

**ESSENTIAL ADMISSIONS REQUIREMENTS**

**CRITERION A. AGE**

The applicant must be at least 16 years of age and not more than 24 years of age on the date of enrollment (i.e., date of arrival at the center, or date of departure for a center if using government-furnished transportation). The upper-age limit shall be waived for individuals with disclosed disabilities who meet all other eligibility requirements. The minimum age requirement of 16 remains the same regardless of disability status.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>   |
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| <p>A copy of each document used in the assessment/verification to demonstrate eligibility under this criterion must be retained in the applicant’s file. Acceptable identifying information, including applicant’s name and date of birth, consists of:</p> <ul style="list-style-type: none"> <li>• Birth certificate, with place of birth and document registration number; or</li> <li>• Driver’s license/state identification card; or</li> <li>• U.S. passport with date of issuance and document registration number; or</li> <li>• Department of Homeland Security (DHS) documents: date of issuance, Alien Registration Number, country of citizenship, and expiration date (as appropriate); or</li> <li>• Official eligibility form from other government agencies with agency issuing form, title of form and form identification, date completed, and purpose of form.</li> </ul> | <p>The Admissions Counselor (AC) must review and verify all source document information used to demonstrate eligibility under this criterion. Acceptable source documents, which must state the applicant’s date of birth, include:</p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Driver’s license/state identification card</li> <li>• U.S. passport</li> <li>• Department of Homeland Security (DHS) documents</li> </ul> <p>Document I-551, I-9, or I-94; or other official forms or documents from other government agencies that identify the applicant’s name and date of birth, such as school records, welfare documents, military records, and employment records.</p> |

**GUIDANCE**

Disability: Follow process described in Section 1.2 R7 of PRH Chapter 1.

The Regional Office staff makes the required administrative changes in OASIS if the applicant meets the qualifications for waiver of the upper-age limit qualifications.

**ESSENTIAL ADMISSIONS REQUIREMENTS****CRITERION B. SELECTIVE SERVICE REGISTRATION**

A male applicant age 18 and older must comply with Section 3 of the Military Selective Service Act (50 USC App. 451) by registering with the Selective Service.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>   |
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| <p>A copy of the consent form containing the Selective Service Authorization must be completed, signed, and retained in each male applicant's file.</p> <p>For female applicants, the notation "NA/F" shall be placed in the Selective Service authorization space on the consent form.</p> | <p>The AC must ensure that all male applicants sign the consent form containing authorization for Selective Service Registration. This applies even if the applicant has documentation (e.g., Selective Service registration card, or letter of acknowledgment from Selective Service Board) that he is already registered with the Selective Service system. If the applicant is already registered, the computer data will show that the student is registered and will not register him again.</p> |

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**CRITERION C. LEGAL U.S. RESIDENT**

The applicant must be a (1) United States citizen or national, including naturalized citizen; or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Attorney General to work in the United States; or (3) resident of a U.S. territory. Applicants must remain in legal status throughout the length of his/her stay in Job Corps as well as during the period allotted for the receipt of graduate services.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>  |
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| <p>A valid Social Security card is required from all applicants; a copy must be placed in the file. If applicant has lost his or her Social Security card, a copy of another official document that lists the Social Security number (e.g., driver’s license, state ID, school record, tax record, W-2) must be placed in the admissions file. Applicants should be encouraged to obtain a replacement Social Security card.</p> <p>A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file, as appropriate.</p> | <p>1. <b>Non-Citizens:</b> The AC must review and verify all source document information used to demonstrate eligibility. Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Employment Authorization Card: I-551 or I-151 (green card); or</li> <li>• Employment Eligibility Verification: I-9</li> <li>• Unexpired foreign passport containing employment authorization document I-94.</li> </ul> <p>2. <b>Citizens:</b></p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• U.S. passport</li> </ul> |

**ESSENTIAL ADMISSIONS REQUIREMENTS****CRITERION D. LOW INCOME**

To qualify as low income, one or more of these conditions must exist:

**Public Assistance:** Receives, or is a member of a family (see Appendix 101 for definition of “family”) living in a single residence that receives cash public assistance payments under a federal, state, or local income-based public assistance program;

**Earned Income:** An individual, or a member of a family living in a single residence that has received total family income (see Appendix 101 for definition of “family income”) for the 6-month period prior to application, which, in relation to family size, was not in excess of the higher of (1) the poverty level determined in accordance with criteria established by the Department of Health and Human Services (DHHS); or (2) 70 percent of the Lower Living Standard Income Level (LLSIL);

**Food Stamps:** Is a member of a household that receives or within the 6-month period prior to application was eligible to receive food stamps;

**Foster Child:** A child for whom state or local government payments are made, or a ward of the state or court; or

**Homeless:** An individual who lacks a fixed, regular, adequate nighttime residence; any adult or youth who has a primary nighttime residence that is a publicly or privately operated shelter for temporary accommodation, an establishment providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

**Person with a Disability:** An individual with a disability that presents barriers to obtaining employment and *whose own income meets the Public Assistance or Earned Income criteria*, regardless of whether the individual is a member of a family whose income does not meet those criteria.

