

Job Corps Applicant Eligibility Folder Inventory

Admissions Counselors must use the following layout when creating an applicant folder. The checklist below includes documents that may be included in the applicant folder, as applicable. Documents that are not on this list should not be included. The Applicant Eligibility Folder Cover Sheet must be stapled to the front of the folder. Please see Exhibit 1-1 for more information on the types of documentation required.

Name of Applicant: _____

Student ID#: _____

Left Side	Right Side
<p>Folder Inventory</p> <p>Age One or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> U.S. passport <input type="checkbox"/> Driver's license/state identification card <input type="checkbox"/> Alien Registration Receipt Card: I-688A or I-688B <input type="checkbox"/> Temporary Residence Card, I-688; or Employment Authorization Card: I-551 or I-151 (green card) <input type="checkbox"/> Unexpired foreign passport containing employment authorization document I-94 <input type="checkbox"/> Other official forms or documents from other government agencies that identify the applicant's name and date of birth, such as school records, welfare documents, and employment records <input type="checkbox"/> Military Records (DD 214) 	<p>Parental Consent for Minors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent/guardian signature on approved Job Corps ETA Form 652 <input type="checkbox"/> Emancipation papers <input type="checkbox"/> Marriage license
<p>Selective Service Registration</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETA Form 652 	<p>Child Care (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child care certificate (ETA Form 682) <p>If applicant is applying to a solo parent dorm, then the following documents should be included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child's birth certificate <input type="checkbox"/> Child's Social Security Card <input type="checkbox"/> Child's immunization records
<p>Legal Resident Documentation One or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> U.S. passport <input type="checkbox"/> Social Security Card <input type="checkbox"/> Alien Registration Receipt Card: I-688A or I-688B <input type="checkbox"/> Temporary Residence Card, I-688; or 	<p>Behavioral Adjustment History & Court Involvement and/or Agency Supervision</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETA Form 655 Court Documentation <input type="checkbox"/> ETA Form 655A Institutional Statement <input type="checkbox"/> Criminal background results <input type="checkbox"/> Supplemental documentation relating to behavioral history; provide examples <input type="checkbox"/> Written statement from the court or appropriate

<ul style="list-style-type: none"> <input type="checkbox"/> Employment Authorization Card: I-551 or I-151 (green card); or <input type="checkbox"/> Unexpired foreign passport containing employment authorization document I-94 	<p>agency certifying approval of the applicant's release from its supervision, and that the applicant's release does not violate applicable laws and regulations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written statement from the court or appropriate agency that the applicant has responded positively to supervision, and that it will permit the applicant to leave the local area or state while enrolled in Job Corps <input type="checkbox"/> Receipt of paid fines over \$500 <input type="checkbox"/> Confirmation of completion of community service hours <input type="checkbox"/> Paperwork showing dismissal of criminal charges
<p>Low Income One or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One month's worth of paycheck stubs from each employer, for each working adult member of the family, during the last six months, which indicate the employer's name and date of the check <input type="checkbox"/> Income verification statements from, or documented phone calls with, employers <input type="checkbox"/> Letter of receipt of Social Security benefits <input type="checkbox"/> Tax returns, W2 <input type="checkbox"/> Letter or printout from appropriate government agency acknowledging family receipt of any form of public assistance, or documented eligibility for food stamps at the current time or within the previous six months; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker; letters of receipt of Unemployment Insurance <input type="checkbox"/> A letter from, or documented phone contact with, caseworker or public agency personnel attesting that the applicant is in foster care or is a ward of the court or state <input type="checkbox"/> A written description, as stated by applicant, of applicant's disability, or letter from, or documented phone contact with, doctor or staff from hospital or rehabilitation program or other appropriate agency, attesting to the applicant's disability <input type="checkbox"/> Statement of support, signed by applicant and support provider if possible 	<p>Readmission</p> <ul style="list-style-type: none"> <input type="checkbox"/> OASIS Readmission Report <input type="checkbox"/> Student Profile (640)
<p>Requires Additional Education and Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> ETA Form 652 and one or more of the following: 	<p>Required Non-Eligibility Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Right to Use Photographic Likeness or Moving Images Release Form (Exhibit 6-13)

<input type="checkbox"/> The GED certificate or official GED test scores <input type="checkbox"/> Foreign diploma <input type="checkbox"/> School transcript request documentation <input type="checkbox"/> A copy of a HSD or official transcript of completion <input type="checkbox"/> Documented efforts by AC to obtain school records or standardized test results	<input type="checkbox"/> Records Release Authorization Form (Exhibit 1-5) <input type="checkbox"/> Equal Opportunity Notice (Exhibit 6-11) <input type="checkbox"/> Parental Consent Form Non-Required Non-Eligibility Forms <input type="checkbox"/> Career Interest Assessment Tools, e.g., O*Net Interest Profiler, TABE Reading Locator <input type="checkbox"/> PCDP <input type="checkbox"/> State-specific parental consent form for Drivers' Learner Permit <input type="checkbox"/> State-specific parental consent form for GED test
Health and Disability History Envelope	
<input type="checkbox"/> ETA Form 653 <input type="checkbox"/> Authorization for Use and Disclosure of Your Health Information Form (HIPPA) <input type="checkbox"/> Job Corps Informed Consent to Receive Mental Health and Wellness Treatment <input type="checkbox"/> Medical Records <input type="checkbox"/> IEP <input type="checkbox"/> Reasonable Accommodation Request form <input type="checkbox"/> Psycho-educational reports <input type="checkbox"/> Other cognitive and achievement testing results <input type="checkbox"/> Any other protected medical/disability-related information (e.g., summaries from current and/or recent medical providers or treatment facilities, including mental health and substance abuse) <input type="checkbox"/> Immunization records <input type="checkbox"/> Chronic Care Management Plans provider form(s) <input type="checkbox"/> Orthodontic treatment form (if applicable) <input type="checkbox"/> Supplemental documentation relating to health and wellness (examples) <input type="checkbox"/> Copy of health insurance card (front and back)	

Admissions Counselor

Signature Date

Admissions Contractor Quality Check

Signature Date

Center Quality Check

Signature Date