability, mental health, or medical condition that likely poses a significant risk of substantial harm to the health or safety of others that cannot be eliminated or sufficiently reduced by Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures and Auxiliary Aids and Services (RA/RM/AAS).

The Health and Wellness Director (HWD) must complete the Center Applicant File Review Form in Form 1-06 for each application reviewed unless they have a reasonable belief, based on objective evidence, that an individual applicant or student has a medical condition or disability that may pose a significant risk of substantial harm to the health or safety of others, then the HWD must complete the Center Applicant/Student File Review Form - Health and Wellness Director’s Initial Review of Applicant Files or Review of Student Documentation for Assignment of Possible Direct

Threat Assessment in Form 2-04.

See also Center Completion of Health Care Needs and Direct Threat Assessments.

Only the categories of persons identified in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information, may be permitted to review, or have access to the applicant's medical, health, or disability-related information.

R2. Standard Operating Procedure (SOP)

To ensure equal opportunity for all applicants, including those with disabilities, all centers are required to follow the same applicant file review process in accordance with the PRH and as described in Applicant File Review SOP (see Exhibit 5-1). This procedure must describe in detail how an applicant file is processed, from the time it arrives electronically from the admissions contractor until there is a final disposition (see Chapter 1, Section 1.5, R4). Centers must comply with the SOP and at a minimum, include the following requirements:

- a. Procedures for uploading required documents into E-Folder and notifying the Regional Office and the Regional File Review Coordinator (RFRC) that an applicant file is being recommended for denial.
- b. Procedure for logging and tracking center file reviews upon notification that an applicant file is pending review. This should include an explanation of the center's final disposition of the file (see Chapter 1, Section 1.5, R3). The center Records Department, led by the Records Manager, is responsible for maintaining the center File Review Tracking Log, which includes logging all applicant files pending review and all file status changes. Reviews of the applicant file (i.e., HWD, Non-health Disability Coordinator for educationally related disability information and in rare instances, the Center Standards Officer (or their position equivalent)) must be recorded in the center File Review Tracking Log. Specific qualified health professionals (i.e., the Center Physician, Center Mental Health Consultant (CMHC), Trainee Employment Assistance Program (TEAP) Specialist, or other qualified health professionals) must **not** be listed on the center File Review Tracking Log by title for confidentiality reasons. Wellness must maintain its own internal tracking log.
- c. Responsibilities and roles of the center FRT members to include the HWD, the qualified health professionals, and the center's Disability Coordinator(s)(DCs), which usually will include the center's HWD. The HWD serves as the center File Review Coordinator and completes an initial review of the Job Corps Health Questionnaire (ETA Form 653) and supporting documentation to determine which qualified health professionals are needed to conduct a review of each applicant's file. Staff selected to review applicant files as part of the FRT must have a need to know as outlined in Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-Related Information. The center FRT must include the HWD, the DC if the

applicant is a person with a disability, and may include qualified health professionals (i.e., the center physician/nurse practitioner/physician assistant for medically-related conditions, the CMHC if the applicant has mental health-related conditions, the TEAP specialist for substance-related conditions, other qualified health professionals as needed), and the Academic Manager and/or DC for educationally-related disability information. Other staff may be invited to attend by the HWD on a limited “need to know” case-by-case basis.

- d. Procedures for reviewing an applicant file contained within this section (Chapter 1, Section 1.5) including eligibility reviews based upon new information (Chapter 1, Section 1.5, R1.a and R7) and acceptable reasons for recommending denial of an application.
- e. Procedures for reviewing and making determinations on requests for RA/RM/AAS.
- f. Procedures for processing application withdrawals and incomplete application process files both before and after submitting a file for regional review, including the specific circumstances delineated in Chapter 1, Section 1.5, R5.
- g. Timeline detailing how the center will complete the applicant file review process within the 30 calendar days for all applicant files except applicants being recommended for denial with a referral to an alternate center where the requirement is 15 calendar days to complete the applicant file review process per the referring center and 15 calendar days per the potential alternate center as required in Chapter 1, Section 1.5, R6. The applicant’s file and applicant files in appeal must be processed within 30 calendar days from receipt by the center unless the applicant is being recommended for denial with a referral to an alternate center and then the time requirement for completion of the applicant file review process is 15 calendar days per center. If the center requires longer than 30 calendar days (or 15 calendar days for alternate center referrals) to complete its review, then a request for an extension, explaining the need for the extension, must be submitted to the relevant Regional Office no later than 25 calendar days after receipt of the file or 10 calendar days after receipt of the file for applicants recommended for denial with a referral to an alternate center.
- h. Storage, transmission, and maintenance of the applicant file information (see Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information).
- i. Procedures for processing applicant appeals of denial recommendations.

R3. Center File Review Tracking Log

The center’s Records Department must maintain a single ongoing center file review tracking log which documents all applicant files received for review. Log entries should not be deleted; instead, a new log should be started each Program Year. The log must track at least the following information:

- a. File receipt date (i.e., date) Admissions Services placed file into “pending center review” status.
 - b. File review due date (i.e., 30 days after file placed into “pending center review”)
 - c. Applicant ID #
 - d. Applicant last and first name
 - e. Health and Wellness Director Reviewer/review completed
 - f. Other Reviewer/Department/review completed
 - g. Extension Requested (e.g., for files needing more than 30 days to review; also, for files with potential recommendations of denial with a referral to an alternate center needing more than 15 days to review)
 - h. Final Disposition (Approved, Returned to Admissions Services, Recommendation for Denial)
 - i. Disposition Date
 - j. Days File in Review (File Receipt Date to Disposition Date)
 - k. Date of Assignment
 - l. Date of Enrollment
 - m. Comments (e.g., detailed explanations of any actions taken related to the applicant file)
- Centers are encouraged to use the Sample Applicant File Review Tracking Log, available at <https://supportservices.jobcorps.gov/DISABILITY>.

R4. Application Outcomes

Review of Health Information

Center File Review Teams may only review applicant files to determine the following application outcomes:

- a. If the applicant’s health care needs exceed those of basic care (see Exhibit 2-4, Form 2-05).
- b. If the applicant’s health care needs could potentially be met (with or without a RA/RM/AAS) if the applicant were enrolled in a center closer to needed and available healthcare needs resources.

- c. If the applicant with a disability poses a direct threat to others (see Form 2-04).
- d. If there is new information only under the specific circumstances described in Chapter 1, Section 1.5, R1.a, Eligibility Review (see R7, Eligibility Review Due to New Information and R8, Determination of Ineligibility or Failure to Meet Other Eligibility Requirements After Enrollment).
- e. If the applicant withdraws their application (see R5.a, Withdrawal of Application) or the center File Review Team is unable to complete the application review because the applicant cannot be reached to complete either the clinical interview or the disability accommodation interactive process even with the assistance of Admissions Services (see R5.b, Incomplete Application Process).
- f. If there is a potential error in the initial eligibility determination (i.e., there is a determination that there was an error in the original eligibility certification process (see R5.c, Error in Initial Eligibility Process).
- g. If the applicant is cleared for enrollment.

R5. Movement of Application Files

Once Admissions Services places the application into “center pending review status” and the center has received the completed applicant file (i.e., contains all the required documents related to eligibility in Exhibit 1-1, Job Corps Eligibility Requirements and any secured information related to the affirmative responses on the ETA Form 653, Health Questionnaire), the center may only return an applicant file back to Admissions Services as outlined below.

Admissions Services and Center File Review Teams are encouraged to work collaboratively to ensure completion of all pending applications.

a. Withdrawal of Application

If an applicant is no longer interested in attending Job Corps and withdraws their application, the application should be electronically returned to Admissions Services. If the withdrawal request was made in writing, hard copy or electronically, copies of the withdrawal request must be maintained.

b. Incomplete Application Process

If the center FRT, with the assistance of Admissions Services staff, is unable to reach the applicant to complete the clinical review interview or the interactive RA/RM/AAS process when the applicant has previously disclosed medical and/or disability-related information, the center must:

1. Have attempted to contact the applicant at least twice;

2. Document each attempted contact in an applicant contact log, including the date of the contact, the medium used, and the outcome of the contact;
3. Maintain a copy of the applicant contact log; and
4. Provide the log information to the center Records Department to include in the center File Review Tracking Log.

If the center is unable to contact the applicant, the applicant file is returned electronically to Admissions Services. If the application is in regional review, the center must notify the Regional File Review Coordinator (RFRC) via email and upload any supporting documentation including the applicant contact log into the Wellness and Accommodation E-Folder labeled "Other." The Regional Office will review the documentation of the withdrawal and make the final determination. Files must be maintained for a minimum of 3 years from the end of the applicable program year. See Chapter 1, Section 1.5.R5.a, Withdrawal of Application.

c. Error in Initial Eligibility Process

If the center FRT identifies a potential eligibility concern (i.e., acceptable legal status, for example) that occurred as a potential error in the initial eligibility review process, then the center should contact the Program Manager for guidance. If the initial eligibility determination was made in error as determined by the respective Regional Office, then the file may be returned to Admissions Services.

d. Applicants in Residential Settings or Currently Hospitalized

An applicant in a treatment facility or hospitalized at the time of application or during the application process has no bearing on the application process itself, and the applicant may not be treated any differently than any other applicant to the Job Corps program unless the applicant has requested a RA/RM/AAS. If an applicant is in a treatment facility, residential program, or is currently hospitalized, the center File Review Team and/or Disability Accommodation Committee must make at least two attempts to contact the applicant using contact information provided in the applicant file in order to complete the applicant file review process and either make a determination of enrollment or recommend denial (see R4, Application Outcomes). If the center is unable to reach the applicant at the contact number provided after at least two attempts, then the center must document the attempts to contact and then may electronically return the file to Admissions Services due to the inability to complete the application process (see R5.b, Incomplete Application Process). If the center is able to reach the applicant, the center may not return the applicant file to Admissions Services but must process the recommendation of enrollment or denial unless the applicant states that they wish to withdraw their application (see R5, Movement of Application files).

e. Other

Centers may not arbitrarily return a file to Admissions Services if outside the scope of or in conflict with Job Corps policy. Reasons for returning an application to Admissions Services must be clearly documented in the center's applicant file review tracking log.

All documents disclosed by the applicant, other file documentation, assessments, or contact logs during the applicant file review process must be uploaded to Wellness and Accommodation E-Folders (e.g., Health and Disability) if any type of withdrawal of application occurs.

R6. Center Completion of Health Care Needs and Direct Threat Assessments

a. Health Care Needs Assessment (Form 2-05)

A Health Care Needs Assessment is conducted for an applicant if the qualified health professional on the FRT determines that:

1. The applicant's health care needs may not be manageable through the basic healthcare services provided for in Exhibit 2-4, Job Corps Basic Health Responsibilities; or
2. The applicant's health care needs may be manageable but may require community support services that are not available near the center of assignment, in which case the applicant should be considered for assignment to a center where those needs can be met.

