

September 9, 2005

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 05-03
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE 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:**            Expedited Enrollment for Hurricane Victims

1.     Purpose. As a result of Hurricane Katrina, thousands of Americans along the Gulf Coast region have been separated from their families and homes. Many of them will be without access to public education or permanent housing for months; therefore, this notice provides the Job Corps community with direction on an expedited enrollment of Hurricane Katrina victims to help mitigate the impact of this disaster.

2.     Background. Currently, it can take several weeks to admit a young person into Job Corps. The expedited process, outlined below, strives for immediate admissions of interested individuals who are eligible following this streamlined process.

To aid in this process, centers across the country have been contacted and asked to report, on a priority basis, available training slots at their centers. As slots are identified, students from the most severely affected centers; i.e., New Orleans and Gulfport, upon request, will be given priority transfers. Applicants affected by this disaster who wish to enroll in Job Corps, will be assigned to a center based on vocational interest.

3.     Reference. Policy and Requirement Handbook, Chapter 1: Outreach and Admissions

4.     Action. To help alleviate the fallout from Hurricane Katrina, Job Corps' admissions staff should immediately begin extending their outreach efforts to the individuals impacted by the hurricane. Every effort should be made to help these individuals affected by this natural disaster understand Job Corps and the services we

provide. Since many evacuees may be without a source of income indefinitely, it is vital that we inform all potential applicants that admission into Job Corps will make them ineligible for Unemployment Insurance, Food Stamps and other forms of government aid.

Outreach and admissions staff members are encouraged to canvas homeless shelters and temporary housing facilities to perform direct outreach with the affected population. In addition, it is vitally important that admissions staff educate the Red Cross, FEMA, disaster counselors, community leaders, churches and other relief service workers on what Job Corps is and how to reach us.

Since some evacuees are being temporarily lodged on secure military facilities, access to these affected families may be a problem. Contractors should coordinate their outreach efforts with the appropriate military authorities and the COTR, to obtain clearance and access to these individuals.

To further aid in this effort, local outreach messages should be temporarily modified to appeal to the hurricane victims. A national media campaign, with information on what Job Corps can offer hurricane evacuees as a training and education program, is forthcoming.

### Program Overview

For the first couple of weeks following Hurricane Katrina, we anticipate the need for program overviews to larger groups housed in shelters and temporary group-housing facilities. To accommodate volume and expedite the program overview process, group presentations to interested applicants, their family and friends are recommended. Individuals interested in applying to the program should then go through an abbreviated confidential eligibility determination, as described below.

### Enrollment Procedures

Currently, applicant eligibility is assessed over time using a variety of eligibility criteria. Because of the urgency of the situation created in the aftermath of Hurricane Katrina, some of Job Corps' admissions policy requirements are temporarily suspended to expedite the enrollment process and to provide immediate relief to the victims and their families.

It is important to note that expedited processing may lead to the enrollment of students who would normally be excluded in a formal enrollment process. Per Job Corps policy, any student found to be ineligible at the time of screening or who was enrolled due to a screening error may be subsequently separated from the program.

### Sampling

Currently, all applicants with Social Security Numbers (SSN) ending in 03, 12, 17, 30, 93 become part of a sample group, requiring additional documentation to verify eligibility. For individuals impacted by Hurricane Katrina, sampling will be suspended and all applicants will be treated as non-samples. Further, for future accountability and

tracking purposes, applicants should be flagged as a 'Hurricane Katrina Victim' in the 'Record Selection Criteria' section of OASIS.

In addition, due to the destruction from Hurricane Katrina, some applicants may not have access to, or know their social security number. Admissions Counselors should work with the Job Corps Data Center, on a case-by-case basis, to obtain a Temporary Identification Number (TIN) for these applicants.

Of note, in the state of Louisiana a duplicate Birth Certificate can be obtained online for \$20, by providing the applicant's place of birth and parent's names. A duplicate Social Security card can be obtained with their Birth Certificate and a picture ID; a Job Corps ID is accepted by the Social Security Administration. To obtain both, takes approximately six-weeks.

