

March 17, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-37
--

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: Revised Job Corps Verification of Income Document

1. Purpose. To inform the Job Corps community about the revised Verification of Income document to assist Admissions Counselors in determining if an applicant qualifies for the Job Corps program under the low-income criterion.
2. Background. One of the defining characteristics of the Job Corps program is to assist economically disadvantaged youth in their pursuit of a middle class life. To this end, it is of paramount importance that applicants meet the published guidelines used to measure low-income eligibility. This ensures that the program serves our intended population, and helps maintain public trust in Job Corps to carry out its mission.

The low-income eligibility requirement is established in the program's authorizing legislation, the Workforce Investment Act of 1998 (WIA). Specifically, WIA, Subtitle C, Sec. 144 states:

“To be eligible to become an enrollee, an individual shall be-

- (1) not less than age 16 and not more than age 21 on the date of enrollment, except that-
 - (A) not more than 20 percent of the individuals enrolled in the Job Corps may be not less than age 22 and not more than age 24 on the date of enrollment; and
 - (B) either such maximum age limitation may be waived by the Secretary, in accordance with regulations of the Secretary, in the case of an individual with a disability;
- (2) **a low-income individual;** and
- (3) an individual who is one or more of the following:
 - (A) Basic skills deficient.
 - (B) A school dropout.
 - (C) Homeless, a runaway, or a foster child.

(D) A parent.

(E) An individual who requires additional education, vocational training, or intensive counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment.

Exhibit 1-1 of the Job Corps Policy and Requirements Handbook (PRH) identifies documentation requirements for each of the program's eligibility criteria for both sample and non-sample applicants. The exhibit also delineates how sample applicants are identified based on the Social Security Number. An applicant with a Social Security Number ending with 03, 12, 17, 30, or 93 must provide a copy of all relevant source documentation, which must be retained in the applicant's file. Additionally, a Job Corps Admissions Counselor can require documentation of non-sample applicants if he or she is not confident the self-certifying information provided by the applicant is valid.

3. Low-Income Criteria. To qualify as low-income, one or more of these conditions must exist:

- a. *Public Assistance:* The applicant receives, or is a member of a family (see Appendix 101 for definition of "family") living in a single residence that receives cash public assistance payments under a federal, state, or local income-based public assistance program; or
- b. *Food Stamps:* The applicant is a member of a household that receives or within the six-month period prior to application was eligible to receive food stamps; or
- c. *Foster Child:* The applicant is a child for whom state or local government payments are made, or a ward of the state or court; or
- d. *Homeless:* The applicant is an individual who lacks a fixed, regular, adequate nighttime residence; any adult or youth who has a primary nighttime residence that is a public or privately operated shelter for temporary accommodation, an establishment providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- e. *Earned Income:* An applicant is 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 six-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 U.S. Department of Health and Human Services (DHHS), or (2) 70 percent of the Lower Living Standard Income Level (LLSIL).

4. Evaluate Applicant Income. In the event that an applicant's earned income must be evaluated to determine eligibility, the National Office of Job Corps has updated the Verification

of Income document to aid in this determination. This document, attached, consists of two principal parts, outlined below:

a. *Process for Reviewing Applicant Income Eligibility*

The first page of this document is a process guide detailing the steps that must be taken to determine if an applicant qualifies as low-income.

b. *Income Eligibility Table*

The second page of the document is a reference table of the Department of Labor's LLSILs, as well as the DHHS 2011 Poverty Guidelines. These are the current guidelines against which an applicant's earned income must be measured. Updated guidelines, including a revision of the attached table, will be distributed via a Job Corps Program Instruction when they are released by the Departments of Labor and Health and Human Services.

The third page of the attachment, a worksheet, is a supplement to the income eligibility table, to facilitate Admissions Counselors' calculations based on the table.

This document is also available for download on the Job Corps Community website (click on Forms, and then Job Corps Forms). The Community website is accessed via the Citrix portal.

5. Reference. Program Instruction 10-26, Poverty Guidelines and Lower Living Standard Income Level Guidelines for 2010.

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

7. Expiration Date. Until superseded.

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

Attachment

Process for Reviewing Applicant Income Eligibility, Income Eligibility Table, and Job Corps Verification of Earned Income Worksheet