



SEP 29 2017

**DIRECTIVE:            JOB CORPS INFORMATION NOTICE NO. 17-11**

**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 EQUAL OPPORTUNITY OFFICERS  
                             ALL CENTER USERS

**FROM:**                LENITA JACOBS-SIMMONS *Lenita Jacobs Simmons*  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            Applicant File Review and Student Health Leave – Summary of  
                             Upcoming Changes

1.     **Purpose.** To provide a *Summary of Planned Changes to Applicant File Review and Student Health Leave* that will be effective November 1, 2017.
2.     **Background.** In order to provide time for the Job Corps community to prepare students, centers, and Department of Labor staff for upcoming changes, this Information Notice provides a *Summary of Planned Changes to Applicant File Review and Student Health Leave*. The ePRH Change Notice for updates to the Applicant File Review process and new Student Health-Leave System will be issued November 1, 2017.
3.     **Action Required.** Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4.     **Expiration Date.** Until superseded.
5.     **Inquiries.** Inquiries should be directed to Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment

*Summary of Planned Changes to Applicant File Review and Student Health Leave*

## **Summary of Planned Changes to Applicant File Review and Student Health Leave EFFECTIVE November 1, 2017**

As part of Job Corps' initiative to streamline and modernize policy, and be in compliance with applicable laws, Job Corps identified aspects of the Applicant File Review and Medical Separation processes and procedures that require updating to better align with workplace practices, as well as disability nondiscrimination and medical leave related laws.

Proposed changes are designed to:

- ensure all centers and regions follow consistent applicant file review procedures using e-Folder, and use appropriate forms that are in compliance with applicable disability laws;
- update the health leave policy to be in line with workplace sick leave procedures and ensure compliance with applicable non-discrimination and medical leave-related laws; and,
- revise the *Direct Threat Assessment* and *Health-Care Needs Assessment* procedures to account for both students and applicants, and ensure compliance with applicable non-discrimination laws.

This document describes the upcoming changes to the electronic Policy and Requirements Handbook (ePRH) by modifying the Applicant File Review and Health-Leave Systems effective November 1, 2017. The most significant changes are summarized below.

### **Changes to Applicant File Review**

- Require Outreach and Admissions Providers, centers, and Regional Offices to utilize e-Folder for the storage and transmission of disability-related information for those with a need-to-know. Procedures for file review will be amended to reflect implementation of e-Folder.
- General word changes to the Outreach and Admissions Provider Responsibilities in the Admissions Process will be made to clarify center responsibilities and requirements. There will be additional language added to further define a disability as related to cognitive-related impairment.
- Modify the "Conditional Offer of Enrollment" process for qualifying applicants as eligible based upon their disability status, so that there is a process for not only certifying individuals who exceed the enrollment age limitations, but also for those who only meet the income requirements if they are determined to be an individual with a disability.

- Clarify the reasons that a center may return files to an Admissions Counselor and vice-versa, such as special circumstances or allowable withdrawals of application.
- Amend the Applicant File Review Standard Operating Procedure (SOP) requirements to more clearly delineate how a center should monitor, maintain and track an applicant file (e.g., additions to the applicant file review tracking log) from the time the file arrives on center until the applicant is accepted into the program and assigned a start date, recommended for denial, and a final disposition is made by the Regional Office, or the applicant file has been returned to the Admissions Counselor and the application withdrawn only for those reasons allowable under Job Corps policy.
- Require centers to complete the applicant file review process for files of applicants who are in a treatment facility or other similar residential type program or the center file review team is made aware of new information related to an individual's legal status such as probation, Clarifying language was added that guides a center to complete the applicant file review process by either making a determination of enrollment or recommending denial under health care needs, direct threat, or eligibility review instead of returning the applicant file to the Admissions Counselor.
- Allow centers to make recommendations of denial related to eligibility certification for "students" (e.g., after enrollment) based upon new information that the Admissions Counselor could not have reasonably known at the time of the applicant is certified as eligible.
- Require centers to refer to Appendix 605 of the PRH when accessibility concerns arise either with applicants or students already enrolled in the program.
- Require centers and regions to use uniform procedures for processing applicant appeals, withdrawals of application, and reapplications to Job Corps.

### **Changes to Health-Leave Policies and Procedures**

- Add in new paid duty status category "Not Present for Duty – Short-Term Health Leave." Short-Term Health Leave will mirror standard workplace policies regarding sick leave, and may be used to seek treatment or recover from an illness. This category will grant students 5 days per a 6-month period. Verification by a medical provider will be required for 2 or more consecutive days.
- Add in new unpaid duty status category "Not Present for Duty – Long-Term Health Leave." Long-Term Health Leave is intended for those students with a disability or chronic illness who require extended leave for recovery or management. This category will grant students a pool of 180 days per enrollment. Long-Term Health Leave must be verified and documented by center clinician (physician/nurse practitioner/physician assistant, center mental health consultant, dentist, and TEAP

specialist). It will be granted with either: 1) a forthcoming *Care Management and Leave Plan* signed by center Health and Wellness staff and/or the student's treating provider, and the consenting student, **OR** 2) a *Direct-Threat Assessment* or a *Health-Care Needs Assessment* conducted by center clinician with review and clinical approval by the Regional Office via e-Folder.

- Provide a standardized process for Long-Term Health Leave. Forthcoming Appendices 612 and 613 will outline and clarify the processes for Long-Term Health Leave.
- Eliminate the student separation category "Medical Separation with Reinstatement Right (MSWR)." Students will be required to use Long-Term Health Leave days to address matters that require extended leave.

### **Changes to Direct-Threat and Health-Care Needs Assessment Processes**

- Amend language in the Appendices to ensure compliance with current legal- and disability-related statutes.
- Modify and clarify center applicant file review team roles and responsibilities for conducting either a *Health-Care Needs Assessment* or a *Direct Threat Assessment* as part of the admissions process to include accommodations considerations.
- Clarify that only clinicians (physicians/nurse practitioners/physician assistants, center mental health consultants, dentists, and TEAP specialists) may conduct and sign as **the licensed provider responsible for the content of the assessment**.
- Clarify that *Direct-Threat Assessments* only may be conducted for applicants and students with disabilities.
- Amend the language to allow for the assessments to be conducted on Job Corps students for Long-Term Health Leave. For students who do not consent to Long-Term Health Leave through a signed *Care Management and Leave Plan* but medically necessitate Long-Term Health Leave, Regional Office clinical approval will be required. A recommendation of Long-Term Health Leave in these cases will be justified via *Direct-Threat Assessment* or *Health-Care Needs Assessment* and sent to the Regional Office for clinical review via e-Folder. The clinical review and approval process will mirror the applicant file review process, but for students. Forthcoming Appendices 612 and 613 will outline and clarify responsibilities and requirements for Long-Term Health Leave.