(a) Referral to an Alternate Center

A center FRT has 15 calendar days to determine if an applicant should be recommended for denial at the present center due to health care needs that exceed basic care; however, the applicant's health care needs may be met at an alternate center. Where a center FRT has recommended that an alternate center can meet the applicant's health care needs, the applicant's file must be routed through the regional review process with the following additional steps:

- (1) If the original center's recommendation is supported by the Regional Health Specialist (RHS) and approved by the Regional Director or their designee, then the Regional Office returns the file (including the completed Health Care Needs Assessment from the initial center and Referral for Alternate Center Recommendations; see Form 1-06, Center File Review Forms) so that Admissions Services can contact the applicant and assist in identifying an alternate center.
- (2) If the RHS and the Regional Office do not concur with the initial center's recommendation of denial, the center will either be directed to enroll the applicant or redo the Health Care Needs Assessment to reflect a

recommendation of denial without a referral to an alternate location, as appropriate.

b. Alternate Center Review

The alternate center FRT must complete a full application review (i.e., clinical interview and RA/RM/AAS interactive process if an applicant with a disability) within 15 calendar days of receipt of the applicant file. Possible outcomes of the alternate center FRT review process are:

1. If the alternate center's recommendation is to accept the applicant, the center notifies Admissions Services and the Regional Office and schedules the individual for arrival.
2. If the center determines that the applicant's health care needs continue to exceed those of basic care, then the center must complete a new Health Care Needs Assessment, upload the new Health Care Needs Assessment and any other medical documentation to the respective Health and Disability E-Folder within Wellness and Accommodation E-Folder and notify the Regional Office via CIS (i.e., Flag for Regional Review) of the recommendation of denial.

The applicant file will be processed through the standard regional review process to include both an administrative and a health review by the same Regional Health Specialist (RHS) who completed the original recommendation of denial. If the RHS recommends overturning the alternate center's recommendation of denial and the Regional Director or their designee concurs, then the alternate center is notified that the applicant must be scheduled for enrollment. If the RHS concurs with the center's recommendation and the Regional Director or designee concurs, then the applicant is notified of the disposition of their application, the file is electronically returned to Admissions Services, and the center is notified of the Region's decision.

See Form 2-05, Health Care Needs Assessment, for specific guidance on conducting a health care needs assessment.

c. Direct Threat Assessment

The process for conducting a direct threat assessment is outlined in Form 2-04, Individualized Assessment of Possible Direct Threat.

R7. Eligibility Review Due to New Information

a. Revisiting Eligibility

Admissions Services determines an applicant's initial eligibility (i.e., meets the eligibility requirements) to enroll in the Job Corps program. The files of eligible applicants are uploaded into the respective Health and/or Disability E-Folders within

Wellness and Accommodation E-Folder for the center in which the applicants have been conditionally assigned so that the center may complete the required file review process. The center FRT or its individual members only may revisit the determination that an applicant is qualified for admission (i.e., an applicant's eligibility status) if:

1. There is new information presented that Admissions Services staff could not have reasonably known at the time the applicant's qualification for admission was established; and
2. The new information indicates that the applicant offered enrollment may no longer meet an eligibility requirement as outlined in Exhibit 1-1, Job Corps Eligibility Requirements, and/or Appendix 102, Guide for Evaluating Group Participation and Maintenance of Sound Discipline, as previously certified by Admissions Services staff.

b. New Information

If the new information described above indicates that an applicant may no longer be eligible to enroll in Job Corps, the center FRT must complete the following steps:

1. Identify the specific eligibility requirements that the applicant no longer is believed to meet as per the criteria listed in Exhibit 1-1, Job Corps Eligibility Requirements.
2. Re-apply the listed criteria for each of the specific eligibility requirements in question. Ask the applicant any questions outlined within the guidance information in Exhibit 1-1, Job Corps Eligibility Requirements, for the specific eligibility requirement. The questions must be stated in the same way they are written in Exhibit 1-1, Job Corps Eligibility Requirements and as they were originally asked by Admissions Services.
3. If the applicant provides a negative (e.g., "no") response to the specific questions previously asked by Admissions Services staff from Exhibit 1-1, Job Corps Eligibility Requirements, then the applicant is no longer eligible, and the application process is stopped. If the applicant responds with a "yes" response, then the application process continues.
4. If the applicant is determined to no longer be eligible, then the center must complete the Center Recommendation of Denial Form – Eligibility Review/New Information in Chapter 1, Form 1-06, and upload it to the Wellness and Accommodation E-Folder container along with any health and disability-related documentation and notify the Regional Office via CIS (i.e., Flag for Regional Review) of the recommendation of denial.

R8. Eligibility Due to Disability Status - Age (Eligibility Requirement or Criterion 2) and Income (Eligibility Requirement or Criterion 3)

Admissions Services staff must notify the center File Review Coordinator (e.g., Health and Wellness Director) that a specific applicant requires a disability determination review to assess eligibility under the age or income criteria.

a. Determining Disability

Once the center is alerted that a disability status determination is needed, the center reviews the documentation of disability or verifies that the applicant is a person with a disability if the disability is obvious.

1. If the documentation supports that the applicant is a person with a disability or the disability is obvious, the center applicant file review process continues.
2. If the center determines that the applicant is not a person with a disability, then the center completes and uploads Attachment B, Center Recommendation of Denial Form for Age or Low Income Due to Disability Status in Form 1-06, Center File Review Forms, along with the applicant's file documentation to the Wellness and Accommodation E-Folders and notifies the Regional Office via CIS (i.e., Flag for Regional Review) of the recommendation of denial.

R9. Determination of Ineligibility or Failure to Meet Other Eligibility Requirements after Enrollment

If, after an individual is enrolled in Job Corps, new information is received that is credible and reliable and that indicates that the individual does not meet the eligibility criteria for the program as outlined in Exhibit 1-1, Job Corps Eligibility Requirements, appropriate members of the File Review Team will review the new information and determine, based solely on that information, whether the individual remains eligible for the program. If the team determines that the individual has become ineligible and recommends that the individual be removed, the file, Center Recommendation of Denial Form – Eligibility Review/New Information in Form 1-06, Center File Review Forms, and supporting documentation must be uploaded to the Wellness and Accommodation E-Folder in CIS and the Regional Office notified via CIS (i.e., Flag for Regional Review). The individual should remain on center until the Regional Office notifies the center of the need to separate the student unless they pose a risk to others or would interfere with the delivery of services to other students.

R10. Appeals Process within Center Applicant File Review

Applicants may submit an appeal of a denial of enrollment decision in writing to the Regional Office. The appeal request must include updated and/or new medical or health documentation to be considered.

a. Center Review of Applicant Appeal

Upon receipt of the applicant's appeal of their enrollment decision and corresponding documentation, a second review of the applicant's application will commence as follows:

1. The center must review the updated or new medical or health information provided by the applicant and then conduct a new clinical interview and contact the treating provider if they provided the updated or new supporting documentation, if possible.
2. For applicants with disabilities, the center must review and consider RA/RM/AAS.

b. Appeal Outcomes

1. If the center decides to accept the applicant, the center must notify the Regional Office via email of the decision to enroll so that the Regional Office may issue a formal notice of the outcome of the appeal. The center should expedite the applicant's arrival, concluding the appeal process.
2. If the center continues to find that the applicant's health care needs exceed those of basic care or that the applicant with a disability continues to pose a direct threat, even with RA/RM/AAS, then the center will upload the new assessment and all supporting documentation to the Wellness and Accommodation E-Folder (e.g., respective Health and Disability E-Folders) and notify the Regional Office and the Regional File Review Coordinator via CIS (i.e., Flag for Regional Review) that an appeal review is needed.

R11. Reapplication Requirements

After Regional Office Denial of Application

Applicants who have been denied admission by a Regional Office due to health care needs exceeding those of basic health care (see Exhibit 2-4) or because the individual poses a direct threat may reapply if they provide new or updated health- and/or behavior-related documentation.

After Medical Separation

Applicants that were medically separated may apply for readmission if they provide new or updated health- and/or behavior related documentation.

All new or updated health- and/or behavior-related information must be uploaded to Wellness and Accommodation E-Folder (i.e., respective Health and/or Disability E-Folders) and reviewed as part of the center's applicant file review process. If new or updated information has not been provided, center Wellness staff must inform the applicant of the need for the new or updated documentation and afford them an opportunity to

provide it. If the individual is not able to provide the documentation in 14 calendar days, the center may return the file to Admissions Services as an incomplete application. If the center is going to exceed the 30-day timeframe for reviewing an applicant file and making a decision on enrollment, the center must request an extension of time from the respective Regional Office.

R12. Accessibility

Under 29 CFR 38.13, no qualified individual with a disability may be excluded from participation in or be denied the benefits of Job Corps because facilities are inaccessible or unusable by individuals with disabilities (i.e., decisions on enrollment must not be based upon accessibility needs). If the center File Review Team or Disability Accommodation Committee identify potential accessibility concerns during the completion of the applicant file review process for a person with a disability, the team must contact the Regional Disability Coordinator for assistance.

R13. Disability Accommodation Process when Enrolling

If an applicant who has been approved for enrollment has either requested RA/RM/AAS or disclosed disability status via documentation of the disability, then the center must engage the applicant in an interactive disability accommodation process to determine RA/RM/AAS needs prior to assigning the applicant a start date.

See Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services for Participation in the Program, for detailed information about disability accommodation process requirements.

1.6 ASSIGNMENT & DEPARTURE

REQUIREMENTS

RI. Assignment and Scheduling Procedures

Admissions Services providers must adhere to the following assignment and scheduling procedures:

Center Assignment

- a. Assign enrollees to a center offering the type of career technical training selected by the individual, and, among the centers that offer such training, is closest to the enrollee's home, unless:
 1. The enrollee would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity.
 2. The parent or guardian of an enrollee requests assignment to another Job Corps center due to circumstances in the home community of the enrollee that would impair prospects for their successful participation in the Job Corps program. Such a request must be documented in the applicant's electronic record.
 3. The parent or guardian of the enrollee objects to the assignment of an enrollee under the age of 18 to a center other than the center closest to home that offers the desired career technical training, such an assignment must not be made. The objection of the parent or guardian must be documented in the applicant's electronic record.

Accessibility and RA/RM/AAS

All Job Corps centers must comply with applicable accessibility requirements. It is unlawful to assign an applicant to a particular center, or to steer such an applicant away from a center, based solely on accessibility concerns. Although the law may not require a specific center to comply with federal architectural accessibility guidelines, the center may be required to provide RA/RM/AAS for the needs of a particular individual's disabilities if the RA/RM/AAS are not an undue hardship.

