



September 26, 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-07

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
 ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

A handwritten signature in blue ink that reads "Lenita Jacobs-Simmons".

SUBJECT: National Background Check Requirements for Job Corps Applicants

1. Purpose. To clarify processes of implementing national background checks for Job Corps applicants.
2. Background. Program Instruction Notice 16-02 notified the Job Corps system of a national support contract to provide criminal background information for applicants. All Outreach and Admissions (OA) providers received training on the national background check system provided by Mind Your Business, Inc., (MYB), as of April 2017. **An MYB criminal background check is required for all Job Corps applicants, regardless of age and geographic location.**

This national approach has been implemented in order to perform due diligence to (1) comply with the Workforce Innovation and Opportunity Act (WIOA) in identifying and disqualifying applicants with specific criminal convictions; (2) ensure a consistent approach is taken for every Job Corps applicant; and (3) reduce the amount of time and effort OA users expend to obtain applicants' criminal background information.

After completing the mandatory training, OA users are authorized to initiate and receive MYB-generated criminal background checks. Currently, MYB training is provided monthly through a live Webinar announced on the Job Corps Data Center training calendar. In the future, the mandatory MYB training will be fully Web-based and on-demand, so each trainee may receive training promptly and at a time convenient for him or her.

For juvenile records, MYB has informed Job Corps that juvenile records may appear during the background check process in some jurisdictions, and may not appear in others. MYB endeavors to attain all publicly available information related to criminal-justice involvement within the reporting states, counties, municipalities, and within national data bases.

Admission Counselors are reminded not to initiate a background check for any applicant until an application for that applicant has been officially opened in OASIS.

3. Action. OA providers must use the national criminal background check service for all those applying for enrollment in Job Corps. Additional processes employed by OA providers, when warranted, is permissible and at the discretion of the OA provider. This may occur if MYB has reported a delay in obtaining the information required for their comprehensive report. (In those cases, the OA may use an alternative source to ensure that the application process is not slowed. However, if new information is received as a result of the MYB report, it must be reviewed as appropriate, and included in the assessment of eligibility.) All criminal background reports received must be made a permanent part of each applicant's application records.

Addressees are to ensure this Program Instruction Notice is distributed to all Outreach and Admissions providers.

4. References. Job Corps Program Instruction Notice 16-02.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at (202) 693-3008 or kyle.andrea@dol.gov.