#### Personal Career Development Plan (PCDP)

Currently, applicants who are determined to be eligible should participate in a Goal Setting and Career Planning session with an admissions staff. The information collected in this effort is documented to the Personal Career Development Plan (PCDP). To expedite the enrollment process, this requirement is suspended in the Outreach and Admissions phase and should be completed post-enrollment, at the center of assignment.

#### Admissions Counselor's Assessment Tool (ACAT)

The Admissions Counselor's Assessment Tool (ACAT) helps determine an applicant's capability to successfully participate in and benefit from, Job Corps. To expedite the enrollment process, this requirement is temporarily amended.

Further, since many applicants and their families, out of necessity, may have to be highly mobile - even during the expedited enrollment process - the need to capture vital contact information is critical. Therefore, a sample Job Corps Pre-Application Form (Attachment 1: Pre-Application Form) is attached for use with interested applicants and their families. This Pre-Application form should be used to capture needed information and as an abbreviated, temporary replacement of the ACAT. When completing the Pre-Application form, in the 'General Information' section, put the applicant's last known address, even though their residence may have been destroyed by the hurricane.

#### Eligibility Standards

As Hurricane Katrina has left so many individuals and families without homes or access to public education, many of the evacuee population at large already meet Job Corps' eligibility requirements. Below are the current eligibility standards and those that are still relevant for screening of the victims of Hurricane Katrina:

Current Standards	Hurricane Katrina Standards
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Age	
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Citizenship  
Parental Consent  
Child Care for Dependents Arranged  
Selective Service Registration  
Criminal and Behavioral History  
Admission Counselor's Assessment Tool  
Low Income  
Education and Training Needs

Citizenship  
Parental Consent  
Child Care for Dependents Arranged  
Selective Service Registration  
Criminal and Behavioral History  
Admission Counselors Assessment Tool

### Age and Citizenship

Minimally, Job Corps policy mandates a Social Security card (or other ID with SSN) as verification of age and citizenship, for non-sample applicants who self-certify. Therefore, since sampling is being temporarily suspended for this expedited enrollment process; we will accept this documentation as verification of age and citizenship and waive all other requirements.

For applicants who do not have their Social Security card, we will allow them to self-certify their number on the ETA 6-52, the Job Corps Data Sheet. For individuals with a disability, who are otherwise eligible, the maximum age-limit may be waived, per current PRH requirements.

### Parental Consent, Child Care for Dependents and Selective Service

Follow current PRH standards in assuring that parents and legal guardians give consent for minors who are not emancipated. Exceptions can be given for applicants who, with the assistance of the AC, have been unsuccessful in locating their parents/legal guardians, per current PRH standards.

Follow current PRH standards in assuring that applicants have made appropriate arrangements for childcare for dependents.

Inform male applicants, who are 18-years of age or older that by default, completing an ETA 6-52 Primary Applicant Form will automatically registered them for Selective Service.

### Health and Wellness

Little to no medical information may be available on these applicants from their health care providers. Admission counselors (AC) should explain the need for the applicant to answer medical and mental health questions honestly, to prevent the possibility of the enrollee being Medically Separated with Reinstatement Rights, if the center is unable to provide for the enrollee's mental health or medical needs. If the enrollee has a history of recent medical or mental health issues, this enrollee may not be a candidate for expedited enrollment. The AC should contact the receiving center directly, to discuss the enrollee's medical or mental health issues to determine if the applicant can be admitted to the center.

Additionally, admission counselors should contact the shelter's medical unit to obtain any available medical information including any immunizations given while in the shelter. Upon arrival on center, enrollees unable to locate or provide appropriate medical records will be subject to another series of immunizations.

### Criminal and Behavioral History

When possible, admissions staff should screen applicants for behavioral problems or criminal history that would exclude them from participation in Job Corps. We will be talking with Lexis-Nexis' background checks division to establish a partnership to screen Hurricane Katrina applicants, formal screening of behavioral records and criminal history will be streamlined through the use of this national tool.

Of note, in the affected areas, state courts should still be available for records checks. State Courts will have records of any felony and records of sexual offenders. The only unavailable would be municipal courts and county courts, which could have pending cases and minor offenses.

As usual, admissions staff should observe behavior throughout the application process to determine whether any unsafe or troubling behavior is displayed.