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**Criterion D. Low Income (continued)**

| Documentation Requirements   | Assessment/Verification Requirements   |
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| <p>A copy of each document used in the assessment/ verification process to demonstrate eligibility, must be retained in the applicant’s file.</p> <p><b>Documentation must be obtained from every applicant.</b></p> | <p>The AC must review and verify all source document information used to demonstrate eligibility under the following criteria:</p> <p><b>Person with a Disability:</b> Follow process described in Section 1.2, R7 of PRH Chapter 1. <b>A person with a disability must meet the low-income eligibility criteria.</b></p> <p><i>Information pertaining to an applicant’s disability must be placed in a separate file, which must be:</i></p> <ul style="list-style-type: none"> <li>• stored separately from all other information about the applicant; and</li> <li>• accessible and available only to authorized persons (e.g., hard copies must be stored in a locked cabinet or room; electronic copies must be password-protected. In either case, access to the key or knowledge of the combination or password must be strictly limited.) See Appendix 607.</li> </ul> <p><b>Homeless:</b> Review documented phone contact with support provider or complete Statement of Support form describing how the applicant is being supported in the absence of any significant income. The Statement of Support form can be found in Exhibit 1-7.</p> <p>The AC must review and verify all source document information used to demonstrate eligibility under this criterion. Acceptable source documents include:</p> <ul style="list-style-type: none"> <li>• Documentation of receipt of any type of public assistance currently, or eligibility to receive food stamps within the last 6 months prior to application for Job Corps;</li> <li>• Paycheck stubs fromr each employer, for each working member of the family, during the last 6 months, which indicate the employer’s name and date of the check;</li> <li>• Letters of employment verification;</li> <li>• Documentation of excludable income.</li> </ul> <p><b>Public Assistance:</b> The AC must review and verify all source document information used to demonstrate eligibility. Acceptable source documents include a letter</p> |

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|  | <p>or printout from appropriate government agency acknowledging family receipt of any form of public assistance, or documented eligibility for food stamps at the current time or within the previous 6 months; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker.</p> <p><b>Earned Income:</b> Income verification statements from, or documented phone calls with employers; paycheck stubs, tax returns, or W-2s; unemployment insurance quarterly wage records; documentation of excludable income, such as letters of receipt of unemployment insurance or Supplemental Security Income, or copies of checks. Excludable income is not to be confused with public assistance.</p> <p>When determining income eligibility for a person who applies to Job Corps as an individual, the AC must use the “Family Unit of One” standards in the official Poverty Guidelines, as revised by the Department of Health and Human Services. When using the LLSIL guidelines (<a href="http://www.doleta.gov/lisil/">http://www.doleta.gov/lisil/</a>), the AC must use the “Family of One” column.</p> <p>Applicants must be required to complete a Statement of Support form categorized under Homeless when (1) the applicant has zero or minimal income, (2) the claimed income appears unrealistic relative to family size, or (3) no income documentation is available.</p> <p><b>Foster Child:</b> The AC must review and verify all source document information used to demonstrate eligibility. Acceptable source documents include foster care, ward of court, or state; letter from, or documented phone contact with caseworker or public agency personnel attesting to the status of the applicant.</p> |
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**GUIDANCE**

Definitions of family and family income are outlined in Appendix 101.

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**CRITERION E. EDUCATION/TRAINING/ FAMILY NEEDS**

The applicant must be one or more of the following:

**A school dropout:** The individual is a school dropout prior to high school graduation.

**Requires additional education:** The individual requires additional education, career technical training, or intensive career counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment.

**Basic skills deficient:** The individual has English reading, writing, or numeracy skills at or below the 8th grade level on a generally accepted standardized test, or a comparable score on a criterion-referenced test.