If an applicant offered enrollment has disclosed a mobility-related disability, or has such a disability that is obvious (for example, if they use a wheelchair), and Admissions Services has concerns about the accessibility of the most suitable center, Admissions Services may raise those concerns with the applicant and/or their parent, guardian, or other representative. In these cases, three points must be kept in mind:

- a. Admissions Services must inform the applicant and/or their parent, guardian, or other representative that the applicant is entitled to ask for a RA/RM/AAS, which

may include a request for modifications to the center at issue.

- b. The center's Disability Accommodation Committee (DAC) is required to consult with the applicant to identify possible RA/RM/AAS and must give consideration to the applicant's choice of RA/RM/AAS that would impose an undue hardship.
- c. The final decision about accepting a RA/RM/AAS must be left up to the applicant and/or their parent, guardian, or other representative.

R2. Arrival Scheduling

Centers must:

- a. Accurately project arrival needs and issue arrival requests to Admissions Services in accordance with the National Enrollee Assignment Plan and in order to maintain at least 100 percent OBS.
- b. Schedule timely arrival of new students in consideration of training selection, available dormitory space, and other factors.
- c. Where RA/RM/AASs will be provided, ensure that the RA/RM/AAS are in place before arrival. However, failure to provide timely RA/RM/AAS will not excuse undue delay of arrival and may be the basis for a discrimination complaint.
- d. Provide timely travel information to Admissions Services and incoming new students, including a list of center personnel to contact in case of travel delay or other issue.
- e. Meet and greet arrivals at the designated time on the center or at the determined travel termination point.

R3. Pre-Departure Activity

Admissions Services must:

- a. Ensure that an arrival date and travel information have been coordinated between the center and the incoming new student, including the 800-733-JOBS telephone number in case of emergencies experienced during travel to the center.
- b. Verify with the applicant that there has been no change to the applicant's status that would alter any of their answers to the eligibility requirements since the completion of the original application. This verification must also occur in instances of delayed arrival.
- c. Job Corps' zero tolerance and other behavioral policies, items that can be brought to center, and physical security procedures including physical screening.

R4. Pre-Departure Center Contact

Centers will contact incoming new students prior to scheduled arrival to welcome them, and provide information about the center, reiterating items that can be brought to center, and physical security procedures including physical screening.

R5. Changed Arrival Dates**a. Travel Delay**

If an incoming new student asks for a delay in the assigned day for travel to the center of assignment, Admissions Services must take the following steps:

1. Determine whether the request for the delay is valid and reasonable, e.g., due to illness or death of an immediate family member.

If the request is related to a disability, Admissions Services must contact the center and ask that the appropriate center staff persons determine whether the delay is a RA/RM/AAS for the disability, as explained in Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services for Participation in the Job Corps Program.

2. If the reason is unrelated to a disability, and Admissions Services determines that the reason is valid and reasonable, notify the center, and obtain instructions and a future date of travel. This notification must take place either before or on the assigned travel date.

b. Arrival Delay

Under the following circumstances, Admissions Services may ask the center for a delayed assignment for incoming new students who fail to depart as originally scheduled and who did not request a travel delay:

1. Admissions Services determines that the reason for the failure to depart is valid and reasonable. If the failure to depart is related to a disability, Admissions Services should contact the center and ask that the appropriate staff persons determine whether the delay is RA/RM/AAS for the disability, as explained in Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services for Participation in the Job Corps Program.
2. The incoming new student requests a delayed arrival date within 120 days from the original arrival date. If the newly requested arrival date is after the 120-day period, a new background check is required. All other eligibility documentation remains valid for 6 months (180 days) from the date on the original application documents.

Subsequent background checks must comply with the same requirements as original background checks (see Exhibit 1-1, Eligibility Criterion 4).

c. Special Circumstances

In instances when the incoming new student must arrive on a day other than their assigned arrival date, Admissions Services must obtain advanced approval from the center and/or Regional Office.

R6. No-Shows

A no-show may be established when the incoming new student fails to arrive on center and has not communicated with Admissions Services or the center within 24 hours of their scheduled arrival time.

In the event of a no-show:

- a. Admissions Services and the center must coordinate to contact the assigned applicant promptly to determine the reason they did not arrive at the assigned center.
- b. If appropriate, request a delayed arrival and reschedule the incoming new student in accordance with Chapter 1, Section 1.6, R5.b.
- c. Notify the center of assignment of any delay.

EXHIBIT 1-1 JOB CORPS ELIGIBILITY REQUIREMENTS

ELIGIBILITY REQUIREMENTS

INSTRUCTIONS

Exhibit 1-1 outlines the criteria that Admissions Services must use to determine if an applicant is eligible to enroll in the Job Corps program. 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).

Observations of Readiness	Documentation Requirements
<ol style="list-style-type: none"> 1. Why do you want to enroll in Job Corps at this time? 2. Who referred you to Job Corps? How did you find out about it? 3. Do you have any questions about the Job Corps program at this time? 4. What have you been doing since you left school? 5. Where do you see yourself in a year, in three years, in five years? 6. How do you feel about taking direction from others – like teachers, administrators, and other adults that hold authority? 	<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 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.

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>Applicant must be:</p> <ol style="list-style-type: none"> 1. a U.S. citizen; or 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 3. a resident of a U.S. territory. 	<ol style="list-style-type: none"> 1. Citizens or residents of U.S. territories: Acceptable source documents include: <ul style="list-style-type: none"> • Birth certificate • U.S. passport • Social Security Card 2. Non-Citizens: Acceptable source documents include: <ul style="list-style-type: none"> • I-551, Permanent Resident Card (Green Card) • Valid foreign passport with Form I-94 • I-766, Employment Authorization Document 3. Individuals admitted under Deferred Action for Childhood Arrivals (DACA) status: Acceptable source document: <ul style="list-style-type: none"> • I-151, Permanent Resident Card (Green Card) • Social Security Card

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.

Eligibility Requirement Details	Documentation Requirements
Applicant is between the age of 16 and 24.	<p>Acceptable source documents must state the applicant’s name and date of birth, and include:</p> <ul style="list-style-type: none"> • Birth certificate, with place of birth and documentation registration number; or • Driver’s license/state identification card; or • U.S. passport with date of issuance and document registration number; or • 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"> ○ Document I-551 Permanent Resident Card ○ Form I-94 Arrival/Departure Record; ○ Form I-766 Employment Authorization Document • Other official forms or 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>Applicant is age 16 or 17, and an unemancipated minor. In this case, the parent/legal guardian must sign the consent to participate in Job Corps.</p> <p>Only signatures of parents or legal guardians must be obtained. 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</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • Parent/guardian signature on appropriate Job Corps forms, such as the ETA Form 652, ETA Form 653, and other appropriate forms; or • Emancipation papers for all applicants claiming to be emancipated; or • Marriage license for married applicants under 18 years of age.

<p>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>	
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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 (SNAP) established under the Food and Nutrition Act of 2008;
- The program of block grants to States for Temporary Assistance for Needy Families program (TANF) under party A of Title IV of the Social Security Act; or
- The Supplemental Security Income program (SSI) established under Title XVI of the Social Security Act
- Medicaid and Children’s Health Insurance Program (CHIP) recipient; or State or local income-based public assistance (e.g., GA/RCA).

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, Admissions Services must 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:

- 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.

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, then Admissions Services staff must invite the applicant to disclose whether they are a person with a disability who would meet the requirement under the disability waiver. Follow process described in Chapter 1, Section 1.2, R3; Appendix 201, Communicating with Individuals with Disabilities; and Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information.

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	Documentation Requirements
<p>Public Assistance</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter or printout from appropriate government agency acknowledging family receipt of cash payments from income-based public assistance • Public assistance voucher or payment stub; • Documented phone contact with case worker; or • Public assistance voucher or payment stub.
<p>Earned Income</p> <ul style="list-style-type: none"> • When determining income eligibility for a person who applies to Job Corps as an individual, Admissions Services staff must use the “Family Unit of One” standards in the 	<p>Acceptable source documents for earned income during the 6-month period prior to application include:</p> <ul style="list-style-type: none"> • Letters of employment verification; • Income verification statements from,

Eligibility Requirement Details	Documentation Requirements
<p>official Poverty Guidelines, as revised by the Department of Health and Human Services. When using the LLSIL guidelines (http://www.doleta.gov/lisil/), the Admissions Services staff must use the “Family of One” column.</p> <ul style="list-style-type: none"> • Veteran: The Admissions Services staff 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. • Victim of severe form of trafficking in persons need not meet this requirement. 	<p>or documented phone calls with employers;</p> <ul style="list-style-type: none"> • Paycheck stubs, tax returns, or W-2s; • Unemployment insurance quarterly wage records; or • 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.) <p>Applicants must be required to complete a Statement of Support form categorized under Homeless when</p> <ol style="list-style-type: none"> (1) the applicant has zero or minimal income, (2) the claimed income appears unrealistic relative to family size, or (3) no income documentation is available.
Homelessness (including Migratory Children)	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter from caseworker or support provider; or • 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.
Free or Reduced Price Lunch	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility; or • Written documentation from the last school attended by the applicant verifying the applicant’s eligibility.
Foster Child	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • Letter from a caseworker or public agency personnel attesting to the status of the applicant; or • Documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant.
Individual with a Disability whose own Income meets the Low-Income Requirement	<p>See low-income documentation requirements above.</p>

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.

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>Email from no-reply-apps@dol.gov or NO_Applicant_Background@dol.gov with the results of the criminal background check must be reviewed and results recorded within the application processing platform and uploaded to the applicant’s electronic record.</p>
<p>Eligible: 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>Eligible: 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>Not Eligible:</p> <ul style="list-style-type: none"> • 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. • Applicants with fines or court-ordered restitution <u>in excess of \$500</u> 	<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>Not Eligible: Applicants with a <u>disqualifying felony conviction of:</u></p> <ul style="list-style-type: none"> • Murder, as described in section 1111 of Title 18, United States Code; • Child abuse; or • A crime involving rape or sexual assault 	<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"> 1. Why did you leave school? 2. What subjects did you like? 3. What didn't you like about school? 4. Why do you want to come back to a school setting now? 5. Tell me about what you would do to gain respect as a new student on center. 	<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 5. 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 8th 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}]): <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>:

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:

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 area 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.