### Referrals

When possible, we will have other youth program partners with the ACs or at least their contact information in the event we have to deny an applicant. Per current PRH standards, any applicant denied admissions to the program should receive a referral to an alternate youth program.

Attached is additional information to assist in expedited enrollments.

5. Expiration Date. Until further notice
6. Inquiries. Inquiries should be directed to either Bill Harris at (202) 693-3088 [Harris.Bill@DOL.GOV](mailto:Harris.Bill@DOL.GOV) or Dennis Johnson at (202) 693-2876 [Johnson.Dennis@DOL.GOV](mailto:Johnson.Dennis@DOL.GOV).

For technical assistance on processing applications in OASIS, please contact the Job Corps Data Center Technical Assistance Center at [helpdesk@jobcorps.org](mailto:helpdesk@jobcorps.org).

Attachment

**Attachment 1: Pre-Application Form Page 1 (Can be completed by applicant)**

<b>GENERAL INFORMATION</b>			
Name:		Social Security Number:	
Address:		City:	Zip Code:
Date of Birth:	Age:	Place of birth:	
Phone Number:		Message Phone Number:	
Are you a US Citizen?	Yes:	No:	Race:
Marital Status:		What trade are you interested in?	
Do you have any dependent children?		Yes	No:
If yes, who will watch him or her while you are enrolled in Job Corps?		How many children do you have?	

<b>EDUCATIONAL INFORMATION</b>			
Have you been in Job Corps before?		Yes:	No:
If yes, why did you leave?		If yes, where:	
Were you enrolled in school?		Grade:	Do you have a HSD or GED?
Last school attended:		City:	State:
Highest grade finished:		How long have you been out of school?	
Reason for not completing prior education or training?			
Have you ever been in the military?		Yes:	No:
		Discharge date:	

<b>COURT HISTORY</b>		
Have you been arrested or appeared in court in the last three years?		Yes:
If yes, list ALL charges and courts:		No:
Name of probation officer:		Do you have to go to court for anything?
Is there a warrant for your arrest?		Do you owe fines, work hours?
Have you ever been in an institution?		If yes, where and when?

<b>MISCELLANEOUS INFORMATION</b>	
Do you smoke weed/marijuana?	Do you drink alcohol or beer?
Are you drug free?	
If female, is there any chance you are pregnant?	Do you have medical insurance?
If you have medical insurance, with whom (carrier's name)?	

<b>INCOME</b>	
Estimate your family's earned income:	# of people in home:
Your income, if you're 18 or not living at home:	
Have you received food stamps at any time in the last six months?	
Circle ANY of the following you currently receive: TANF (welfare); Social Security;	
Ward of State Care; Foster Child Care: Other (please list):	

<b>EMPLOYMENT</b>	
Before the hurricane, were you working?	Current or last hourly wage:
If not working, how long since you last worked?	

**Attachment 1: Pre-Application Form Page 2**

**(COMPLETE THIS PAGE, ONE-ON-ONE WITH APPLICANT)**

<b>PROGRAM OVERVIEW</b>		
Did applicant understand and accept Job Corps policies and requirements for:		
Zero Tolerance Policy	Yes	No
Drug Testing Policy		
Smoking Policy		
Dress Code		
Program Content		
Dorm Life and Clean-up Detail		
Rules and Regulations		
Does applicant express a positive attitude toward living in an ethnically diverse environment		

<b>CONTACT INFORMATION</b>			
<b>Mother or female guardian's</b>			
Name:		Address:	
City:		State:	Zip Code:
Home Phone#:	Work Phone#	Cell Phone#	
Do you keep in contact with your mother or female guardian?			

<b>Father or male guardian's</b>			
Name:		Address:	
City:		State:	Zip Code:
Home Phone#:	Work Phone#	Cell Phone#	
Do you keep in contact with your father or male guardian?			

<b>Relative or friend</b>			
Name:		Address:	
City:		State:	Zip Code:
Home Phone#:	Work Phone#	Cell Phone#	
Do you keep in contact with your relative or friend?			

<b>Other, who:</b>			
Name:		Address:	
City:		State:	Zip Code:
Home Phone#:	Work Phone#	Cell Phone#	

<b>Other, who:</b>			
Name:		Address:	
City:		State:	Zip Code:
Home Phone#:	Work Phone#	Cell Phone#	