

January 27, 2012

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 11-16</b>
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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:**             EDNA PRIMROSE  
                          National Director  
                          Office of Job Corps

**SUBJECT:**         Applicant File Review Process Documents

1.     Purpose. To inform the Job Corps Community about the development and deployment of the new applicant file review process forms.

2.     Background. The National Office released a new Chapter 1 of the Policy and Requirements Handbook (PRH), which became effective October 13, 2011. Multiple changes to the applicant file review process were included within the release, resulting in the need to update center and regional process forms.

In the past, centers and regions have used different forms and implemented varying processes. In the interest of ensuring equal opportunity and streamlining processes for efficiency, center and regional applicant file review forms and processes will now be the same throughout Job Corps. PRH policy regarding the use of the attached forms will be released as Appendix 107, "Applicant File Review Process Guidance," and Appendix 108, "Regional Applicant File Review Procedures."

3.     Forms. Existing center and regional applicant file review process forms will be replaced with the Applicant File Review - Center Recommendation of Denial, Regional Office File Review Process, and Accommodation Recommendation for Denial and Justification Analysis/Documentation forms. No other forms can be used at the center or regional levels to document the applicant file review process.

4.     Training and Deployment. During the next few months, a series of overview webinars on the applicant file review process and the required forms will be offered. Regional Disability Coordinators will notify Center Disability Coordinators when these webinars will be offered, and

this information will also be posted on the event registration page in Citrix on the Job Corps Community website.

5. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.
6. Expiration. Until superseded.
7. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov).

#### Attachments

A – Center Recommendation of Denial

B – Regional Office File Review Process

C – Accommodation Recommendation for Denial and Justification Analysis/Documentation