

December 22, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-08
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Revised “Consent for Pre-Enrollment Interview” Form

1. Purpose. To provide Outreach and Admissions (OA) and center staff with a revised “Consent for Pre-Enrollment Interview” form.
2. Background. The “Consent for Pre-Enrollment Interview” form was released June 10, 2015, as an attachment to Program Instruction 14-34, “Applicant Interviews by Job Corps Center Health and Wellness Consultants and Staff Across State Lines.” It was developed to ensure that applicants understood the goals of the pre-enrollment interview, and to clarify that there is not a patient/doctor or client/therapist relationship established.

Currently, the form only states that the interview assesses health-care needs, but the interview also determines whether there are safety concerns. The form has been revised to include reference to safety concerns. This will ensure applicants understand that the pre-enrollment interview includes a review of both health-care needs and safety concerns.

3. Action. Begin using the revised form. It should be provided to applicants (and parents/guardians if applicant is a minor) to review and sign during the OA process. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate OA and center staff.
4. Expiration Date. Until superseded
5. Inquiries. Inquiries should be directed Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachment

Consent for Pre-enrollment Interview