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, by 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)):
<https://www.govinfo.gov/content/pkg/BILLS-106hr3244enr/pdf/BILLS-106hr3244enr.pdf>:

- 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 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
Basic Skills Deficient	One of the following is necessary to assess basic skills deficiency: <ul style="list-style-type: none"> • School records; • Standardized test results; • Criterion-referenced test scores; or • Documented efforts to obtain school records or standardized test results.
School Dropout	One of the following is necessary to document that the applicant is a school dropout: <ul style="list-style-type: none"> • Written verification from the records office or guidance counselor from the last school attended

Eligibility Requirement Details	Documentation Requirements
	by the applicant that they are a school dropout; or <ul style="list-style-type: none"> • Documentation in the case notes that the Admissions Services contacted the last school attended by the applicant via telephone and received confirmation that the applicant is a school dropout.
Homeless (including Migratory Children)	Acceptable source documents include: <ul style="list-style-type: none"> • A letter from caseworker or support provider; or • 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.
Runaway, in foster care or aged out of foster care system	Acceptable source documents include: <ul style="list-style-type: none"> • Letter from a caseworker, former caseworker, or public agency personnel attesting to the status of the applicant; or • Documented phone contact with a caseworker, former caseworker or public agency personnel attesting to the status of the applicant.
Parent ETA 652 indicates one or more dependent children.	Acceptable source documents include: <ul style="list-style-type: none"> • Birth certificate indicating applicant as parent; • Court decree indicating child support; or • Any official government/school form indicating dependent children
Victims of severe forms of trafficking in persons	Acceptable source documents include: <ul style="list-style-type: none"> • Letter from a caseworker, former caseworker, or clinical professional attesting to the status of the applicant; or • Documented phone contact with a caseworker, former caseworker, or clinical professional attesting to the status of the applicant.
Requires additional education	Admissions Services must document that the applicant requires additional education, career and technical training, or workforce preparation skills.

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.

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"> • A copy of the consent form containing the Selective Service Authorization must be completed, signed, and retained in each male applicant’s file. • For female applicants, the notation “NA/F” must be placed in the Selective Service authorization space on the consent form.

ELIGIBILITY REQUIREMENTS

Observations of Readiness	Documentation Requirements
<ol style="list-style-type: none"> 1. What educational opportunities do you want to get through coming to Job Corps? 2. Do you help out at home? Please describe. 3. What time did you go to bed last night? 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.? 5. How do you handle stress or what do you do when things are not going your way? 	<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 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"> • Earn a high school diploma or HSE; and • Participate in career technical training. <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"> • Obtain employment; or • Enter apprenticeship; or • Enter the military; or • Continue his or her education. 	<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"> 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 http://www.acenet.edu; or 2. An HSD or official transcripts indicating graduation from a school that meets the guidelines set in PRH Appendix 302; or 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 http://www.nafsa.org, or the National Collegiate Athletic Association (NCAA Guide to International Academic Standards for Athletics Eligibility) http://www.ncaapublications.com/p-4532-international-standards-2019-20-guide-to-international-academic-standards-for-athletics-eligibility.aspx 4. If school records are unavailable, Admissions

Eligibility Requirement Details	Documentation Requirements
	<p>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

Observations of Readiness	Documentation Requirements
<ol style="list-style-type: none"> 1. Do you like working alone or with other people? 2. Have you ever worked as part of a team or group? 3. How well do you get along with people? 4. How would you feel about working with people of another sex or race? 5. How would you feel about sharing a dorm room with roommates? 6. How would you feel about sharing a dorm room with people of other races? 	<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. 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.

Eligibility Requirement Details	Documentation Requirement
<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

Observations of Readiness	Documentation Requirements
<ul style="list-style-type: none"> • 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. • Do you have a tendency to help others when they are in need, and if so, give me a good example. • Tell me about a time when you got angry with a friend. How did you handle it? 	<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.

Eligibility Requirement Details	Documentation Requirements
<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

Observations of Readiness	Documentation Requirements
<ul style="list-style-type: none"> • How do you feel about following rules and requirements? • 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. • What did you think of the Job Corps video? Do you have any questions about it? • 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? • When you are worried, mad, or sad what do you do to make yourself feel better? • 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? 	<p>Documentation for this section must be entered in the applicant’s electronic file by Admissions Services if the applicant’s answers raise concern.</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.

Eligibility Requirement Details	Documentation Requirements
<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"> • Do you understand that violence, bullying, and harassment are not tolerated in Job Corps? • 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? • Do you understand that when you arrive on center, you will be tested for illegal use of drugs? • Do you understand that if you test positive for illegal use of drugs on entry, you will be offered supports within a specified period of time prior to a follow-up test? 	<p>Applicant has read, understands, and has signed Zero Tolerance for Violence Certification on the ETA Form 652.</p>

Eligibility Requirement Details	Documentation Requirements
<ul style="list-style-type: none"> • Do you understand that Zero Tolerance policy means that you can be automatically dismissed from the Job Corps program? • Do you understand that every Job Corps uses a student code of conduct with additional rules that you will be expected to follow? • Do you understand that you must abide by Job Corps rules and policies to stay in the program? 	
<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"> • Do you agree that you will not participate in any gang activity while you are in the Job Corps program? • Do you agree that you will not display gang representation or participate in gang activity while in Job Corps? <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"> • 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.)? <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> <p>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?</p>	<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.

Eligibility Requirement Details	Documentation Requirements
<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"> • Community services • Recreation activities • Off-duty leisure time • Job shadowing activities • Work-based learning activities • Field trips

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.

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

EXHIBIT 1-2
FACTORS FOR PRIORITY ENROLLMENT

Factors for Priority Enrollment	Assessment/Verification Requirements (All Applicants)	Documentation Requirements (All Applicants)
<p>A: HOMELESS</p> <p>Homeless (including migratory children) are 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)]. See Exhibit 1-1, Criterion 3.</p>	<p>Admissions Services assesses documentation of homeless status.</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • A letter from caseworker or support provider; or • 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.
<p>B: VICTIMS OF SEVERE FORMS OF TRAFFICKING IN PERSONS</p> <p>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)), https://www.govinfo.gov/content/pkg/BILLS-106hr3244enr/pdf/BILLS-106hr3244enr.pdf. See Chapter 1, Exhibit 1-1, Criterion 3.</p>	<p>Admissions Services assesses documentation of victims of severe form of trafficking in persons status.</p>	<p>Acceptable source documents include:</p> <ul style="list-style-type: none"> • Letter from a caseworker or clinical professional attesting to the status of the applicant; or • Documented phone contact with a caseworker or clinical professional attesting to the status of the applicant.

<p>C: VETERANS' PRIORITY</p> <p>Veterans are defined as those individuals who have been separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces of the United States, performed during one of the periods or campaigns described in 5 U.S.C. 2108.</p> <p>Spouses of veterans also receive priority if they are married to:</p> <ul style="list-style-type: none"> • Any veteran who died of a service-connected disability; • Any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed, pursuant to section 556 of title 37 and regulations issued thereunder, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: (1) missing in action; (2) captured in the line of duty by a hostile force; or (3) forcibly detained or interned in the line of duty by a foreign government or power; • Any veteran who has a total disability resulting from a service-connected disability; or • Any veteran who died while a disability so evaluated was in existence. 	<p>Admissions Services assesses documentation of veteran status.</p>	<p>At the time of application to Job Corps, veterans must provide their form DD 214, Report of Separation, which identifies a veteran's condition of discharge.</p> <p>In addition to form DD 214, veterans with a service-connected disability of 30% or more must also submit a copy of a letter, dated within the last 12 months, from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation.</p> <p>At the time of application to Job Corps, spouses must provide their:</p> <ul style="list-style-type: none"> • Marriage license • Spouse's form DD 214, Report of Separation • Spouse's military identification • Where applicable, a letter dated within the last 12 months from the Department of Veteran's Affairs or the Department of Defense certifying receipt of compensation for the spouse's service-connected disability of 30% or more.
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EXHIBIT 1-3

OFFICE OF JOB CORPS EXPEDITED APPLICANT ENROLLMENT FOR NATURAL AND MAN-MADE DISASTER VICTIMS

An expedited enrollment process for victims of natural and man-made disasters allows for temporary self-certification of applicants who may have difficulty accessing required documentation. This process may allow for immediate 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, may 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 within 90 days of enrollment and thereafter until such documentation is collected.

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.

The program anticipates that many such applicants will be housed in temporary residences, which will make them eligible under the "homeless" provision of the low-income criterion. For these applicants, no additional income information is required. 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.

APPENDIX 101

DEFINITIONS OF FAMILY AND FAMILY INCOME

- a. **Family** means persons living in a single residence who are related by blood, marriage, or decrees of court and may include one or more of the following categories: (1) a husband, wife, and dependent children; (2) a parent, grandparent, or guardian and dependent children; and (3) a husband and wife. A step-child or step-parent is considered to be related by marriage.
 1. For purposes of this definition, an applicant who lives in a single residence with family members, at least one of whom claims the applicant as a dependent, will be considered a family member supported by the family, and income of all family members will be included in the family income computation.
 2. A person must be considered an “individual” if they:
 - (a) Live alone; or
 - (b) Live with unrelated individuals; or
 - (c) Live in a single residence where no family member claims them as a dependent.
 3. A person with disabilities may apply and be considered as a family member or as an individual.
- b. **Head of household** means an individual in one family setting who provides actual support and maintenance to one or more individuals who are related to them through adoption, blood, or marriage.
- c. **Family income** means all income actually received from all sources by all members of the family for the 6-month period prior to application. **Family size** is the maximum number of family members during the 6-month period prior to application. When computing family income, income of a spouse and other family members is counted for the portion of the 6-month (annualized) period prior to application that the person was actually a part of the family unit.
 1. For the purpose of determining an individual’s eligibility for participation in the Job Corps program, family income includes:
 - (a) Gross wages, including wages from community service employment (CSE), work experience, and On-the-Job training (OJT) paid from Workforce Innovation and Opportunity Act funds, and salaries (before deductions);
 - (b) Net self-employment income (gross receipts minus operating expenses); and
 - (c) Other money income received from sources such as interest, net rents, OASI (Old Age and Survivors Insurance) Social Security benefits, pensions, alimony, and periodic income from insurance policy annuities, and other sources of income (including continuing disability income).
 2. Family income does not include:
 - (a) Non-cash income such as supplemental nutrition assistance program (SNAP) or

- compensation received in the form of food or housing;
- (b) Imputed value of owner-occupied property, i.e., rental value;
- (c) Public assistance payments;
- (d) Cash payments received pursuant to a state plan approved under Titles IV, X, or XVI (Supplemental Security Income) of the Social Security Act, or disability insurance payments received under Title II of the Social Security Act;
- (e) Federal, state, or local unemployment benefits;
- (f) Capital gains and losses;
- (g) One-time unearned income, such as, but not limited to:
 - (1) Payments received for a limited fixed term under income maintenance programs and supplemental (private) unemployment benefits plans;
 - (2) One-time or fixed-term scholarship or fellowship grants;
 - (3) Accident, health, and casualty insurance proceeds;
 - (4) Disability (one-time payments) and death payments including fixed term (but not lifetime) life insurance annuities and death benefits;
 - (5) Fixed-term workers compensation awards;
 - (6) Soil bank payments; and
 - (7) Agricultural crop stabilization payments.
- (h) Pay or allowances that were previously received by any veteran while serving on active duty in the Armed Forces;
- (i) Educational assistance and compensation payments to veterans and other eligible persons under Chapters 11, 13, 31, 34, 35, and 36 of Title 38, U.S. Code;
- (j) Payments made under the Trade Act of 1974;
- (k) Payments received under the Black Lung Benefits Act (30 U.S.C. 901 et seq);
- (l) Any income directly or indirectly derived from, or arising out of, any property held by the United States in trust for any Indian tribe, band, or group of any individual; per capita payments; and services, compensation or funds provided by the United States in accordance with, or generated by, the exercise of any right guaranteed or protected by treaty; and any property distributed or income derived therefrom, or any amounts paid to or for the legatees or next of kin of any member, derived from or arising out of the settlement of an Indian claim; and
- (m) Child support payments.