**Foster Child:** A child for whom state or local government payments are made, or a ward of the state or court.

**Homeless:** An individual who lacks a fixed, regular, adequate nighttime residence; any adult or youth who has a primary nighttime residence that is a public or privately operated shelter for temporary accommodation, an establishment providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

**Parent:** Father or mother or as otherwise defined by statute, such as through adoption or same sex relationships, or an individual who, in law, has custody, guardianship, or access rights in regard to a child and who may have corollary obligations to financially support a minor, typically by way of child support.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>   |
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| <p>A copy of each document used in the assessment/ verification process to demonstrate eligibility under this criterion must be retained in the applicant’s file in all cases:</p> <p>ETA 652 indicates no high school diploma or GED.</p> <p>A copy of request(s) for official records (Records Release Authorization)</p> <p>ETA 652 indicates applicant has HSD or GED. A copy of one of the following documents must be retained in the applicant’s file:</p> <ul style="list-style-type: none"> <li>• GED certificate or official GED test scores; or</li> <li>• Acceptable high school diploma or official transcripts indicating graduation date; or</li> <li>• Acceptable foreign diploma.</li> </ul> | <p>The AC must review and verify all source document information used to demonstrate eligibility under this criterion, when applicable. One or more of these factors must exist for the applicant to be determined eligible for enrollment.</p> <p><b>ETA 652 indicates no high school diploma or GED:</b><br/>In-school applicants require a letter from a school official indicating that the applicant would benefit more from Job Corps than from staying in school, or a documented phone call that provides the same information.</p> <p><b>In Need of Additional Education, Training, or Counseling:</b> If ETA 652 indicates the applicant has a HSD or GED, the AC must assess the applicant’s need for additional education, career technical training, or career counseling. Examples of the types of circumstances that would make the applicant eligible</p> |

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| <p><b>Criterion E. Education/Training/Family Needs (continued)</b></p> <p>All information related to the applicant’s medical and/or disability information (including copies of IEPs, assessments, special education diplomas, etc.) must be stored in a separate sealed envelope within the applicant’s file.</p> <p>One of the following must be retained in the applicant’s admission file:</p> <ul style="list-style-type: none"> <li>• School records or Request for Records form</li> <li>• Standardized test results</li> <li>• Documented efforts to obtain one or more of the above</li> </ul> <p><b>Homeless:</b> Copy of a letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from AC assessing the applicant’s residential status.</p> <p><b>Runaway or Foster Child:</b> Copy of a letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from AC assessing the applicant’s residential status.</p> <p><b>Parent:</b> The ETA 652 indicates one or more dependent children accompanied by one of the following:</p> <ul style="list-style-type: none"> <li>• Birth certificate indicating applicant as parent</li> <li>• Court decree indicating child support</li> <li>• Any official government/school form indicating dependent children.</li> </ul> | <p>include lack of employability skills, including inability to retain jobs, and lack of prior work experience.</p> <p>The AC must obtain a copy of:</p> <ul style="list-style-type: none"> <li>• The GED certificate or official GED test scores. A copy of the GED certificate or transcripts can be requested from the GED administrator of the state in which the GED was received. A complete list of GED administrators can be found on <a href="http://www.acenet.edu">http://www.acenet.edu</a>; or</li> <li>• An HSD or official transcripts indicating graduation from a school that meets the guidelines set in PRH Appendix 304; or</li> <li>• A foreign diploma. For information on acceptable foreign diplomas, refer to: NAFSA: Association of International Educators (A Guide to Educational Systems Around the World by Shelley Feagles) at <a href="http://www.nafsa.org">http://www.nafsa.org</a>, or the National Collegiate Athletic Association (NCAA Guide to International Academic Standards for Athletics Eligibility) <a href="http://www.ncaapublications.com/Uploads/PDF/2008_International_Standards0c81b59d-7bfc-4c90-b963-f1f8ce8e1833.pdf">http://www.ncaapublications.com/Uploads/PDF/2008_International_Standards0c81b59d-7bfc-4c90-b963-f1f8ce8e1833.pdf</a>.</li> </ul> <p>If school records are unavailable, the AC must document attempts to obtain educational history.</p> <p><b>Applicant is basic skills deficient:</b> One of the following is necessary to assess basic skills deficiency: (1) school records; (2) standardized test results; (3) criterion-referenced test scores; or (4) documented efforts to obtain school records or standardized test results.</p> <p><b>Homeless:</b> A letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from Admissions Counselor assessing the applicant’s residential status.</p> <p><b>Runaway or Foster Child:</b> A letter from caseworker or support provider or, if unavailable, documented attempts to obtain such information accompanied by statement from admissions counselor assessing the applicant’s residential status.</p> <p><b>Parent:</b> ETA 652 indicates one or more dependent children.</p> |
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**ESSENTIAL ADMISSIONS REQUIREMENTS****CRITERION F. AUTHORIZATION FOR USE AND DISCLOSURE OF HEALTH INFORMATION**

All applicants or parent/legal guardian sign the “Authorization for Use and Disclosure of Your Health Information.”

