

## **Appendix 108**

### **Regional Applicant File Review Procedures**

**Purpose:** To establish procedures for applicant file review by centers and Regional Offices.

#### **Applicant File Review**

All applicant files received in the Regional Office will be received and logged in for tracking and monitoring purposes.

#### **Regional Review**

The appropriate Regional Office automatically reviews:

- Determination of applicant ineligibility by performing a quality review;
- Recommendation for denial of enrollment by center file review team; and
- Appeals filed by applicants who have been determined by the OA or Job Corps center not to have met the EAR, or where appeals were not timely decided by the OA agency or Job Corps center.

#### **Determination of applicant ineligibility by performing a quality review**

Regional Offices will establish procedures for the review of these files in accordance with all stated PRH requirements.

#### **Recommendation for denial of enrollment by the center file review team**

There are three reasons at the center level for a denial recommendation of an applicant.

1. Health-care needs (Appendix 610)
2. Direct threat (Appendix 609)
3. New information

#### **Documentation for applicant file review**

Applicant files submitted to the Regional Office as a recommendation of denial for reasons 1 and 2 above should include the following information:

- Completed Applicant File Review – Center Recommendation of Denial form;
- If for direct threat, the direct threat assessment form from Appendix 609;

- If for health-care needs, the Health-care Needs Assessment Form (Appendix 610); and
- Supporting documentation.

Applicant files submitted to the Regional Office as a recommendation of denial for reason number 3 above should include the following information:

- Completed Applicant File Review – Center Recommendation of Denial form; and
- Supporting documentation.

#### Age/Income Eligibility – Disability Review

If an applicant who meets the age or income eligibility requirements for enrollment because he or she is a person with a disability, then the center staff will review the applicant’s supporting documentation to verify that the individual is actually a person with a disability. If the center staff determines that the applicant is not an individual with a disability, they will forward the file and supporting documentation to the Regional Office for review. Applicant files submitted to the Regional Office for a disability review related to age or income should include the following information:

- Completed Applicant File Review – Center Recommendation of Denial form; and
- Supporting documentation.

#### **Withdrawal of Application**

If the center has requested additional documentation about an applicant and it does not receive that information, the center must make a decision on the information that is available to it.

If the center is unable to reach the applicant to conduct clinically related interviews, then the center would document the attempts to contact and the file would be returned to Outreach and Admissions.

If the application has entered the regional review process, then the region will process the withdrawal, administratively or follow-up with the center on attempts to contact the applicant. If a file has been returned to a center for completion of the file review process, then it must be returned to the Regional Office, regardless of inability to contact the applicant.

#### **Transmission of Applicant File and Supporting Documentation**

The Applicant File Review-Center Recommendation of Denial form should be placed in a separate sealed envelope marked “regional review.” All other medical and disability-related information is placed in another separate sealed enveloped marked “medical records.” This

ensures that all protected information is secured prior to transmission but allows the Regional Office to access the form needed for processing the recommendation.

### **Regional Review**

Once the file reaches the Regional Office, it will be logged and forwarded for an administrative file review.

### **Administrative File Review**

A regional disability support staff conducts an administrative review of applicant files submitted for the following reasons:

- Center has recommended denial because the applicant is believed to pose a direct threat;
- Center has recommended denial because the health-care needs of the applicant exceed those provided by the Job Corps program;
- Center has recommended denial because the clinical staff did not find the applicant to be a person with a disability (for applicants whose age exceeds those required for Job Corps enrollment and/or the applicant met the income eligibility requirement as a family of one).

The administrative file review is completed to ensure that all required procedures have been completed and all required documentation is included with the request. If the file review process is incomplete or the documentation is insufficient, the file will be returned to the center with instructions as to what part(s) of the process must be completed and/or what documentation is needed. The corrected documentation and file should be returned to the regional disability support staff within 10 business days of receipt of the file.

An administrative file review is not conducted on files submitted to the Regional Office as a recommendation of denial for new information with the exception of the disability review related to age and income status. (See Age/Income Eligibility – Disability Review) Regional Offices will establish procedures for the review of files submitted for recommendation of denial based upon new information in accordance with all stated PRH requirements.

### **Clinical Review**

Once the administrative review is complete, the regional disability support staff person forwards the file to the appropriate regional health specialists for a clinical review (i.e., mental health, medical, dental, TEAP). The regional health specialist documents his or her support or disagreement with the center's recommendation, and the file is submitted to the Regional Director for a final determination.

