

Appendix 104

Denial Letter Template for Admissions Counselors

Dear Applicant:

Thank you for your interest in Job Corps. It has been determined that Job Corps is not a program that best meets your needs at this time. As I explained to you, Job Corps has specific admissions requirements. Your application has been denied because it has been determined that you do not meet the (insert EAR criteria from box below) essential admissions requirement, which states that...(insert explanation from box below).

EAR Criteria	Explanation
Age	applicants must be at least 16 years of age and not more than 24 on the date of enrollment
Selective Service Registration (only applies to male applicants)	each male applicant has to provide a signed copy of the consent form containing authorization for Selective Service Registration
Legal U.S. Resident	an applicants must be (1) a legal U.S. resident or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Attorney General to work in the United States; or (3) resident of a U.S. territory.
Low Income	an applicant must qualify as a low income individual
Education/Training/Family Needs	an applicant must be one or more of the following: a school drop out prior to high school graduation; basic skills deficient; homeless, runaway or foster child; a parent; 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 meaningful employment
Authorization for Use and Disclosure of Health Information	an applicant or parent/legal guardian must sign the "Authorization for Use and Disclosure of Your Health Information" form
Parental Consent (only applies to unemancipated minors)	the parent/legal guardian of a minor applicant consented to the applicant's participation in Job Corps
Child Care (if applicable)	the applicant certifies that he or she has made suitable arrangements for child care
Meeting Needs of Applicant	the applicant's educational and training needs can best be met through the Job Corps program
Group Participation and	the applicant is likely to participate successfully in group

Understanding of Rules	situations and activities, and the applicant has been informed about and appears to understand the center's rules and the consequences of failing to follow those rules
Interference of Program Delivery	the applicant is not likely to engage in actions that would potentially prevent other students from receiving the benefit of the Job Corps program
Community Relations	It is unlikely that the applicant's behavior will impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities
Court Involvement and/or Agency Supervision	the applicant is not on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization such that it prohibits them from participation in the program
Maintenance of Sound Discipline	the applicant's behavior is compatible with the maintenance of sound discipline

If you wish to contest your admissions denial, you must send your request by mail to the following, within 60 days of the date of the determination:

Name and Address of Outreach and Admissions Agency

If your denial is not overturned or a decision is not issued within 60 days, you may file an appeal, by mail, with

Regional Director
Office of Job Corps
U.S. Department of Labor
Address
City, State, Zip code
Telephone number (voice)
Telephone number (TTY)

You have 60 days from the date of the denial to file your appeal with the Regional Director. Alternatively, if the decision from the Outreach and Admissions Agency or the Job Corps Center was not issued within 60 days of your filing your complaint, you must file your request for review with the Regional Director within 120 days of the date that you filed your complaint with the Outreach and Admissions agency.

Also, if you believe that your application has been denied because of discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, participation in any WIA Title I-financially assisted program or activity, or because legal requirements related to nondiscrimination were violated during the application process, you may file a discrimination complaint with either the designated Regional Office or the U.S.

Department of Labor's Civil Rights Center (DOL-CRC). Your complaint must be filed in writing, within 180 days of the date on this letter.

DOL-CRC's information is as follows:

Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW
Room N-4123
Washington, D.C. 20210
(202) 693-6502 (voice)
(202) 693-6515 (TTY)
CivilRightsCenter@dol.gov

For electronic versions of DOL-CRC's complaint form in English or Spanish (PDF or HTML format), please go to DOL-CRC's Web page at:
<http://www.dol.gov/oasam/programs/crc/EO.htm>

Although your application to attend Job Corps has been denied, you have taken a very positive step in seeking education and training. We encourage you to contact the agency below. This agency provides education, training or other services in your area.

Contact Name
Address
City, State, Zip code
Telephone number (Voice)
Telephone number (TTY)

Please contact me for any clarification regarding your application or for additional referrals in your area.

Sincerely,

Admissions Counselor