

November 27, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-11
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Use of Unauthorized Forms

1. Purpose. To ensure that only authorized devices are used to collect applicant/student health information and/or other personal information.
2. Background. It is essential that Job Corps has a fair and unbiased admissions process for all applicants, regardless of the health condition of the applicant (PRH-1.2, R4.d-e and R5, a.4.). The Health Questionnaire (Form ETA 6-53) is completed voluntarily after an applicant has been assigned to a center. This is the only form that can be used to inquire about a student's health status during the admissions process. The Admissions Counselor Assessment Tool (ACAT) is used by the Admissions Counselor to determine whether the applicant's educational and training needs can best be met through the Job Corps program; i.e., if there is a reasonable expectation that the applicant can participate successfully in group situations and not engage in behavior that would inhibit other students from benefiting from Job Corps.

The National Office of Job Corps and the Department of Labor's Office of Civil Rights have approved the ACAT and ETA 6-53 forms. However, some centers and National Training Contractors are using their own surveys/questionnaires/forms to document additional health/disability information on students who have already been enrolled in the program.

3. Action. The use of any means, other than those forms approved by the National Office of Job Corps, to collect health/disability information on Job Corps applicants or students is not authorized and must cease immediately.

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove, at (202) 693-3116, email: BGrove@doleta.gov.