

February 3, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-13
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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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Self-Certification for Non-Sample Applicants

1. Purpose. To issue guidance on documenting self-certification for non-sample students as described in the Policy and Requirements Handbook (PRH).
2. Background. The PRH Chapter 1: Outreach and Admissions, Exhibit 1-1, provides the policy requirement for documenting Job Corps eligibility for sample and non-sample individuals.

It has come to the attention of the National Office that the Job Corps Eligibility Self-Certification Sheet is still being used to document self-certification for non-sample individuals. **The use of this form is out of compliance and is not part of the PRH.** Exhibit 1-1, under Documentation Requirements, Non-Sample, states that "Applicant self-certifies on ETA- 652," (also known as the ETA 6-52 form, Job Corps Data Sheet).

The ETA 6-52 form has a box labeled "Sample." "No" should be indicated in the sample box [**Sample: No**] when documenting self-certification for a non-sample individual. No other form should be used to document self-certification.

3. Action. All Outreach/Admissions staff including Project Directors must ensure that the use of the Job Corps Eligibility Self-Certification Sheet is discontinued. The ETA 6-52 form, also known as the Job Corps Data Sheet, will be the only form used in processing self-certifications.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Maria Temiquel, at (202) 693-3118, or e-mailed to temiquel.maria@dol.gov.