

April 28, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-39
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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: Request for Comments on Revised Applicant Eligibility Folder Inventory Checklist; and Discontinued OA Forms

1. Purpose. To solicit comments on the revised Job Corps Applicant Eligibility Folder Inventory checklist, and to announce discontinued Outreach and Admissions (OA) forms.

2. Background. In Job Corps Program Instruction 10-35, the Office of Job Corps (OJC) released an Applicant Folder Inventory template. The template was intended to standardize the layout and types of documents included in applicant folders. Based on feedback from the field, OJC will be replacing this template with a comprehensive Applicant Eligibility Folder Inventory checklist and limiting the folder content to items on the checklist.

a. Stakeholders Input

The National Office will create a finalized checklist based on comments received from field staff. Once it is issued, only those documents on the checklist may be included in Applicant Eligibility folders.

b. Discontinued OA Forms

The National Office has recently reviewed the forms available on the Job Corps Community website. The following outdated and unused OA forms have been removed from the website and should no longer be used:

<u>OMB Form</u>	<u>Form Title</u>	<u>Date of Form</u>
ETA 628	Travel Authorization	Jan 1980
ETA 6-145	JC Privacy Act Statement	Jan 1994

ETA 632	JC Student Identification Card	Aug 1976
ETA 634	JC Itinerary	Mar 1976
ETA 656	Promise to Complete JC Training	Nov 1971
ETA 657	Enrollment and Departure Report	No date
ETA 660	Request for Readmission	Nov 1977
ETA 666	Notification of Applicant Status	Jan 1980
ETA 684	Welfare Agency	Sept 1976
ETA 698	Student Mobility Statement	Jun 1972

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

- a. Comments on the revised Job Corps Eligibility Folder Inventory checklist (see attachment) must be submitted to Wendy Manning **no later than Friday, May 13, 2011**.
- b. The folder inventory checklist will be finalized shortly after receipt of your comments and will then be distributed, for your use, in a Job Corps Program Instruction.
- c. A standardized Applicant Eligibility Folder Cover Sheet, and standardized Statement of Support Form, will also be released with the finalized Eligibility Folder Inventory checklist.

4. Expiration Date. Until superseded.

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

Attachment

Job Corps Applicant Eligibility Folder Inventory