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>  |
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| A signed “Authorization for Use and Disclosure of Your Health Information” must be received at the receiving center prior to the applicant’s arrival. | All applicants or their parent/legal guardian if an unemancipated minor must sign the “Authorization for Use and Disclosure of Your Health Information.” |

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**CRITERION G. PARENTAL CONSENT**

An applicant must have parental/legal guardian consent to participate when the applicant is an unemancipated minor. Legal guardians (e.g., social workers, probation officers, other family members) must have official documents legally granting custodianship, with respect to a particular state’s laws.

Exceptions to this requirement occur when an applicant:

- Is considered to be emancipated according to applicable laws of the state; or
- Is less than 18 years of age and married.

| Documentation Requirements  | Assessment/Verification Requirements  |
|---|---|
| <p>A copy of each document used in the assessment/verification process to demonstrate eligibility under this criterion.</p> | <p>The AC must review and verify all source document information used to demonstrate eligibility for all applicants less than 18 years of age under this criterion. Acceptable documents are:</p> <ul style="list-style-type: none"> <li>• Parent/guardian signature on appropriate Job Corps forms, such as the ETA 652, 653, and other appropriate forms; or</li> <li>• Emancipation papers for all applicants claiming to be emancipated; or</li> <li>• Marriage license for married applicants under 18 years of age.</li> </ul> <p>Only signatures of parents or legal guardians should be obtained. If minor applicant lives with other family members who have not obtained legal guardianship status, such as grandparents, siblings, uncles or aunts, they may not consent to the applicant’s enrollment in Job Corps until guardianship has been obtained.</p> <p>If only one parent has legal custody for the minor applicant, only that parent’s consent is necessary; if both parents share custody, consent of both is needed, although signature of consent is needed from only one. Consent of the second parent is assumed if no documented objection is raised. If a parent refuses to provide consent not out of objection to the applicant participating in the program but because of disinterest in being involved, the applicant must be emancipated by a court in order to be eligible for the program.</p> |

**ESSENTIAL ADMISSIONS REQUIREMENTS****CRITERION H. CHILD CARE**

To be eligible under this criterion, an applicant with dependent children who provides primary or custodial care must have established suitable arrangements for the care of any dependent children for the proposed period of enrollment. This applies to weekend and evening times, as well as class times, for all residential applicants.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>  |
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| A copy of the child care certification obtained during the assessment/verification process to demonstrate eligibility under this criterion must be retained in the applicant's file for each child in all applicable (applicants with dependent children) cases. Appropriate items related to dependents and child care must be completed on the ETA 682. | The AC must review and verify all source document information used to demonstrate eligibility (when applicable) under this criterion. The only acceptable source document is a Child Care Certification (ETA 682), which specifies the care provider and the child(ren) for whom the care has been arranged. |

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**CRITERION I. PROGRAM SUITABILITY**

The applicant’s educational and training needs can best be met through the Job Corps program.

| Documentation Requirements                            | Assessment/Verification Requirements   |
|---|--|
| There are no documentation requirements for this EAR. | The AC should decide whether the applicant meets this EAR based on the EAR Criteria below. |

