

## Appendix 105 Job Corps Applicant Eligibility Folder Inventory

Admissions Counselors must use the following layout when creating an applicant folder. Only the documents listed on this form should be included, as applicable. Please see Exhibit 1-1 for more information on the types of required documentation. The Applicant Eligibility Folder Cover Sheet must be stapled to the front of the folder and the inside left flap.

**Name of Applicant:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_  
**English Language Learner** Yes  No  If yes, specify language \_\_\_\_\_  
**Veteran** (see Exhibit 1-6) Yes  No

Left Side	Right Side
<p><b>Folder Inventory</b></p> <p><b>ETA 652</b></p> <p><b>Age/ Legal Resident Documentation</b></p> <p><input type="checkbox"/> Social Security Card (required)</p> <p><b>one or more of the following:</b></p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> U.S. passport</p> <p><input type="checkbox"/> Driver's license/state identification card</p> <p><input type="checkbox"/> Alien Registration Receipt Card: I-688A or I-688B</p> <p><input type="checkbox"/> Temporary Residence Card, I-688; or Employment Authorization Card: I-551 or I-151 (green card)</p> <p><input type="checkbox"/> Unexpired foreign passport containing employment authorization document I-94</p> <p><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.</p> <p><input type="checkbox"/> Military Records (DD 214)</p>	<p><b>Child Care (if applicable)</b></p> <p><input type="checkbox"/> Child care certificate (ETA 682) If applicant is applying to a residential parent dorm or applying for a child care allotment then the following documents should be included:</p> <p><input type="checkbox"/> Child's birth certificate</p> <p><input type="checkbox"/> Child's Social Security Card</p> <p><input type="checkbox"/> Child's immunization records</p> <p><input type="checkbox"/> Child's medical or physical records</p>
<p><b>Parental Consent for Minors</b></p> <p><input type="checkbox"/> ETA 652 (documents proving that signer is the parent of the minor may be included)</p> <p><input type="checkbox"/> Emancipation papers</p> <p><input type="checkbox"/> Marriage license</p>	<p><b>Behavioral Adjustment History &amp; Court Involvement and/or Agency Supervision</b></p> <p><input type="checkbox"/> ETA 655 Court Documentation</p> <p><input type="checkbox"/> ETA 655A Institutional Statement</p> <p><input type="checkbox"/> Criminal background results</p> <p><input type="checkbox"/> Supplemental documentation relating to behavioral history</p> <p><input type="checkbox"/> Written statement from the court or appropriate</p>

	<p>agency certifying the approval of the applicant's release from its supervision, that the applicant's release does not violate applicable laws and regulations</p> <ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Receipt of paid fines or court ordered restitution</li> <li><input type="checkbox"/> Confirmation of completion of community service hours</li> <li><input type="checkbox"/> Paperwork showing dismissal of criminal charges</li> </ul>
<p><b>Selective Service Registration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ETA 652</li> </ul>	<p><b>Readmission</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OASIS Readmission Report</li> <li><input type="checkbox"/> Student Profile</li> </ul>
<p><b>Low Income</b></p> <p><b>one or more of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one month's worth of paycheck stubs from each employer, for each working adult member of the family, during the last 6 months, which indicate the employer's name and date of the check.</li> <li><input type="checkbox"/> Income verification statements from, or documented phone calls with, employers</li> <li><input type="checkbox"/> Excludable income: Letter of receipt of Social Security benefits or letter of receipt of Unemployment Insurance</li> <li><input type="checkbox"/> Tax returns or W2s</li> <li><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 6 months; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker.</li> <li><input type="checkbox"/> A letter from, or documented phone contact with, caseworker or public agency personnel attesting to that the applicant is in foster care or is a ward of the court or state.</li> <li><input type="checkbox"/> A letter from, or documented phone contact with, a homeless shelter or support provider attesting that the applicant is homeless</li> <li><input type="checkbox"/> Statement of support, signed by applicant, AC, and support provider if possible</li> </ul>	<p><b>Required Non-Eligibility Forms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rights to Use Photographic Likeness or Moving Images Release Form (Exhibit 6-13)</li> <li><input type="checkbox"/> Records Release Authorization Form (Exhibit 1-5)</li> <li><input type="checkbox"/> Equal Opportunity Notice (Exhibit 6-11)</li> <li><input type="checkbox"/> Parental Consent Form</li> </ul>

<p><b>Requires Additional Education and Training</b>  <b>ETA 652 and one or more of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The GED certificate or Official GED Test Scores.</li> <li><input type="checkbox"/> Foreign diploma</li> <li><input type="checkbox"/> School transcript request documentation</li> <li><input type="checkbox"/> A copy of a HSD or official transcript of completion</li> <li><input type="checkbox"/> Documented efforts by AC to obtain school records or standardized test results.</li> </ul>	<p><b>Non-Required Non-Eligibility Forms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Career Interest Assessment Tools, eg. O*Net Interest Profiler</li> <li><input type="checkbox"/> PCDP</li> <li><input type="checkbox"/> State-specific parental consent form for Drivers' Learner Permit</li> <li><input type="checkbox"/> State-specific parental consent form for GED test</li> </ul>
<p><b>Health &amp; Disability History Envelope</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ETA 653</li> <li><input type="checkbox"/> Authorization for Use and Disclosure of Your Health Information Form (HIPPA)</li> <li><input type="checkbox"/> Job Corps Informed Consent to Receive Mental Health and Wellness Treatment</li> <li><input type="checkbox"/> Medical Records</li> <li><input type="checkbox"/> Individualized Education Program (IEP)</li> <li><input type="checkbox"/> Reasonable Accommodation Request form</li> <li><input type="checkbox"/> Psycho-educational reports</li> <li><input type="checkbox"/> Other cognitive &amp; achievement testing results</li> <li><input type="checkbox"/> Any other protected medical/disability-related information (i.e., summaries from current and/or recent medical providers or treatment facilities, including mental health and substance abuse)</li> <li><input type="checkbox"/> Immunization records</li> <li><input type="checkbox"/> Chronic Care Management Plans provider form(s)</li> <li><input type="checkbox"/> Orthodontic treatment form (if applicable)</li> <li><input type="checkbox"/> Supplemental documentation relating to health and wellness (examples)</li> <li><input type="checkbox"/> Copy of health insurance card (front and back)</li> </ul>	

**Admissions Counselor**

\_\_\_\_\_  
 Signature Date

**Admissions Contractor Quality Check**

\_\_\_\_\_  
 Signature Date

**Center Quality Check**

\_\_\_\_\_  
 Signature Date