APPENDIX 102

GUIDE FOR EVALUATING GROUP PARTICIPATION AND MAINTENANCE OF SOUND DISCIPLINE (CRITERION 8)

Purpose

This tool is intended to be used in conjunction with PRH Chapter 1, Exhibit 1-1, Criterion 8 (Group Participation). Before using this tool, Admissions Services staff must read and become familiar with the details of these criteria.

To be eligible for Job Corps the law requires a determination that there is a reasonable expectation that the applicant can participate successfully in group situations and activities and is not likely to engage in behavior that would prevent other participants from receiving the benefit of the Job Corps program or be incompatible with the maintenance of sound discipline. These eligibility criteria are reflected in Exhibit 1-1, Job Corps Eligibility Requirements. Specifically, each applicant must demonstrate that:

- They are willing to live in a group setting and in a multicultural environment (Criterion 8);
- They will not interfere with other students' participation (Criteria 8(a) and 8(b));
- They understand the rules and expectations pertaining to Job Corps (Criterion 8(b));
- They are not likely to engage in behavior that would impede satisfactory relationships between the Job Corps Center to which the applicant might be assigned and its surrounding communities (Criterion 8(c)).

Documents

Admissions Services staff must collect and review all relevant documents, including:

1. Any documentation detailing behavior from institutions, agencies, or schools, including school discipline records;
2. Criminal or behavioral history provided to Admissions Services by the applicant; and
3. Any letters of recommendation that address the applicant's ability to successfully participate in a group setting.

Factors to Consider

Admissions Services may deny enrollment to an applicant who has displayed disruptive and/or threatening behavior during the application process, and/or has a history of such behavior as evidenced by other documentation.

In assessing whether such documented behavior would result in disqualifying an applicant for enrollment into the Job Corps program, Admissions Services must engage in an individualized assessment and consider the following three factors:

1. Whether the behavior and/or action(s), if committed again while at Job Corps, would

interfere with other participants' receiving the benefit of the Job Corps program or the maintenance of sound discipline;

2. The nature and gravity of the behavior; and
3. The time that has passed since the action(s)

How will Admissions Services analyze the three factors?

Admissions Services staff should use the three factors above to analyze whether the applicant would successfully participate in group situations and activities, not interfere with other students' participation in the Job Corps program, and otherwise not disrupt the maintenance of sound discipline. Admissions Services staff will use the contents of information contained in supporting documents (see Documents section above) to complete this analysis. That content will be summarized and recorded in the Summary of Findings table.

Admissions Services must be mindful that:

- No specific number of actions automatically disqualifies an applicant from enrollment in Job Corps. Rather, Admissions Services must determine for each applicant whether the nature and gravity of their past action(s) were severe enough to cause concern, including whether the applicant exhibits a pattern and practice of such behavior; whether the specific action(s) occurred relatively recently or happened several years ago; and whether the action(s) is one that if committed while enrolled in Job Corps would interfere with the maintenance of sound discipline.
- Admissions Services must not exclude applicants because of their race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship status.

Review of an applicant's prior misconduct should include the following considerations by Admissions Services staff. Such considerations are not intended to result in staff asking these direct questions to the applicant.

1. The facts surrounding each instance of threatening and/or disruptive behavior.

- Does the instance of threatening and/or disruptive behavior indicate that there were aggravating factors, such as the applicant's making threats against the victim, or engaging in multiple instances of aggressive behavior?
- Was the instance of threatening and/or disruptive behavior a first?
- Was the applicant a "ringleader" for the instance of threatening and/or disruptive behavior, or was the applicant following the lead of another person?
- Did misconduct involve significant planning, or did it appear to be an unplanned response to an opportunity?

Document Findings: _____

2. The number and timing of disruptive and/or threatening behavior.

- Does the applicant have a pattern and practice of engaging in disruptive and/or threatening behavior/misconduct?
- Are there a larger number of instances of misconduct during an earlier time period, and then fewer or none more recently, indicating the applicant has made an effort to reform?
- How long ago did the instance(s) of disruptive and/or threatening behavior take place?

Document Findings: _____

3. *The relevance of each documented disruptive and/or threatening behavior to the requirements of Job Corps.*

- Does the applicant’s verified institutional record indicate that they have demonstrated inappropriate or disruptive behaviors in school or other structured or residential environments that are similar to the Job Corps environment, such as group homes or foster-care placements, that would interfere with the maintenance of sound discipline if the applicant were to engage in the same behaviors in Job Corps?
- In light of the analysis above, is it more likely than not that the applicant, if admitted, will be a successful participant in the Job Corps program, not interfere with others’ participation, and otherwise conduct themselves in a manner consistent with the maintenance of sound discipline?

Document Findings: _____

4. *The applicant's other efforts at rehabilitation.*

- Is the applicant active in finding ways to rehabilitate themselves, such as counseling, drug and alcohol treatment, or involvement in sports, cultural activities, or community service?
- Does the applicant acknowledge personal responsibility for their verified serious behaviors?

Document Findings: _____

5. Additional opportunity for explanation by the applicant.

- If Admissions Services determination is that the applicant fails to meet the eligibility criteria related to behavior and the maintenance of sound discipline (Exhibit 1-1 Criterion 8), provide the applicant with this initial determination of ineligibility.
- Admissions Services must then give the applicant, who may otherwise be screened out because they fail to meet the Eligibility Criterion 8, an opportunity to provide any additional information and/or an explanation as to why they should not be excluded from the Job Corps program. Additional relevant information may include, for example:
 - The facts or circumstances surrounding the conduct;
 - Evidence that the applicant was successfully enrolled in school, post-misconduct, with no further incidents of misconduct;
 - Rehabilitation efforts; and
 - Employment or character references and any other information regarding readiness for Job Corps.
- Applicant may provide oral or written explanation. If applicant provides an oral explanation, Admissions Services must include written notes of the explanation in the applicant’s electronic file. If the applicant does not provide additional information about their prior misconduct, Admissions Services may make their determination of ineligibility without the information.

Document Findings: _____

Summary of Findings Regarding Eligibility:

Please copy this form if additional space is needed.

Nature or Gravity of the Conduct: (Include only misconduct)		Timing: Specify when the misconduct occurred			Pattern or Practice: (Defined as two or more incidents within the last 3 years)	Relevance: Whether the misconduct is one that if committed while enrolled in Job Corps would interfere with the maintenance of sound discipline.
Include a brief description of the conduct	Note the most relevant facts	Less than 1 yr.	1-2 yrs.	2 or more yrs.	Indicate whether a pattern exists or whether the conduct is so serious that one incident causes alarm (for example, recent acts of violence, severe acts of violence, recent incidents of possession of a weapon, etc.)	Refer to Job Corps student conduct expectations (Exhibit 2-1) to connect the relevance of the misconduct to the acts prohibited on center
1 st Incident:						
2 nd Incident:						
3 rd Incident:						
4 th Incident:						

Admissions Services' determination (check one):

- Meets Eligibility Criteria
- Does NOT meet eligibility criteria

Provide rationale for determination, including consideration of any noted concerns in response to readiness questions/observations: _____

APPENDIX 103

DENIAL LETTER TEMPLATE FOR ADMISSIONS SERVICES

Dear Applicant:

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

Reason	Explanation
Eligibility Requirement – Criterion 1	You did not meet the legal U.S. residency requirement which states that an applicant must be (1) a legal U.S. resident; or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Attorney General to work in the United States; or (3) resident of a U.S. territory.
Eligibility Requirement – Criterion 2	You did not meet the age requirement which states that applicants must be at least 16 years of age, and not more than 24 on the date of enrollment. You are a minor and your parent/legal guardian did not consent for your participation in Job Corps.
Eligibility Requirement – Criterion 3	You did not meet the low income eligibility criterion.
Eligibility Requirement – Criterion 4	You are under probation, parole, under a suspended sentence or under the supervision of an agency that will not release you from its supervision, or you have a disqualifying conviction.
Eligibility Requirement – Criterion 5	You did not meet the barriers to education and employment requirement which states that an applicant must be one or more of the following: <ul style="list-style-type: none"> • Basic skills deficient; • A school dropout; • Homeless; • An individual in foster care or an individual who was in foster care and has aged out of the foster care system; • A runaway • A parent; or • An individual that requires additional education, career and technical training, or workforce preparation skills to be able to obtain and retain employment that leads to economic self-sufficiency.
Eligibility Requirement – Criterion 6	You refused to sign a copy of the consent form containing authorization for Selective Service Registration.
Eligibility Requirement – Criterion 7	Your educational and training needs cannot be best met through the Job Corps program.
Eligibility Requirement – Criterion 8 – Group Participation	You did not demonstrate that you are reasonably expected to participate successfully in group situations.
Eligibility Requirement – Criterion 8(a) – Non-Interference with other students' participation	You did not demonstrate that you are unlikely to engage in actions that would potentially prevent other students from receiving the benefit of the Job Corps program.

Eligibility Requirement – Criterion 8(b) – Maintenance of Sound Discipline and Positive Center Culture	You did not demonstrate that your behavior is compatible with the maintenance of sound discipline and positive center culture on a Job Corps center.
Eligibility Requirement – Criterion 8(c) – Community Relations	You did not demonstrate that it is unlikely that your behavior will impede satisfactory relationships between the Job Corps center you would be assigned to and its surrounding communities.
Eligibility Requirement – Criterion 9	You did not demonstrate that you had made suitable arrangements for child care.
Eligibility Requirement – Criterion 10	You or your parent/legal guardian did not sign the “Authorization for Use and Disclosure of Your Health Information” form.
Documentation Requirements	There was insufficient documentation.

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

Name and Address of Admissions Services Provider

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

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

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

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

DOL-CRC's information is as follows:

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

For electronic versions of DOL-CRC's complaint form in English or Spanish (PDF or HTML format), please go to DOL-CRC's Web page at:

<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/external/how-to-file-complaint>.

