# REAPPLICATION Process Requirement Within Center Applicant File Review\*

PRH Chapter 1.5, R12. Reapplication Requirements

A center will know that an application is a reapplication because the previous Form 2-05 Health Care Needs Assessment (HCNA) or Form 2-04 Direct Threat Assessment (DTA) should still be loaded in the Health E-Folder.

## **Center Receives Electronic File**

Health and Wellness Director completes initial review and identifies that this applicant has reapplied to Job Corps (i.e., the Regional Office previously denied enrollment due to Health Care Needs or Direct Threat).

What Next?

If the new/updated information is not related to the specific concerns that were a basis for the original denial, the center Wellness Department informs/educates the applicant via a phone call or email using simplified language (i.e., "the symptoms and/or behaviors that led to the original decision include...") and share the related previous health care needs or direct threat considerations that were the basis for the denial.

The center may need to consider an extension of time if the applicant with a disability requires more than 14 days as an accommodation.

Contact your Regional Disability Coordinator for assistance.

After the center has received a reapplication for review, the primary responsibility for obtaining new or updated health- and/or behavior-related information is the applicant, but center health staff may assist. Applicants and centers can contact Admissions Services for assistance.

### New or Updated Information?

An applicant who has reapplied after being denied enrollment must provide new or updated health- and/or behavior-related Information (e.g., the symptoms and/or behaviors that led to the original decision).

#### **Information Provided?**

Yes?

Proceed with the typical center applicant file review process.

### **Inform Applicant**

Wellness staff must contact the applicant to inform them of the new or updated healthand/or behavior-related information requirement. Inform the applicant that they must provide this information within 14 calendar days of the Notification.

#### **Information Provided?**

Yes?

Proceed with the typical center applicant file review process.

The center should return the file to Admissions Services as an incomplete file.

No?

The center must request an extension of time from the Regional Office if the applicant file review is going to exceed 30 days.

\*Note: For items endorsed on the ETA 653, the Admissions Services staff will request any new or updated related health information. As Admissions Services does now, if the new or updated health information is not received, the applicant's file will be forwarded to the center for review.

No?

### **Documenting Communication with the Applicant**

The center <u>must document communication</u> with the applicant, contacts and attempted contacts with Admissions Services, and any support provided to assist the applicant. For example, the center may help an applicant secure a release and/or contact an agency/provider on an applicant's behalf to request new or updated health information.



Documentation can be on one of the forms below:

- SF-600 Chronological
   Note
- Center's Applicant File Review (AFR) form
- AFR Tracking Log



This documentation will need to be uploaded in the Health E-Folder in the "Other" container.

NOTE: If using the <u>AFR Tracking Log</u>, the entry must not contain specific Personal Health Information (PHI). For example, "Requested Wellness Documentation" is acceptable; "Requesting or Awaiting Mental Health Documentation" is not acceptable.