

July 12, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-02
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Award of Criminal Background Check Support Contract

1. Purpose. To provide the Job Corps system with notification of a national support contract to provide Criminal Background information for all Job Corps applicants.

2. Background. Job Corps conducts enrollment-service activities via contractual agreements with organizations in the private sector. Within the context of outreach and admissions, these organizations are required to check for and obtain criminal background information on all applicants. Information that appears on criminal background checks has bearing on Job Corps admissions decisions. Currently, applicant background checks are obtained from local jurisdictions where the applicant has lived for the 3-year period prior to application, based on applicant's self-disclosure.

In accordance with the Workforce Innovation and Opportunity Act (WIOA) and Job Corps policy, Job Corps Admissions Counselors must identify, based on information obtained, any involvement with the criminal justice system, and apply that information to program eligibility requirements. This includes whether an applicant is on probation or parole, under a suspended sentence, or under court supervision; has been convicted or is pending a conviction for a crime within a category that would exclude the applicant from program participation; or whether a series of convictions exists for other crimes that would impact successful participation in the Job Corps program, group participation, maintenance of sound discipline, positive center culture, and/or community relations.

In May 2016, the Employment and Training Administration (ETA) awarded a contract with a national provider to conduct criminal background checks for all Job Corps applicants. The contractor also will conduct a second criminal background check for all new arrivals, on or about 60 days following arrival on center. Conducting criminal background checks in this manner will:

- Expand the geographic scope of available criminal information
- Increase accuracy of information received
- Improve timeliness of information received
- Provide information to admissions counselors “on demand” – within 1 business day for most requests
- Provide consistent reporting formats and protocols so that authorized users will receive the information presented to them in a uniform manner
- Automatically provide “flagged” information so that authorized readers will more readily observe areas of concern that may exist within the background report
- Improve the integrity of the application process as a result of information not disclosed or not disclosed accurately by applicant
- Expect work-hour burdens and paperwork burdens for Outreach and Admissions (OA) contractors to decrease (as related to time spent on obtaining criminal background information)
- Provide a mechanism for a standard policy- and protocol-related to conducting criminal background checks for Job Corps applicants

For each Job Corps applicant, the contractor will collect and provide all publicly available information related to criminal justice involvement for all reporting states, counties, and municipalities, and will automatically report that activity directly to the requestor, in most instances within 1 business day.

3. Action. The National Office of Job Corps intends to conduct a test for implementing the new system for criminal background checks, in pre-selected region, for approximately 30 days. After the initial 30-day test period, the “live” application, which will be accessed by users (OAs) through a web portal, will be rolled out to a new region approximately every 30 days until all regions have access to and are utilizing the new system. The test period in the pre-selected region is scheduled to begin August 1, 2016. It is expected that all regions will have access and will be using the application by January 31, 2017. The roll-out schedule for regional use of the application is as follows:

August 3, 2016	Test period initiated – Atlanta Region
September 1, 2016	San Francisco Region initiated
October 3, 2016	Dallas Region initiated
November 2, 2016	Philadelphia Region initiated
December 1, 2016	Boston Region initiated
January 1, 2017	Chicago Region initiated

Use of the criminal background check Web portal will be mandatory for conducting the minimum background checks for all Job Corps applicants. A Policy and Requirements Handbook Change Notice will be released in the near future.

The contractor, *Mind Your Business (MYB)*, will host a Web portal that they have developed for the exclusive use of Job Corps admission staff and others as approved by the National Office for requesting criminal background information. Training for OA Operators to access and use the site will be delivered via Webinar, and will be scheduled for each region in accordance with the planned rollout schedule (above). Dates/times for the OA training Webinars will be announced by the Job Corps Data Center as part of their ongoing training schedule, special announcements, and additional Information Notices.

Training for Center Operators will be scheduled and announced separately.

The service provided by the contractor includes a Help Desk to assist users with all technical questions/issues during and following initial implementation. Additional information about Help Desk services will be provided during the training Webinars and will be made available on the Web portal.

Regional Director, OA/CTS providers, and Center Directors shall ensure this notice is distributed to all appropriate staff.

4. Effective Date. July 1, 2016
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at (202) 693-3008 or kyle.andrea@dol.gov; or Kevin Culp at (202) 693-3679 or culp.kevin@dol.gov.