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

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

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

Sincerely,

Admissions Services

FORM 1-01
JOB CORPS — INFORMED CONSENT TO RECEIVE
MENTAL HEALTH AND WELLNESS TREATMENT

I, _____, consent to receive services from Job Corps,
Print Name of Job Corps Applicant/Student

through appropriate mental health personnel, to promote and maintain my mental and emotional well-being. The services may involve mental health and/or substance abuse counseling, educational activities, monitoring of medications, and other methods and services as deemed necessary by the wellness staff.

The services may be provided in-person or via telemental health, which in the context of this consent form refers to clinical services that are provided remotely using Health Insurance Portability and Accountability Act (HIPAA)-compliant video conferencing technology, telephone, text, or email. The mental health personnel and I will discuss and select the best modality to use.

I have the option to withhold or withdraw consent at any time without affecting my right to future care or treatment or risking the loss or withdrawal of any program benefits to which I would otherwise be entitled.

I understand the privacy laws that protect the confidentiality of my protected health information (PHI) apply to both in-person and telemental health unless an exception to confidentiality applies.

The Job Corps center operates its mental health and telemental health services using a team-based approach and I understand that all treatment will be treated as confidential in compliance with 29 C.F.R. § 38.41, except in the following special circumstances:

- If the mental health personnel believes it is in the best interest of my treatment to share information with other center staff, they will do so only on a need-to-know basis as allowed by the authorization for disclosure under HIPAA that I have signed, and to the extent applicable, by 29 C.F.R. § 38.41.
- If I become a danger to others, center staff will take measures to maintain the safety of others. This may include a medical separation, if applicable, in accordance with direct threat policy PRH Form 2-04 based on an evaluation by the health and wellness staff.
- If I become a danger to myself, center staff will take measures to maintain my safety. This may include a medical separation if applicable, in accordance with PRH Form 2-05 based on an evaluation by the health and wellness staff.
- If I disclose any past or present abuse of a minor, center staff are legally required to report the abuse to the appropriate children's social services agency.

- If I disclose any past or present abuse of an elder, center staff are legally required to report the abuse to the appropriate adult protective services agency.

Specifically, I understand the following with respect to telemental health:

- 1) I understand that one of the benefits of telemental health is that I can meet with mental health personnel without being in the same physical location. This can be helpful in providing continuous service on center and when Job Corps is in virtual operating status.
- 2) I understand there are risks and consequences associated with telemental health, including but not limited to, disruption of services by technology failures. I understand that delays in mental health evaluation and treatment could occur due to deficiencies or failures of the equipment or technology used for the provision of telemental health services.
- 3) I understand that security protocols could fail, causing a breach of privacy of protected health information by unauthorized persons.
- 4) I understand that the use of telemental health services may not be appropriate for emergency communications or urgent requests.
- 5) I understand that mental health personnel will take reasonable steps to ensure my privacy. Specifically, except as outlined above, they will be in a private room during telemental health sessions, with no other individuals present unless I provide consent.
- 6) I understand as a participant in the Job Corps program I may have access to computer, telecommunication equipment and internet access for telehealth sessions either on campus or as a participant in Job Corps' distance learning program. To the extent possible, I will find a private place for sessions where other people are not present and cannot overhear the conversation.
- 7) I understand that there will be no recording of any of the sessions by either party. All information disclosed within sessions and written records pertaining to those sessions are confidential and may not be disclosed to anyone without written authorization, except where the disclosure is permitted and/or required by law. All existing laws regarding access to and copies of my medical records apply.
- 8) I understand that during my first telemental health session, plans will be developed for (a) back-up communications in case of technology failures, and (b) responding to emergencies and mental health crises. This will include identification of nearest hospital, an emergency contact person, contact information for appropriate authorities in case of an emergency, and if I am a minor, my guardian's contact information.
- 9) I understand that if mental health personnel determine telemental health is no longer appropriate, we will discuss other options for receiving mental health services, such as in-person counseling or referrals to another professional in my location who can provide appropriate services.

**FORM 1-02
RECORDS RELEASE AUTHORIZATION**

To: _____ **From:** _____
 _____ **Date of Request:** _____
 _____ **Date of Receipt:** _____

Please print your name, sign, date, and return this form with the information requested below.

Academic Transcript		High School Equivalency (HSE) Transcript	
Copy of High School Diploma		Copy of HSE Certificate	
504 Plan and Eligibility Evaluation Reports		Individual Education Plan (IEP), Psycho-educational Evaluations, Eligibility and Triennial Evaluation Reports, and IEP Progress Notes	

MAIL TO:

Admissions Services/Center Name: _____
Number, Street: _____
City, State, Zip Code: _____

If you have any questions regarding this request, please call (_____) _____ - _____.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

STUDENT INFORMATION:

Name: _____
(Last) (First) (Middle)
Social Security Number: _____ **Dates of School Attendance:** _____
Date of Birth (MM/DD/YYYY): _____ **Mother's Maiden Name:** _____

NON-HEALTH INFORMATION RELEASE AUTHORIZATION:

My signature below authorizes the release of the requested information. This authorization remains in effect for a period of 1 year from the date of this request.

Student Signature: _____

Signature of Parent or Guardian *(if applicant is under 18 years of age)*: _____

Address: _____
 City: _____ State: _____ Zip Code: _____ Phone #: _____

Specified Health Records/Protected Health Information (PHI) Records Release Authorization

To:	From:
	Date of Request:
	Date of Receipt:

Please complete the specific medical/health/dental records that are being requested if applicable. If no health records are requested, leave blank and do not sign signature section.

Specified Health Records/Protected Health Information (PHI): Record: Health Provider Information: Date of Request: Purpose of Request:
Record: Health Provider Information: Date of Request: Purpose of Request:
Record: Health Provider Information: Date of Request: Purpose of Request:

The information is subject to redisclosure by recipient and no longer protected by the Privacy Rule (see Form 2-01). You have the right to revoke the authorization at any time. Please reach out to:

Admissions Services/Center Name: _____

Number, Street: _____

City, State, Zip Code: _____

If you have any questions regarding this request, please call (_____) _____ - _____.

HEALTH INFORMATION RELEASE AUTHORIZATION IF APPLICABLE:

My signature below authorizes the release of the requested health information above. This authorization remains in effect for a period of _____ from the date of this request.

Student Signature¹: _____ Date: _____

Signature of Parent or Guardian² (if applicant is under 18 years of age): _____ Date: _____

¹ Only provide signature if specific health records are requested. If none are requested, please leave signature lines blank.

² Only provide signature if specific health records are requested. If none are requested, please leave signature lines blank.

Records Release Authorization – Instructions

Admissions Services may use the “Records Release Authorization” to obtain educational records of Job Corps applicants. The following information explains the sections of the form.

To: Agency from which the Admissions Services office is requesting information (verify correct and current address)

From: Name of the Admissions Services staff requesting the information

Date of Request: Date when the request is sent

Date of Receipt: Date when the Admissions Services received the requested information (or date when the center received the requested information, if the form was sent to the center as documentation that the Admissions Services has made the request prior to a student’s enrollment/arrival)

Academic Transcript or Copy of HSD:

Send request to the high school or middle school office (**NOT** to the guidance or counseling offices, which are **often closed during school breaks and vacations**)

HSE Transcript or Copy of Certificate:

Send to the HSE testing site where the applicant took their HSE tests

IEP or 504:

Send request to the Office of Special Education, or the high school or middle school office

Mail to:

Enter the recipient’s address

Telephone Number:

Enter the Admissions Services staff/office contact number

Name, Signature, and Date:

To be completed by the person responding to the request

Student Information:

To be completed by the Admissions Services with information provided by the applicant

Information Release Authorization:

To be completed by the applicant or the applicant’s parent or guardian (if applicant is an unemancipated minor), with assistance from the Admissions Services

Health Release

Authorization:

In order to be compliance with Health Insurance Portability and Accountability Act (HIPAA) regarding release of medical information, a release of medical information form must:

- Specifically identify the Protected Health Information (PHI) to be used or disclosed;
- Provide the names of persons or organizations, or classes of persons or organizations, who will receive, use, or disclose the PHI;
- State the purpose for each request;
- Be signed and dated by the individual or the individual's personal representative;
- Be written in plain language;
- Include an expiration date or event;
- Notify the individual in writing of the right to revoke authorization at any time, how to exercise that right, and any applicable exceptions to that right under the privacy rule; and
- Explain the potential for the information to be subject to redisclosure by recipient and no longer protected by the Privacy Rule.

FORM 1-03
JOB CORPS APPLICATION STATEMENT OF SUPPORT

Applicant Name: _____ Interview Date: _____

To Whom It May Concern:

I do not have any earned income. I am being supported by _____
(Supporter's Name)

who provides me with room and board. I am/I am not claimed as a dependent by this person for tax purposes. _____ is not charging me for room and board.
(Supporter's Name)

Applicant's Signature: _____ Date: _____

Supporter's Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

Admissions Services Signature: _____ Date: _____

FORM 1-04

INFORMATION FOR CAREER DEVELOPMENT PLANNING

Admissions Services must use this form *only* to collect information for the applicant's career development planning and to help Job Corps provide services to the applicant if they enroll in Job Corps. The information collected must not be used to determine whether the applicant meets eligibility requirements.

Responses should be recorded within the application processing platform.

a. **APPLICANT HISTORY**

1. Explain reason for pursuing further training.

b. **GOALS**

1. Short-term goals (*What does applicant plan to accomplish during Job Corps enrollment?*)
2. Long-term goals (*What are the applicant's career, educational, career technical training, and personal plans subsequent to Job Corps enrollment?*)
3. Action plan for accomplishing these goals, including target dates (*Discuss with the applicant short- and long-term goals, and establish realistic target dates for completion.*)

c. **NEEDS**

1. Discuss recommended length of stay to receive the maximum benefit from the program. Record and summarize applicant's responses to discussion of planned duration of training.
2. Does applicant have an interest in a specific career technical training area? Yes/No *If yes, please explain. If no, list choices. Summarize results of career technical training choices discussion.*
3. If required, is the admitted applicant willing and able to relocate for advanced training or placement? Yes/No
4. Discuss career technical training choices, and correlation with labor market information. Summarize discussion of need and willingness to relocate for advanced training and quality placement.

FORM 1-05
**PROCEDURES FOR PROVIDING REASONABLE ACCOMMODATION,
REASONABLE MODIFICATION IN POLICIES, PRACTICES, OR
PROCEDURES AND AUXILIARY AIDS AND SERVICES
DURING ADMISSIONS**

*If an applicant wishes to **request reasonable accommodation, reasonable modification in policies, programs or procedures and auxiliary aids and services to participate in the Job Corps program**, the process described in Section 1.2, R3 and the Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator Contact Form in Chapter 2, Form 2-03 must be used.*

BACKGROUND

Reasonable accommodation, reasonable modification in policies, practices, or procedures and auxiliary aids and services (RA/RM/AAS) are any changes to the environment, or in the way things are customarily done, that give a person with a disability an opportunity to participate in the application process that is equal to the opportunity given to similarly situated people without disabilities. RA/RM/AAS may involve providing an appropriate service or product; modifying or adjusting a job, work/academic environment, policy, program, and procedure, providing auxiliary aids and services, or any other action that removes those barriers for the person with a disability.