### **Regional Director's Decision**

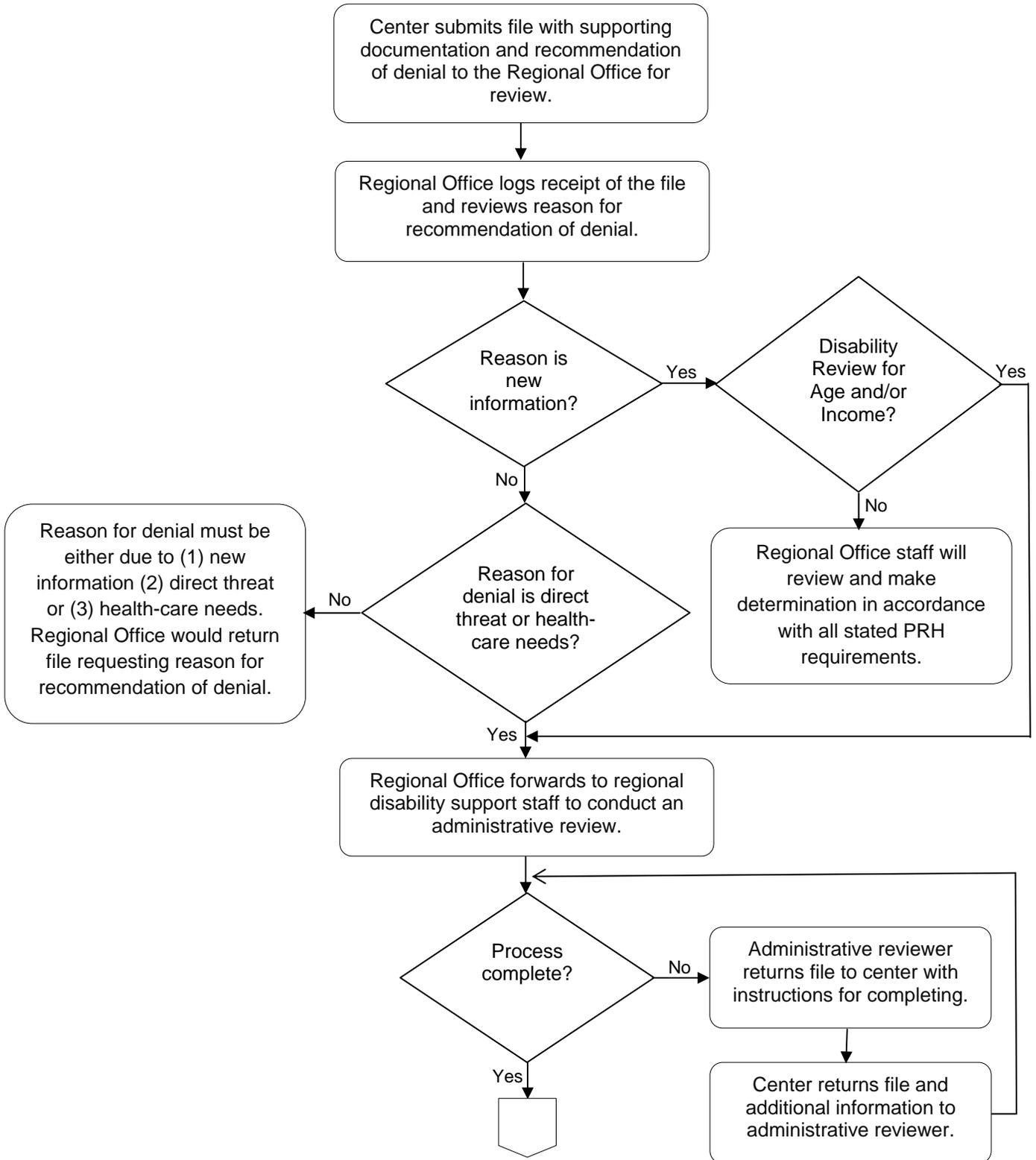
The Regional Director (or designee) makes final decisions on any applicant recommendations of denial. The Regional Director may either uphold the file review team's recommendation of denial or he or she may overturn it.

