

February 10, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-25
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Electronic Folder (e-folder) Record Management Process for Applicants Recommended for Denial

1. Purpose. To clarify the e-folder record management process for applicants recommended for denial to Job Corps centers.

2. Background. The Job Corps Data Center (JCDC) is working with Job Corps Regional Offices, selected centers, and Outreach and Admissions (OA) agencies on the implementation of the e-folder. E-folder is an application developed by the JCDC Technical Team as an integrated module within the Career Development Services System Suite of Applications to replace current paper-based student records management. With document scanners integrated with Outreach and Admissions Student Input System and Center Information System applications, OA Counselors and center staff can scan the required student documents directly into the centralized secure database, thus eliminating the need to maintain the hard-copy student personnel folder.

The use of e-folder has obvious cost and efficiency benefits, but the interface with the regional review process of applicants recommended for denial requires additional consideration. The Regional Administrative File Review Coordinator and Regional Health Specialists who review applicants' folders do not have electronic access to applicants' e-folders, and rely on paper records to complete reviews.

Currently, some centers using e-folders are not providing the applicants' entire files to the Regional Offices. While it is especially important to have all of the standard health and disability documentation included, the Regional Administrative File Review Coordinator and Regional Health Specialists need to review the entire file, and have access to all information. A review of the other documents in the file can result in obtaining valuable information that can assist Regional Health Specialists in making their recommendations to Regional Directors.

3. Action. Any center using e-folders must print out the admissions file in its entirety when submitting as a recommendation of denial to the Regional Office, along with the required paperwork as per Policy and Requirements Handbook Appendix 107, Applicant File Review Guidance – Center Process: Regional Review – Preparing Documentation for Regional Review. Once e-folder is fully deployed, Regional Office staff will have the ability to review the files electronically, and it will no longer be necessary for centers to print out the admissions files.

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

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at abnathy.carol@dol.gov, or Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.