For additional background information on RA/RM/AAS, please see Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services for Participation in the Program.

POLICY

A qualified applicant with a disability is entitled to request and receive RA/RM/AAS at any time during the admissions process. If an applicant with a disability is requesting RA/RM/AAS to participate in the admissions process, the Admissions Services provider must engage the applicant in an interactive process to determine the limitations resulting from their disability, and the potential RA/RM/AAS that would allow them to participate in the admissions process.

Keep in mind that the applicant is the best source of information about their disability, and what assistance is needed to participate in the admissions process. No RA/RM/AAS should be implemented without the applicant's consent.

PROCESS

Requests

A RA/RM/AAS request can be communicated in any form (e.g., oral, written, sign language); however, the request must be documented on the Job Corps Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures and Auxiliary Aids and Services Request Form-Admissions (included in this form). This is a Job Corps required form; it must be used as is and is the only form that can be used to document the disability accommodation process. Admissions Services staff must go through the form with the applicant, and may assist with its completion, as necessary.

If the applicant is requesting RA/RM/AAS to participate in the admissions process, the Admissions Services staff:

- a. Must address the applicant's RA/RM/AAS needs immediately.
- b. Must not begin or continue with any part of the admissions process for which the applicant has requested RA/RM/AAS until the RA/RM/AAS has been provided. Other parts of the admissions process may go forward if they do not directly involve the applicant's participation, or if the applicant states that they do not need RA/RM/AAS for those parts.

See Chapter 2, Form 2-03, Procedures for Providing Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services for Participation in the Program if an applicant requests RA/RM/AAS to participate in the Job Corps program.

Documentation

Under federal disability nondiscrimination law, Admissions Services cannot ask for documentation when (1) both the disability and the need for RA/RM/AAS are obvious; or (2) the person has already provided Admissions Services with sufficient information to substantiate that they have an actual, current disability, and need the RA/RM/AAS requested.

When the disability and/or the need for RA/RM/AAS is not obvious, Admissions Services may ask the applicant for reasonable documentation about their disability and functional limitations. Admissions Services is entitled to know that the person actually has a covered disability for which they need a RA/RM/AAS.

Reasonable documentation means that the Admissions Services may require only the documentation that is needed to establish that a person has an actual, current disability, and that the disability necessitates a RA/RM/AAS. Thus, Admissions Services, in response to a request for RA/RM/AAS, cannot ask for documentation that is unrelated to determining the existence of a disability and the necessity for a RA/RM/AAS.

Admissions Services may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any situation will depend on the disability and the type of functional limitation it imposes. Appropriate professionals include doctors (including psychiatrists), psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

Admissions Services must maintain the confidentiality of all medical information collected during this process, regardless of where the information comes. If a person provides insufficient documentation of a disability in response to the Admissions Services' initial request, Admissions Services should explain why the documentation is insufficient and allow the person an opportunity to provide the missing information in a timely manner.

Applicant without Documentation

If an applicant's disability or need for RA/RM/AAS is not obvious, and they refuse to provide the reasonable documentation requested by Admissions Services, then they may not be entitled to RA/RM/AAS. If an applicant suspects that they may have a disability that has not been diagnosed, and is unable to pay for an evaluation, Admissions Services should provide appropriate referral information.

Reviewing a Request

Since each request must be evaluated individually and a determination made regarding whether it is reasonable; Job Corps has no specific list of RA/RM/AAS that will or will not be provided.

If the applicant requests a RA/RM/AAS, the Admissions Services provider cannot provide, or is unsure how to provide, the Admissions Services provider should request assistance from the National Office.

Undue Hardship and Fundamental Alteration

If granting a requested RA/RM/AAS would pose an undue hardship or fundamental alteration to the program, Job Corps is not obligated to provide it. Undue hardship means a significant difficulty or expense, considering the resources available and relevant circumstances. Fundamental alteration means that providing the RA/RM/AAS would alter the nature or operation of the program.

In cases where the Admissions Services provider determines that providing the RA/RM/AAS would be an undue hardship or fundamental alteration, the Admissions Services provider must take any other action that would not result in such a hardship or alteration but would allow the applicant to participate in the admissions process.

An applicant cannot be prohibited from participating in the admissions process based solely on the need to provide RA/RM/AAS.

Reasonableness Reviews

The Admissions Services provider must complete and document a reasonableness review if there is a concern that an RA/RM/AAS may either pose an undue hardship or fundamental alteration to the program. See *Undue Hardship* and *Fundamental Alteration* in Form 2-03 for the factors that must be considered. See also *Reasonableness Review Form – Admissions, Undue Hardship or Fundamental Alteration* below for the process for documenting the decision.

- If the National Office determines that the RA/RM/AAS is reasonable, the RA/RM/AAS must be provided.
- If the National Office determines that the RA/RM/AAS request is unreasonable, the applicant must be provided a written statement from the National Office that includes the reason for the denial.

Record Keeping

Medical or disability-related documentation relating to the RA/RM/AAS request must be uploaded to the center of assignment's Wellness and Accommodation E-Folder (i.e., medical information uploaded to the Health E-Folder and non-medical documentation uploaded to the Disability E-Folder). All medical or disability-related information about the applicant must be kept confidential, and access to this information must be strictly limited to persons with a need to know, as described in Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information. Admissions Services must upload the request form to the Disability E-Folder along with any non-medical or disability notes/documents related to the RA/RM/AAS process.

CONFIDENTIALITY

Information regarding the applicant's disability and prior RA/RM/AAS will be discussed during the disability accommodation process. To maintain confidentiality, documentation is made available on a need-to-know basis only, and participants in the process should not discuss information about the request outside of the process. Those responsible for implementing the RA/RM/AAS will be informed of the RA/RM/AAS, and the reasons for it, only to the extent necessary to ensure effective implementation of the RA/RM/AAS. See Appendix 202, Transmission, Storage, and Confidentiality of Medical, Health, and Disability-related Information.

FUNDING

Often, an individual with a disability can be accommodated with little or no financial expenditure. For example, the individual may already have the RA/RM/AAS they require, or they can be accommodated using existing Admissions Services resources. Sometimes the RA/RM/AAS merely requires a modification to a policy, program, or procedure (e.g., oral provision of application information). Admissions Services is responsible for any costs associated with providing RA/RM/AAS during the admissions process. If Admissions Services cannot fund the request, the National Office should be contacted.

**REASONABLE ACCOMMODATION, REASONABLE MODIFICATION IN POLICIES,
PRACTICES OR PROCEDURES, AND AUXILIARY AIDS AND SERVICES
(RA/RM/AAS) REQUEST FORM-ADMISSIONS**

*This form should **only be completed** when an applicant wishes to request RA/RM/AAS to participate in the admissions process.*

Individuals with disabilities may request RA/RM/AASs (changes in the way things are done, or other types of help) to assist them in participating in the Job Corps admissions process. This form is divided into two parts:

- **Part 1** is to be completed by the applicant if requesting RA/RM/AAS.
- **Part 2** is to be completed by Admissions Services staff to document the contact with the applicant.

Part 1: RA/RM/AAS Request (completed by applicant)

Applicant - Complete Part 1 of this form if you would like to request RA/RM/AAS to participate in the Job Corps admissions process.

Applicant Name: _____

ID#: _____

Select the appropriate box.

- I would like to request RA/RM/AAS. *Please list each specific RA/RM/AAS you are requesting. Do not use general statements such as "See IEP." Admissions Services will contact you to discuss the request.*

-
-
-

- I think that I may need RA/RM/AAS to participate in the Job Corps admissions process, but I am not sure what I will need.

Depending on your disability and the type of RA/RM/AAS you are asking for, Job Corps may ask you to provide documentation about your disability and how it affects you.

Applicant/Student Signature

Date

Parent/Guardian Signature

Date

Admissions Services staff must upload this form and related documentation to the respective Wellness and Accommodation E-Folders in CIS.

RA/RM/AAS FORM-ADMISSIONS (cont.)

Part 2: Admissions Services Contact (completed by Admissions Services staff)

RA/RM/AAS Requests

Job Corps policy requires that Admissions Services staff contact an applicant to discuss potential RA/RM/AAS if the applicant requests a disability accommodation. This section of the form should be used to document that contact.

- I have met with the applicant to discuss their disability accommodation.

- The applicant and Admissions Services have agreed to the following RA/RM/AAS to participate in the admissions process.
 -
 -
 -
 -

- The applicant does not wish to receive any RA/RM/AAS. The applicant has been informed that they may request RA/RM/AAS to participate in the admissions process at any time.

- The applicant and Admissions Services cannot agree on RA/RM/AAS. Admissions Services has offered reasonable alternative RA/RM/AAS and completed a Reasonableness Review Form – Admissions for National Office review.

Admissions Services Staff Signature _____ / _____
Date

Applicant Signature _____ / _____
Date

Parent/Guardian Signature _____ / _____
Date

REASONABLENESS REVIEW FORM – ADMISSIONS UNDUE HARDSHIP OR FUNDAMENTAL ALTERATION

Instructions: If there is a concern that a RA/RM/AAS request may be unreasonable³ (i.e., undue hardship or fundamental alteration to the program), then the Admissions Services provider **must** complete a reasonableness review. The individual completing the form must have authority to make financial decisions for the Admissions Services provider.

Applicant Name:		Date:	
Admissions Services Provider:		ID#:	

List the RA/RM/AAS requested that are under review:

1.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration
2.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration
3.		<input type="checkbox"/>	Undue Hardship	<input type="checkbox"/>	Fundamental Alteration

Background

- Why is the RA/RM/AAS needed? List the specific functional limitations and/or reasons the RA/RM/AAS is needed for the individual to participate in the admissions process?

- Did the individual with a disability provide documentation of the disability (if the disability is not obvious)? If so, what documentation was provided?

- Does the documentation support the functional limitations that require the requested RA/RM/AAS? Provide a brief explanation.

- Were any alternative RA/RM/AAS offered to the applicant that would be equally effective in providing access to participation in the admissions process? If so, please complete the table below.

³ See definitions of undue hardship and fundamental alteration in Form 2-03 of the PRH.