| EAR Criteria   | Guidance  |
|--|---|
| <p>1a. If the applicant has not graduated from high school:</p> <ul style="list-style-type: none"> <li>• The applicant wants to earn a high school diploma or GED and participate in career technical training (the applicant must indicate a desire to obtain both academic and career technical training); and</li> <li>• After graduation from Job Corps, the applicant intends to:                             <ul style="list-style-type: none"> <li>a. Obtain employment; or</li> <li>b. Enter the military; or</li> <li>c. Continue his or her education.</li> </ul> </li> </ul> <p>1b. If the applicant is a high school graduate:</p> <ul style="list-style-type: none"> <li>• The applicant wishes to obtain career technical training; and</li> <li>• After graduation from Job Corps, the applicant intends to:                             <ul style="list-style-type: none"> <li>a. Obtain employment; or</li> <li>b. Enter the military; or</li> <li>c. Continue his or her education.</li> </ul> </li> </ul> | <p><b>Employment/Placement Concerns</b></p> <p><b>If the applicant states that he or she does not intend to:</b></p> <ul style="list-style-type: none"> <li>a. Obtain employment; or</li> <li>b. Enter the military; or</li> <li>c. Continue his or her education</li> </ul> <p><b>because</b> he or she is afraid of losing certain existing benefits (e.g., Social Security Disability), then the AC should encourage the applicant to work with his or her case managers to determine the impact participation in Job Corps and eventually employment will have on benefits.</p> <p>Applicants with disabilities receiving Social Security Administration (SSA) benefits can also be referred to their local SSA Work Incentives Planning and Assistance (WIPA) programs. WIPAs provide SSA beneficiaries with disabilities (including transition-to-work aged youth) access to benefits planning and assistance services.</p> <p>Some One-Stop centers have Disability Navigators who are also able to provide assistance with benefits counseling.</p> |
| <p>2. The applicant is able to complete/answer basic Job Corps application questions (e.g., birth date, address, phone number, last school attended, last grade completed) with or without reasonable accommodation.</p>   | <p><b>Answer Basic Information:</b> The applicant should be able to answer questions about basic personal information, independently or with communication assistance/reasonable accommodation, as appropriate. For instance, an applicant’s parent, guardian, or other representative may help explain what an applicant with a disability that impairs his or her speech is saying in response to a question. However, the parent, guardian, or other representative should not supply the content of the answers to the questions on the applicant’s behalf.</p>   |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

**CRITERION J. GROUP PARTICIPATION AND UNDERSTANDING OF RULES**

It can be reasonably expected that the applicant can participate successfully in group situations and activities. The applicant has been informed about, and does appear to understand the center’s rules and the consequences of failing to follow those rules.

| <b>Documentation Requirements</b>   | <b>Assessment/Verification Requirements</b>   |
|---|---|
| <p>At the end of the process, the applicant will sign the Applicant Commitment Statement (Form 652), and it must be included in the applicant's file and noted on the Folder Inventory.</p> | <p>Based on the EAR criteria below, the AC must assess the likelihood that the applicant can successfully participate in group situations and activities. Examples of behavior and verbal statements that would make the applicant qualified for admission under this criterion include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The applicant appears to acknowledge authority.</li> <li>• The applicant expresses or demonstrates willingness to follow directions.</li> <li>• The applicant appears willing to live in a multi-cultural environment.</li> <li>• The applicant appears willing to function as part of a group.</li> </ul> <p>The AC must assess an applicant’s understanding of center rules and the consequences for not following those rules. Examples of behavior and verbal statements that would make the applicant qualified for admission include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Applicant either states that he or she is willing to follow the rules of the Job Corps program and/or to accept instruction and direction, or does not make statements that he or she is not willing to do so.</li> <li>• Applicant demonstrates compliance with the outreach and admission process by following rules and meeting timelines.</li> </ul> |

| <b>EAR Criteria</b>  | <b>Guidance</b>  |
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| <ul style="list-style-type: none"> <li>• The applicant appears to acknowledge authority.</li> <li>• The applicant expresses or demonstrates willingness to follow directions.</li> </ul> | <p><b>Acknowledgement of Authority/Following Directions:</b> Applicant does not make statements such as, “No one tells me what to do,” or express strong objection to the rules.</p> <p>Applicant either states that he or she is willing to follow the rules of the Job Corps program and/or to accept instruction and direction, or does not make statements that he or she is not willing to do so.</p> |

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|  | <p>Ask the applicant: Do you understand that if you are accepted into Job Corps, you will be expected to comply with the rules and regulations of Job Corps? For example, if you live on center, you will have to follow a curfew, your center may have rules about cell phone use, you may not be permitted to smoke on center, and you may be required to wear a uniform.</p> <p>Ask the applicant: Knowing this about Job Corps, are you willing to go forward with your application?</p>  |
| <ul style="list-style-type: none"> <li>The applicant appears willing to live in a multi-cultural environment.</li> </ul> | <p><b>Multicultural Environment:</b> Applicant either expresses willingness or does not express active hostility to or dislike of living in a multicultural environment.</p> <p>Provide the applicant with an example of a multi-cultural environment. For example, ask the applicant: Do you understand that if you are admitted to Job Corps that you will be living and working with members of various races, ethnic groups, political or religious affiliations or beliefs, sexual orientations, gender identities, and people with disabilities?</p> <p>Ask the applicant: Knowing this about Job Corps, are you willing to go forward with your application?</p> |
| <ul style="list-style-type: none"> <li>The applicant appears willing to function as a part of a group.</li> </ul>        | <p><b>Team Player:</b> Ask the applicant: Do you understand that in order to succeed in Job Corps, you will need to function as part of a group? For example, you will share a dormitory room, you will be responsible for cleaning your living area, and you will need to rely on staff and other students to complete tasks and assignments.</p> <p>Ask the applicant: Knowing this about Job Corps, are you willing to go forward with your application?</p>   |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

