

March 7, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-35
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Standardized Forms for Outreach and Admissions Providers

1. Purpose. To advise the Job Corps community that outdated Outreach and Admissions forms have been removed from the Job Corps Community website and that new standardized forms have been developed.

2. Background. The following forms have been revised or removed permanently from the Forms section of the Job Corps Community website: Verification of Income Worksheet, Job Corps Folder Inventory, Pre-Employment Agreement, and Job Corps Eligibility Self-Certification Sheet. The current status of each is as follows:

- a. The Job Corps Verification of Income Worksheet has been revised and will be released shortly in a separate Program Instruction.
- b. A standardized Applicant Folder Inventory has been developed and is available on the Job Corps Community website (click on Forms and then Job Corps Forms).
- c. The Pre-Employment Agreement has been removed from the website and will not be replaced because it duplicates information found in ETA Form 652.
- d. The Job Corps Eligibility Self-Certification Sheet has been removed from the website and will not be replaced. It includes criteria that should not be self-certified, as well as a request for Social Security Number on the form. To ensure that personally identifiable information is protected, handwritten forms are not to contain an applicant's Social Security Number.

3. Action. Please discard all of the outdated forms listed above. The new Applicant Folder Inventory is attached to this Program Instruction and is also available, as indicated, on the Job Corps Community website. The revised Job Corps Verification of Income Worksheet, which will be released shortly as an attachment to a separate Program Instruction, will also be available on the Job Corps Community website.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.

Attachment

Applicant Folder Inventory