Reasonable Alternative RA/RM/AAS	Applicant's Response			
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Accepted

Instructions:

*If the individual with a disability has accepted the alternate RA/RM/AAS and is no longer requesting the RA/RM/AAS under reasonableness review, then **STOP** here as there is no need to complete the remainder of the form. Upload this document to the Wellness (e.g., Disability) E-Folder under OTHER.*

Admissions Services Analysis

5. Is there a cost associated in providing the RA/RM/AAS? If so, explain the associated costs.

6. Are there any community resources (i.e., Vocational Rehabilitation, etc.) that could assist in providing the RA/RM/AAS? If so, please list and how each could assist.

7. Is the Admissions Services provider eligible for certain tax credits or deductions to offset the cost of the RA/RM/AAS? If so, which ones?

8. What is the impact to the resources of the Admissions Services provider if the RA/RM/AAS were to be provided? (i.e., The impact on the ability of other applicants to receive aid, benefits, services, or training, or of other staff to perform their duties; and the impact on the Admissions Services provider's ability to carry out its mission.)

9. If the RA/RM/AAS would fundamentally alter the operation of the Admissions Services provider, please explain why. Be as specific as possible.

Instructions:

If the Admissions Services provider has determined that the RA/RM/AAS requested is unreasonable, please do the following:

- 1. Upload the signed Reasonableness Review Form and all supporting documentation to the Wellness E-Folders (e.g., health/disability) in CIS.*
- 2. Email the National Office that a Reasonableness Review has been uploaded for review.*

Admissions Services Provider's Signature

Date

REASONABLENESS REVIEW FORM

UNDUE HARDSHIP OR FUNDAMENTAL ALTERATION (cont.)

National Office Analysis/Decision *(National Office Use Only)*

Step 1: Using the information provided by Admissions Services in items 1-9 and using **ALL** of the factors listed in the Fundamental Alteration/Undue Hardship sections in Form 2-03, complete an analysis of the reasonableness of the applicant’s reasonable accommodation, reasonable modification in policies, practices or procedures and auxiliary aids and services (RA/RM/AAS) request to include the following:

Step 2: For each RA/RM/AAS request, complete the following table:

	RA/RM/AAS Under Review	Approve Request	UH	FA
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3:

- a. If the request(s) is **approved**, then the National Office informs Admissions Services of the approved RA/RM/AAS so that the applicant* may be informed. No further action is required.
- b. If the determination of a request is that it results in **undue hardship or poses a fundamental alteration** to the program, then the following must occur:

- 1. Summarize why the RA/RM/AAS request was an UH or a FA.

- 2. Identify actions Job Corps can take that would not result in UH/FA (i.e., what alternate RA/RM/AAS can be provided, or other actions can be taken, if any).

	Alternate RA/RM/AAS or Other Actions
1.	
2.	
3.	
4.	
5.	

- 3. The National Office informs Admissions Services that they have determined that the RA/RM/AAS requested are unreasonable so that Admissions Services may inform the applicant.*

*An applicant may choose to continue with the admissions process without the benefit of the alternative RA/RM/AAS.

FORM 1-06

CENTER FILE REVIEW FORMS

Center Applicant File Review

*This form is used to document the Health and Wellness Director's initial review of applicant files for medical or behavioral health care needs. **This form is NOT for referrals of possible direct threat assessments (See Form 2-04*).***

Applicant Name: _____ **ID#:** _____

Center: _____ **Date of Review:** _____

Center Applicant File Review and Student Documentation

<input type="checkbox"/>	A. Non-health Disability Coordinator (DC) has been notified of non-health documents (i.e., IEPs, 504 plans, Vocational Rehabilitation records, etc.) that require review.
<input type="checkbox"/>	<ul style="list-style-type: none"> • DC feedback received from review of non-health documents.
<input type="checkbox"/>	B. As part of the review of the applicant file or applicant interaction(s), the applicant potentially has medical or behavioral health care needs that require review or clarification by a qualified health professional. If so, complete the section for <i>Referral to Qualified Health Professional</i> .
<input type="checkbox"/>	C. There are no medical or behavioral health care needs that require review or clarification by a qualified health professional. The applicant is being scheduled for enrollment.

Referral to Qualified Health Professional (QHP)

Reason for Referral	Medical Professionals/Qualified Health Professionals <small>(List all who need to review.)</small>
Inform the following QHPs that they must review this applicant file and/or conduct a clinical interview, if necessary, to determine medical or behavioral health care management needs which may include a health care needs assessment.	

Comments

Printed or Typed Name of Health and Wellness Director

Signature of Health and Wellness Director

Date

Upload this form to the "Other" folder within the Wellness and Accommodation E-Folder (i.e., Health E-Folder) in CIS. A copy may be maintained within the Student Health Record (SHR) if enrolled.

*See Form 2-04 for Referral for Possible Direct Threat Assessment

Center Applicant File Review
Center Recommendation of Denial Form – Eligibility Review/New Information
(For Center Use)

(To be completed by the center’s File Review Coordinator, i.e., Health & Wellness Director or designee.)

Applicant Name: _____ **ID#:** _____
Center: _____ **Regional Office:** _____
Date File Received _____ **Date Sent to** _____
from Admissions Services (required): _____ **Regional Office (required):** _____

File Review Team Participants:			
Name:		Position:	
Name:		Position:	
Name:		Position:	

Reason for Recommendation of Denial:					
The applicant is ineligible for Job Corps due to the review of new information that Admissions Services could not have reasonably known at the time the applicant was deemed eligible. Please refer to PRH Chapter 1, Exhibit 1-1 and identify the specific eligibility requirement(s) that you believe the applicant no longer meets.					
<i>Note: If you believe the applicant is no longer eligible because of disability status related to Eligibility Requirement Criterion 2 (age) or Eligibility Requirement Criterion 3 (low income), then please complete the Center Recommendation of Denial Form – Health-Care Needs, Direct Threat, or Disability Status instead of this form.</i>					
<input type="checkbox"/>	Criterion 1	U.S. Citizen/Legal Resident/Deferred Action Status	<input type="checkbox"/>	Criterion 8	Group Participation
<input type="checkbox"/>	Criterion 4	Reviewing Criminal Background	<input type="checkbox"/>	Criterion 8a	Interference with Other Students’ Participation
<input type="checkbox"/>	Criterion 5	Barriers to Education and Employment	<input type="checkbox"/>	Criterion 8b	Maintenance of Sound Discipline and Positive Center Culture
<input type="checkbox"/>	Criterion 6	Selective Service Registration	<input type="checkbox"/>	Criterion 9	Child Care
<input type="checkbox"/>	Criterion 7	Education and Training Needs	<input type="checkbox"/>	Criterion 10	Authorization for Use and Disclosure of Health Information

IMPORTANT: Neither the center File Review Team nor its individual members may revisit the determination that an applicant is qualified for admission unless:

- There is new information presented that Admissions Services could not have reasonably known at the time the applicant’s qualification for admission was established, and
- This new information indicates that the applicant offered enrollment may no longer meet one or more of the Eligibility Requirements.

Section 1: Please list the specific question or criterion from Exhibit 1-1 for the eligibility requirements checked above that the applicant no longer meets.

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Section 2: What is the applicant's response to the specific question(s) asked from Section 1 above and/or how does the applicant no longer meet the specific criterion for the checked eligibility requirement(s)?

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Section 3: Identify the specific new information that Admissions Services could not have reasonably known that provided the basis for revisiting eligibility (i.e., document name and where the document was located, applicant stated the following during a specific interview, etc.).

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Section 4: Summarize your findings.

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Signature *(of Person Completing the Form)*:

Date:

Title:

Upload to the Health E-Folder under OTHER and notify the respective Regional Office by selecting the Flag for Regional Review within CIS.

Center Applicant File Review
Center Recommendation of Denial Form for Age or Low Income Due to Disability Status
(For Center Use)

(To be completed by the center's File Review Coordinator, i.e., Health and Wellness Director or designee)

Applicant Name: _____ **ID#:** _____
Center: _____ **Regional Office:** _____

Eligibility Re-evaluation due to Eligibility Requirement Criterion 2 (age) or Eligibility Requirement Criterion 3 (low income) from Exhibit 1-1 related to Disability Status <i>(i.e., the applicant is older than age of 24 and/or considered a family of one for low-income consideration because of being a person with a disability).</i>					
<input type="checkbox"/>	A.	Age	<input type="checkbox"/>	D.	Low Income
Summarize why the center does not believe this applicant to be a person with a disability.					

Signature *(of Person Completing the Form):* _____ **Date:** _____
Title: _____

Upload to the Wellness and Accommodation E-Folder (i.e., Health E-Folder under "OTHER.") and select the Flag for Regional Review within CIS.

**REFERRAL FOR ALTERNATE CENTER FORM
RECOMMENDATIONS TO BE SHARED WITH ADMISSIONS SERVICES**

Regional Office: As per PRH Chapter 1, Section 1.5, R6.a.1, if the center’s recommendation is supported by the Regional Health Specialist (RHS) and approved by the Regional Director or their designee, then the Regional Office notifies Admissions Services that the applicant’s file needs to be submitted to an alternate center for review. The notification should include this form so that Admissions Services may contact the applicant and assist in identifying the new center.

Applicant Name:	ID#:
Original Center:	RHS:
Reason for Recommendation of Alternate Center	
<p>The Regional Health Specialist (RHS) concurs with the recommendation from the center that health care needs are manageable at Job Corps as defined by basic health care services in PRH Chapter 2, Exhibit 2-4, but require community support services which are not available near center. Applicant should be considered for center with specific health support as checked below:</p> <p><input type="checkbox"/> 1. Access to current treatment providers/specialists in home state.</p> <p><input type="checkbox"/> 2. Access to medical or mental health agency offering services within reasonable distance from center.</p> <p><input type="checkbox"/> 3. Access to health specialist (specify type): _____.</p> <p><input type="checkbox"/> 4. Other: _____.</p>	

Admissions Services Guidance

Contact applicant and discuss needs identified above on this form. Once an appropriate alternate center is identified, submit the complete file along with a copy of this form to that center. The Health E-Folder should already contain the Health Care Needs Assessment that was completed and uploaded to E-Folder from the previous center.

Alternate Center Guidance

The alternate center completes the file review process within 15 calendar days to determine if the center can meet the applicant’s health care needs and the applicant’s current stability.

- If the alternate center finds that it can meet the health care needs of the applicant at their location, the applicant is scheduled for enrollment.
- If the alternate center believes that the applicant’s health care needs exceed those of basic care even with the access to local supports and services, then the alternate center must complete its own Health Care Needs Assessment and resubmit the file to the Regional Office for review.

See PRH Chapter 1, Section 1.5, R6.a, for more detail.

Regional Health Specialist’s Signature *Title* *Date*

Email form to the regional office along with other corresponding Recommendation of Denial Information.

FORM 1-07 EQUAL OPPORTUNITY NOTICE

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; and
- Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- *[Insert name, phone number, e-mail address, and mailing address for center's Equal Opportunity Officer]*, the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Student Signature

Date

Place a copy of the signed form in student's electronic file.