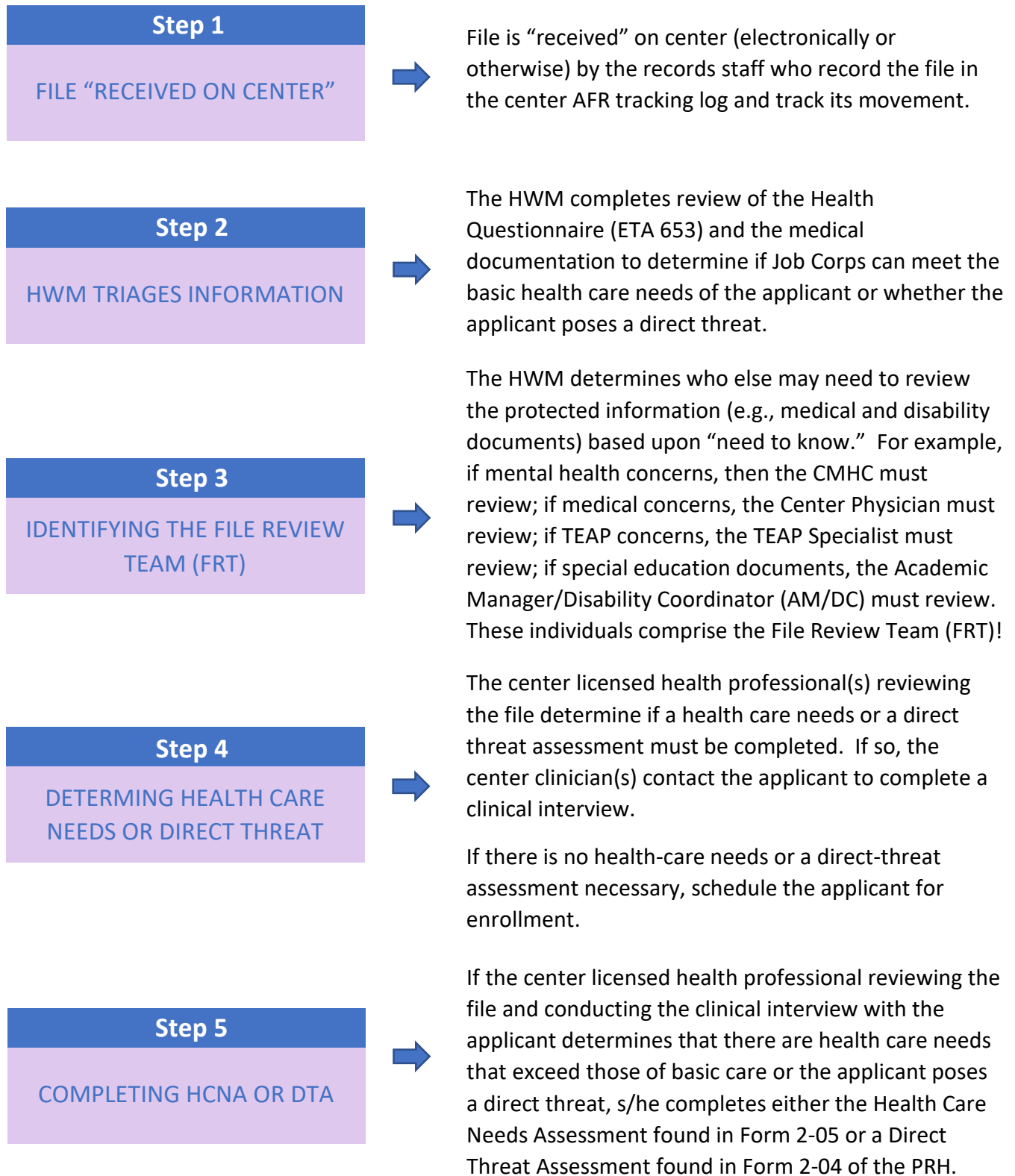


Center Applicant File Review Process

Applicant Does Not Have a Disability



Step 6
DISABILITY STATUS

➔ The applicant does not provide documentation of a disability or disabilities so check the “no” response box in item #5 that asks: Is the applicant a person with a disability and then skip to item #6 of the assessment.

Step 7
CENTER CLINICIAN MAKES
FINAL DECISION

➔ In item #6 of either the HCNA or the DTA, the center licensed health professional completing the assessment selects the appropriate recommendation of denial. If the option is to refer to an alternate center for consideration, please see *Alternate Center Recommendation* below.

Step 8
CENTER CLINICIAN SIGNS
ASSESSMENT

➔ The center licensed health professional completing the assessment prints his or her name, title, and includes types of licensure(s), signs and then dates the assessment.

Step 9
SUBMIT TO REGIONAL OFFICE
FOR REVIEW

➔ The center prints out the applicant file in its entirety (i.e., eFolder (admissions documents), medical and disability documents, and submits the file to the respective Regional Office for review.

Center Applicant File Review Process

Recommendation of Denial with a Referral to an Alternate Center

Step 7 (cont. from above)

CENTER CLINICIAN MAKES
FINAL DECISION



If the center licensed health professional believes that the applicant could be enrolled in Job Corps but at an alternate center where needed supports and services are available, then s/he should recommend denial with a referral to an alternate center.

In my professional judgment, health care needs are manageable at Job Corps as defined by basic health care services in Exhibit 6-4 but require community support services which are not available near center. Documentation of efforts to arrange for less frequent treatment in home state and/or to secure community support near center can be found in Question #7 below. Applicant should be considered for center closer to home where health support and insurance coverage is available. File is forwarded to Regional Office for final determination.

Step 8

ALTERNATE CENTER
JUSTIFICATION



Complete item #7 of the HCNA: *If recommending a different center, document efforts to arrange less frequent treatment in home state and/or secure community support near center in the space below. (Include name of organizations/facilities and specific individuals contacted and why access is not available.)*

Step 9

CENTER CLINICIAN SIGNS
ASSESSMENT



The center licensed health professional completing the assessment prints his or her name, title, and includes types of licensure(s), signs and then dates the assessment.

Step 10

SUBMIT TO REGIONAL OFFICE
FOR REVIEW



The center prints out the applicant file in its entirety (i.e., eFolder (admissions documents), medical and disability documents, and submits the file to the respective Regional Office for review.