**CRITERION K. INTERFERENCE WITH OTHER STUDENTS' PARTICIPATION**

It can be reasonably expected that the applicant is unlikely to engage in actions that would potentially prevent other students from receiving the benefit of the Job Corps program.

| <b>Documentation Requirements</b>  | <b>Assessment/Verification Requirements</b>   |
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| A signed Applicant Commitment Statement (Form 652) must be included in the applicant's file and noted on the Folder Inventory. | The AC should decide whether the applicant meets this EAR based on the EAR criteria listed below. |

| <b>EAR Criteria</b>   | <b>Guidance</b>   |
|---|---|
| The applicant does not display disruptive and/or threatening behavior during the application process. | <p>For example, during the application process:</p> <ul style="list-style-type: none"> <li>• Was the applicant involved in any altercation resulting in medical treatment?</li> <li>• Did the applicant assault or threaten assault with the intent to do bodily harm with or without the use of a weapon?</li> <li>• Did the applicant possess a gun or an illegal weapon during the application process?</li> <li>• Did the applicant display inappropriate sexual behavior including unwelcome:                             <ul style="list-style-type: none"> <li>o Sexual advances; or</li> <li>o Requests for sexual favors; or</li> <li>o Other verbal statements of a sexual nature; or</li> <li>o Physical contact of a sexual nature?</li> </ul> </li> </ul> <p>Did the applicant destroy/steal or attempt to destroy/steal property?</p> |

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**CRITERION L. COMMUNITY RELATIONS**

It can be reasonably expected that the applicant is not likely to engage in actions that would impede satisfactory relationships between the Job Corps center to which the individual might be assigned and its surrounding communities.

| <b>Documentation Requirements</b> | <b>Assessment/Verification Requirements</b>  |
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| No documentation required.        | The AC should decide whether the applicant meets this EAR based on the EAR Criteria below. |

| <b>EAR Criteria</b>   | <b>Guidance</b>   |
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| <ol style="list-style-type: none"> <li>1. The applicant expresses a willingness to participate in community services.</li> <li>2. The applicant expresses a willingness to behave in a manner that reflects positively on Job Corps.</li> </ol> | <p>Tell the applicant the following:</p> <p>Every center calls on its students to participate in community service activities at least twice per year. For example, students might: (1) help build, clean up, or repair local community facilities; (2) provide companionship and/or services to people in the community; and/or (3) participate in environmental clean up.</p> <p>Also, students frequently participate in job shadowing in which they follow a worker around on the job and learn about what he or she does.</p> <p>Are you willing to participate in these kinds of activities?</p> <p>Do you understand that while you participate in these activities, you are representing the Job Corps program and must behave in a manner that reflects positively on Job Corps?</p> |

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| <p>3. The applicant acknowledges that gang paraphernalia, symbols, gestures, handshakes, and colors or dress are not allowed in the Job Corps program and agrees that he or she will not participate in and/or display gang paraphernalia or symbols while enrolled in Job Corps.</p> | <p>Tell the applicant the following:</p> <p>Gang paraphernalia, symbols, gestures, handshakes, and colors or dress are not allowed in the Job Corps program.</p> <p>Ask:</p> <ul style="list-style-type: none"> <li>• Do you agree that you will not participate in any gang activity while you are in the Job Corps program?</li> <li>• Do you agree that you will not display or use gang paraphernalia, symbols, gestures, handshakes, colors, dress, and/or any other gang-related activities or items while you are in the Job Corps program?</li> </ul> <p>If the AC observes the use or display of any gang paraphernalia, symbols, gestures, handshakes, and colors or dress, say to the applicant: “I see that you have (describe gang-related behavior, symbol, activity). Do you agree that if you are admitted to Job Corps, you will not (use/wear/display) (list behavior or symbols, etc.)?”</p> <p>If the AC observes that the applicant is displaying a gang symbol in the form of permanent body art, including but not limited to tattoos or scars, say to the applicant: “Do you agree that if you are admitted to Job Corps, you will keep (the symbol) covered to the best of your ability throughout your participation in the program?”</p> |
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**ESSENTIAL ADMISSIONS REQUIREMENTS**

