

## **Office of Job Corps Expedited Applicant Enrollment for Natural and Man-Made Disaster Victims**

### **Enrollment Procedures**

The enrollment process can be time consuming, as applicants are assessed on a variety of eligibility criteria. Due to the urgency of any natural or man-made disaster situation, Job Corps will expedite the enrollment process as described below. Currently, it may take weeks or months to admit a new young person into Job Corps – this expedited process will strive for immediate admissions in a temporary, streamlined, process.

Please note that this process does not exempt applicants from any eligibility criteria, but instead allows for temporary self-certification for those applicants who may have difficulty accessing the required documentation. As such, an expedited process may lead to the enrollment of some students who would be excluded in a formal enrollment process. Per Job Corps' Policy and Requirements Handbook (PRH), any student who is found to be ineligible at the time of screening or was enrolled due to a screening error, may be subsequently separated from the program.

### **Eligibility Standards**

As a natural or man-made disaster can leave so many without homes or access to public education, the evacuee population at large already meets many of Job Corps' eligibility requirements. Since many evacuees may be without a source of income indefinitely, the Job Corps program will inform all potential applicants that, as a result of admission into the Job Corps program, they will be individually ineligible for unemployment insurance, food stamps, and possibly other forms of government aid.

### **Low-Income Eligibility**

The program anticipates that many potential applicants will be housed in temporary residences, which will make them eligible under the "homeless" provision of the low-income criterion. For these applicants, no additional income information is required, and they will be coded as "homeless" in Job Corps' system. Applicants will be flagged as expedited enrollment students in the Outreach and Admissions Student Input System (OASIS).

For an applicant with a permanent residence, he or she will be permitted to **self-certify** as receiving public assistance, his or her status as a foster child, or his or her family's income. These applicants will be informed of the low-income threshold for their geographic area and be required to provide documentation after enrollment, when such documents become available.

### **Citizenship and Residency**

Minimally, the Job Corps policy mandates a Social Security card (or other ID with SSN) as verification of citizenship or legal residency status. For those applicants who do not have their Social Security card, Job Corps will allow them to self-certify their SSN on ETA 652.

For those applicants who neither have their Social Security card nor know their SSN, Job Corps will work with the applicants to request this information from the Social Security Administration, and assign each student a unique, temporary, identification number.

### **Parental Consent, Child Care for Dependents, and Selective Service**

Assure that parents and legal guardians give consent for unemancipated minors. For individuals with a disability, who are otherwise eligible, the maximum age limit may be waived, per current PRH standards.

Assure that applicants have made appropriate arrangements for child care.

Inform male applicants, who are 18 years of age or older, that completing the ETA 652 will automatically register them for Selective Service.

### **Criminal and Behavioral History**

Where possible, Job Corps will screen applicants for behavioral problems and criminal history that would exclude them from participation in the Job Corps program. As usual, Job Corps will be observing behavior throughout the application process to determine whether any unsafe or troubling behavior is displayed, but formal screening of behavioral and criminal history will be streamlined as much as possible.

In the affected areas, state courts should still be available for records checks. State courts will have records of felony and sexual offenses. The only unavailable records may be municipal courts and county courts, which could have pending cases and minor offenses.

### **Health and Wellness**

Limited medical information may be available on these applicants from their health care providers. Admissions Counselors (ACs) will explain the need for the applicant to answer medical and mental health questions honestly, to prevent the possibility of the enrollee being medically separated if the center is unable to provide for the enrollee's mental health or medical needs. If the enrollee has a history of recent medical or mental health issues, this enrollee may not be a candidate for expedited enrollment. The AC will contact the receiving center directly to discuss the enrollee's medical health issues to determine if the applicant can be admitted to the center.

### **Personal Career Development Plan**

Currently, applicants who are determined to be eligible for the program participate in a goal-setting and career-planning session with an AC. The information collected in this effort is documented in the Personal Career Development Plan. To expedite the enrollment process, this requirement is temporarily suspended, and will take place once the applicant is enrolled and has arrived on center.

### **Referrals**

In the event an applicant is denied enrollment, Job Corps will provide the contact information for the local One-Stop career center and other education and training programs. Job Corps will not simply deny an applicant without having other alternatives readily available.