If the Regional Office supports the center's recommendation for denial, a clear, documented, written decision regarding the recommendation of denial must be completed and issued by the Regional Office within 60 days of the date on which the file was received.

If a Regional Office rejects a denial recommendation, and the applicant's file is returned to the center for the applicant's enrollment, that applicant must be scheduled for arrival based on the date on which the application first arrived on center, not the date that it was returned from the region.

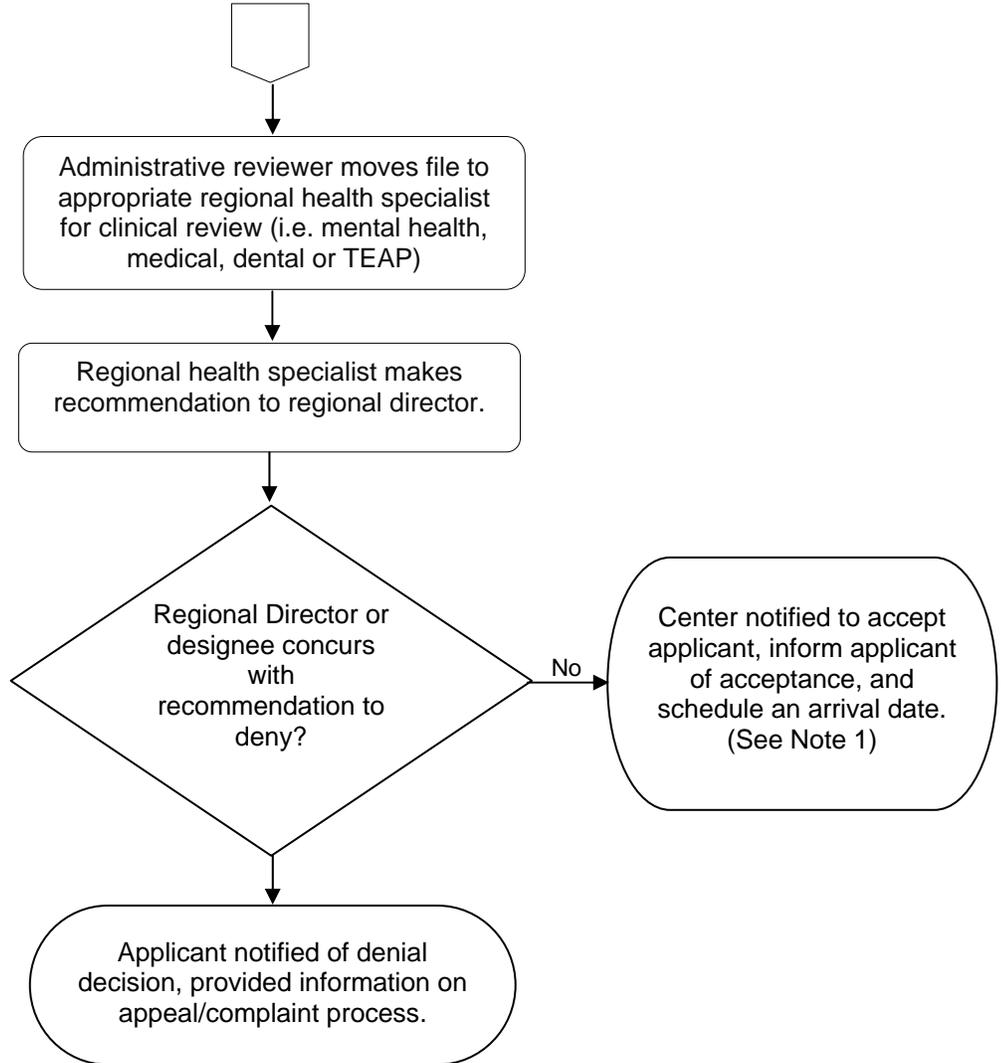
If center staff is unsure about how to support or work with the applicant with a disability whose recommendation for denial was overturned at the Regional Office, then they are encouraged to contact the appropriate Regional Disability Coordinator for assistance.

## REGIONAL FILE REVIEW PROCESS



## REGIONAL FILE REVIEW PROCESS

(continued)



### NOTES

1. If a region overturns a center's recommendation that an application be denied, and the applicant's file is returned to the center for his or her enrollment, that applicant must be scheduled for arrival based on the date when the application arrived on center, not the date when it was returned from the region.