**CRITERION M. COURT INVOLVEMENT AND/OR AGENCY SUPERVISION**

The applicant who is on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization may be considered eligible only if the court or appropriate agency certifies in writing its approval of the applicant’s release from supervision, that the release does not violate applicable laws and regulations, that the applicant has responded positively to supervision, and that the agency will permit the applicant to leave the local area or state while enrolled in Job Corps. If the applicant has court fines or court ordered restitution in excess of \$500, he or she must meet one of the criteria below.

| <b>Documentation Requirements</b>  | <b>Assessment/Verification Requirements</b>  |
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| <p>The results of background checks with each court, agency, and institution should be recorded on the ETA form 655, unless the court, agency, or institution provides the results of a check on its own letterhead or stationery. Should the AC use an online or electronic system to conduct the background check, the AC should complete the appropriate portions of Section 1 of the ETA form 655, and attach it to the hard-copy results of the online or electronic search. All background check information should be maintained, in hard copy, in the student’s folder.</p> <p>All attempts to solicit information from courts/agencies/institutions must be documented. Checks that turn up no current involvement, unsuccessful attempts to acquire information from the courts, and any information acquired via telephone rather than in writing must also be included in the applicant’s file.</p> <p>Required documentation includes:</p> <ul style="list-style-type: none"> <li>• A signed Applicant Commitment Statement (Form 652), which must be included in the applicant’s file and noted on the Folder Inventory.</li> <li>• Form ETA 655 or other court or agency document confirming a background check.</li> </ul> <p>A Discharge Summary may be accepted in lieu of a form ETA 655 from institutions where applicants were assigned as a result of court action. For all applicants for whom it is applicable, items indicating receipt of, or attempt to obtain court information must be checked on the form ETA 655.</p> | <p>No individual shall be denied a position in Job Corps solely on the basis of individual contact with the criminal justice system.</p> <p><b>Background Check:</b> From the applicants, the AC must obtain the addresses where the applicant has lived in the last 3 years and any residential history arrest records during that time. Using these two pieces of data, the AC must obtain sufficient information from the applicable courts, institutions, and agencies in those jurisdictions, so as to determine whether the applicant has any current court or agency involvement.</p> |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

| <b>EAR Criteria</b>  | <b>Guidance</b>   |
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| A. Is the applicant facing pending criminal court action?  | If yes, the applicant is ineligible until the court makes a final adjudication of the matter.   |
| B. Is the applicant: <ul style="list-style-type: none"> <li>• On probation; or</li> <li>• On parole; or</li> <li>• Under a suspended sentence; or</li> <li>• Under the supervision of any agency as a result of court action or institutionalization?</li> </ul> | If so, will the court or appropriate agency certify in writing: <ul style="list-style-type: none"> <li>• The approval of the applicant's release from its supervision?</li> <li>• That the applicant's release does not violate applicable laws and regulations?</li> <li>• That the applicant has responded positively to supervision? and</li> <li>• That it will permit the applicant to leave the local area or state while enrolled in Job Corps?</li> </ul> |
| C. Does the applicant have court fines or court-ordered restitution in excess of \$500?  | If yes, one of the three criteria below must be met: <ul style="list-style-type: none"> <li>• The applicant settles the court fine or court-ordered restitution; or</li> <li>• The court agrees to suspend the obligation during the applicant's enrollment in Job Corps; or</li> <li>• The Regional Office permits entry.</li> </ul>   |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

**CRITERION N. MAINTENANCE OF SOUND DISCIPLINE**

It can be reasonably expected that the applicant’s behavior is compatible with the maintenance of sound discipline.

