

December 10, 2007

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-15
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Job Corps Health Questionnaire (ETA 6-53)

1. Purpose. To announce the Office of Management and Budget (OMB) clearance of a revised ETA 6-53, the Job Corps Health Questionnaire.

2. Background. A periodic review of reporting forms is required by OMB. The revised ETA 6-53, instructions, and documentation guidance are attached to this directive. Admissions counselors (ACs) can access ETA 6-53 through the Outreach and Admissions Student Input System (OASIS) while performing admissions interviews.

3. Explanation of Substantive Changes. Major changes in the revised ETA 6-53, instructions, and documentation guidance are as follows:

a. ETA 6-53 (Attachment A)

(1) *Expanded purpose.* The purpose of this form has been expanded to include questions to determine whether an otherwise-eligible applicant offered enrollment may pose a direct threat to self or others. (See Purpose section.)

(2) *Added information to instructions.* To comply with regulatory requirements, language has been added to the instructions to ensure that applicants are provided with appropriate information before medical or disability-related information is requested. (See Instructions section.)

- (3) *Added direct-threat questions.* Questions were added to determine whether an otherwise-eligible applicant offered enrollment may pose a direct threat to self or others. The purpose of these questions is to prevent illness, injury, or death on centers. (See question 8, l-w.)
- (4) *Added new conditions.* To better determine the health and accommodation/modification needs of the applicant who has been offered enrollment, several new conditions have been added. (See question 9.)
- (5) *Added authorization to provide basic oral care.* This authorization will eliminate the need for the student to sign a separate authorization to receive basic oral care. Also provided is a description of what is included in basic oral care. (See bullet item in authorization section on last page of form.)

b. ETA 6-53 Instructions (Attachment B)

- (1) *Added requirement for AC to provide information.* To ensure that all applicants are informed of the health care to be provided by Job Corps, the AC is now required to provide to each applicant, before the ETA 6-53 is signed, a copy of the types of care that are considered “basic routine health care,” as described in Exhibit 6-4 of the Job Corps Policy and Requirements Handbook (PRH). (See General Instructions section.)

c. ETA 6-53 Documentation Guidance (Attachment C)

- (1) Added guidance to assist the ACs in determining what types of documentation should be requested from the applicant offered enrollment, or the applicant’s provider, based on “Yes” responses to specific questions on the ETA 6-53.

4. Action Required. Addresses are to ensure that this Program Instruction is distributed to all appropriate staff. Before administering the ETA 6-53, the AC should provide to the applicant a copy of the types of care that are considered “basic routine health care,” as described in PRH Exhibit 6-4.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov.

Attachments

A – Job Corps Health Questionnaire (ETA 6-53)

B – Job Corps Health Questionnaire (ETA 6-53) Instructions

C – Job Corps Health Questionnaire (ETA 6-53) Documentation Guidance