| <b>Documentation Requirements</b>  | <b>Assessment/Verification Requirements</b>   |
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| <p>The results of background checks with each court, agency, and institution should be recorded on the ETA Form 655, unless the court, agency, or institution provides the results of a check on its own letterhead or stationery. Should the AC use an online or electronic system to conduct the background check, the AC should complete the appropriate portions of Section 1 of the ETA Form 655, and attach it to the hard-copy results of the online or electronic search. All background check information should be maintained, in hard copy, in the student’s folder.</p> <p>All attempts to solicit information from courts/agencies/institutions must be documented. Checks that turn up no current involvement, unsuccessful attempts to acquire information from the courts, and any information acquired via telephone rather than in writing must also be included in the applicant’s file.</p> <p>Required documentation includes:</p> <ul style="list-style-type: none"> <li>• A signed Applicant Commitment Statement (Form 652), which must be included in the applicant’s file and noted on the Folder Inventory.</li> <li>• ETA Form 655 or other court or agency document confirming a background check.</li> </ul> <p>A Discharge Summary may be accepted in lieu of a form ETA 655 from institutions where applicants were assigned as a result of court action. For all applicants for whom it is applicable, items indicating receipt of, or attempt to obtain court information must be checked on the form ETA 655.</p> | <p>No individual shall be denied a position in Job Corps solely on the basis of individual contact with the criminal justice system.</p> <p><b>Background Check:</b> From the applicants, the AC must obtain the addresses where the applicant has lived in the last 3 years and any residential history arrest records during that time. Using these two pieces of data, the AC must obtain sufficient information from the applicable courts, institutions, and agencies in those jurisdictions, so as to determine whether the applicant has any current court or agency involvement.</p> <p><b>Lack of Information:</b> If courts/agencies refuse or fail to supply information, and the applicant (1) indicates that there has been past history with the courts, and (2) admits an offense, the AC should make a reasonable judgment of eligibility consistent with the type of offense admitted to by the applicant.</p> <p><b>Fraudulent Enrollment:</b> Where courts refuse to disclose juvenile history and applicant denies any court involvement, the AC should emphasize that concealing a criminal history is grounds for immediate discharge from Job Corps for fraudulent enrollment.</p> |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

**Criterion N. Maintenance of Sound Discipline (continued)**

| <b>EAR Criteria</b>   | <b>Guidance</b>  |
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| <ul style="list-style-type: none"> <li>• The applicant acknowledges that violence, bullying, and harassment are not tolerated in Job Corps.</li> <li>• The applicant acknowledges that Job Corps is an alcohol- and drug-free environment and that in order to be admitted to Job Corps, he or she must commit to being alcohol and drug free.</li> <li>• The applicant acknowledges that he or she will be tested for illegal use of drugs upon arrival to the center.</li> <li>• The applicant acknowledges that if he or she tests positive for illegal use of drugs on entry, he or she will be enrolled in a program to help him or her become drug free, and that he or she will be given a specified period of time to become drug free.</li> <li>• The applicant acknowledges that he or she is prohibited from illegally using, selling, or illegally possessing drugs while on center or under center supervision.</li> <li>• The applicant acknowledges that he or she will have to leave the Job Corps program if convicted of illegal drug use, possession, or sale off center.</li> <li>• The applicant acknowledges that possession of unauthorized goods is not tolerated in Job Corps.</li> <li>• The applicant acknowledges that all illegal and disruptive activity is prohibited in Job Corps.</li> <li>• The applicant acknowledges that he or she must abide by Job Corps rules and policies to stay in the program.</li> </ul> | <ol style="list-style-type: none"> <li>1. The AC will complete a criminal history review as described in Appendix 103, using addresses from where the student has lived over the last 3 years.</li> <li>2. The AC will ask the applicant the following series of questions:               <ul style="list-style-type: none"> <li>• Do you understand that violence, bullying, and harassment are not tolerated in Job Corps?</li> <li>• Do you understand that Job Corps is an alcohol- and drug-free environment and that in order to be admitted to Job Corps, you must commit to being alcohol and drug free? Do you understand that when you arrive on center, you will be tested for illegal use of drugs?</li> <li>• Do you understand that if you test positive for illegal use of drugs on entry, the following steps will be taken:                   <ul style="list-style-type: none"> <li>○ You will be enrolled in a program to help you to become drug free, and</li> <li>○ You will be given a specified period of time to become drug free?</li> </ul> </li> <li>• Do you understand that you are prohibited from illegally using, selling, or illegally possessing drugs while you are on center or under center supervision?</li> <li>• Do you understand that if you are convicted of illegal drug use, possession, or sale off center, you will have to leave the Job Corps program?</li> <li>• Do you understand that you will be required to leave the Job Corps program if you use alcohol while on center or under center supervision? In that case, do you understand that the following steps will be taken:                   <ul style="list-style-type: none"> <li>• You will be enrolled in a program to help you become alcohol free.</li> <li>• You will be given a specified period of time to become alcohol free?</li> </ul> </li> <li>• Do you understand that you will be required to leave the Job Corps program if you possess unauthorized goods while on center or under center supervision?</li> </ul> </li> </ol> |

**ESSENTIAL ADMISSIONS REQUIREMENTS**

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|  | <ul style="list-style-type: none"><li>• Do you understand that you will be required to leave the Job Corps program if you engage in illegal or disruptive activity while on center or under center supervision?</li><li>• Do you understand that you must abide by Job Corps rules and policies to stay in the program?</li></ul> <p>3. Did the applicant sign the Applicant Commitment Statement (i.e., Form 652)?</p> |
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