

Job Corps *Disability* Program

DESK REFERENCE GUIDE

Disability Coordinator



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Introduction

This desk reference guide provides resources to support your responsibilities as a Job Corps Disability Coordinator (DC). Use this guide in conjunction with the [Policy and Requirements Handbook \(PRH\)](#), Information Notices, Program Instructions, and other valuable information found on the [Job Corps Disability Website](#).

If you are new to Job Corps or just new to the job as DC, here are a few tips to get you oriented to your new position:

- Contact your [Regional Disability Coordinator \(RDIC\)](#) to introduce yourself. Your RDIC serves as a resident technical expert for the Regional Office and the centers in your region—contact your RDIC to answer your questions, help you understand policies, and provide you with up-to-date information that will assist you in your efforts to meet program requirements.
- Review your center's standard operating procedures (SOPs) for the Disability Program. These procedures define how your program will operate on a day-to-day basis, describe staff roles, responsibilities, and provide guidance on center specific documentation, reporting, and communication protocols.
- Visit the Job Corps [Disability](#) and [Learning Disabilities](#) Websites to review the latest information about the Job Corps Disability Program.
- Locate and familiarize yourself with the [PRH](#) and disability-related Information Notices and Program Instructions that are available on the [Job Corps Disability Website](#).
- Attend the [3-part Disability Coordinator Orientation webinar series](#).
 - **Part 1—[The Applicant File Review Process Webinar](#)** walks through the center applicant file review process which begins the moment an applicant file arrives on center and continues until there is a final disposition on the application. This webinar also includes a review of center and regional applicant file review forms, direct threat and health-care needs assessment forms and corresponding requirements for the completion of each.
 - **Part 2—[The Reasonable Accommodation Process Webinar](#)** reviews each component of the reasonable accommodation process and the responsibility Job Corps has to communicate effectively with people with disabilities.
 - **Part 3—[The Other Disability Program Requirements Webinar](#)** focuses primarily on the remaining disability-related PRH requirements such as CIS Disability Data Collection, Referral Process, Disability Program Introduction, Disability Program Resources/Partnerships, Readily Achievable Barrier Removal, and Disability-Related Staff Training. Resources and tools available to assist Disability Coordinators in meeting disability-related requirements will also be shared.

Please check the [Web EX Training Schedule](#) page for dates/times.

Job Corps Overview

Job Corps is the nation's largest residential educational and career technical training program for economically challenged young adults aged 16 to 24 (there is no upper age limit for individuals with disabilities who are otherwise eligible). Funded by Congress and administered by the U.S. Department of Labor (DOL), Job Corps has been training young adults since 1964. Students are offered such services as basic education, occupational exploration, career technical training, work-based learning, social and employability skills training, health care, counseling, recreation, and post-program placement support.

The mission of Job Corps is to:

1. Provide students . . .
 - Career and technical training programs that are rigorous and relevant
 - Competencies recognized for employment and advancement in high-growth industries
 - Preparation for multiple jobs in a career path for life
 - Support services to optimize success
2. Provide employers . . .
 - A ready pool of qualified employees
 - Employees with industry-based skill standards and certifications
 - Opportunities to customize training programs with their employment needs
3. Provide communities . . .
 - Partnership opportunities in all phases of the Job Corps operation
 - Partnerships with education and local and regional workforce investment systems
 - A solid business base for those communities in which Job Corps resides
 - A viable resource for community service
4. Provide society . . .
 - Workers and citizens who will contribute to the Nation's economic growth and success

Organization of Job Corps

Job Corps is a national program administered by DOL through the National Office of Job Corps and six Regional Offices. The National Office of Job Corps establishes policy and requirements and facilitates major program initiatives. Job Corps' Regional Offices administer contracts and perform oversight activities.

There are currently over 122 operational Job Corps centers throughout the United States and Puerto Rico. Each center is part of a region. The six regions include: Atlanta, Boston, Chicago, Dallas, Philadelphia, and San Francisco. Each region has approximately 20 centers within its jurisdiction.

If your center is managed by a company that won the bid for a contract to operate the center, it is referred to as a contract center. If your center is operated by the USDA Forest Service, you are working at a civilian conservation center (CCC). Both contract centers and CCCs work toward the same goals and objectives.

Each Regional Office has Program Managers (PMs) who work closely with the centers. Your PM is the DOL representative and liaison who works with your center to ensure that you have the resources you need to do your job and that you are working successfully to meet the established program outcomes.

National Disability Program

The National Office and disability support contractor guide the operation of center Disability Programs as follows:

- **The National Office**—The Job Corps disability component is led by the National Health and Wellness Manager who is responsible for developing and implementing the policies and procedures that guide the delivery of services for students with disabilities on center.
- **The Disability Support Contractor**—The disability support contractor works with the National Office, all Regional Offices, and all centers to develop and enhance center services for students with disabilities. For example, the contractor assists the National Office in developing policy and training DCs on new initiatives, developing resource materials, and collecting Disability Program data. Every Regional Office has a RDIC who is the point of contact for disability-related issues. Disability support staff provide technical assistance to center disability teams and conduct center assessments for quality and compliance with the PRH.

Legislative Requirements

The program requirements for the Disability Program are developed around Congressional and administrative mandates which require Job Corps to:

- Enroll and serve applicants who meet the eligibility requirements imposed by Congress (as interpreted by DOL in the Job Corps regulations), regardless of a particular applicant's

disabilities.

- Provide reasonable accommodations for applicants and students with disabilities.

Center Disability Teams

The Health and Wellness Manager (HWM) (or a health staff designee) and Academic Manager (AM) (or an academic staff designee) function as DCs to oversee the program. Additional DCs may be appointed. Centers may choose to hire a full time or part time DC to oversee the program rather than or in addition to appointing an academic and health DC.

Disability Program Compliance Assessments

About every 2 years, a staff member from the disability support contractor visits each center to conduct a Disability Program Compliance Assessment (DPCA). The DPCA is an overall assessment of your center's Disability Program that will identify any concerns that may require change in accordance with the ePRH and highlight the strengths of your program. You can expect to have accommodation and disability files, Center Information System (CIS) disability and accommodation data, SOPs, and other information reviewed/audited during this assessment.

Center DCs should consider conducting their own internal record audits and program assessments on an ongoing basis. If you are familiar with the program requirements and the assessment criteria, it will be easier to maintain a continuous level of quality.

Disability Program Requirements Resources

**Please see [PRH](#) for the Disability Program Requirements*

Applicant File Review Process—PRH 1.5; Form 1-07

Job Corps Resources:

Sample SOP

- ✓ [Sample Applicant File Review Process SOP](#)

PRH

- ✓ [Form 1-07, Applicant File Review Guidance – Center Process](#)
- ✓ [Form 1-08, Applicant File Review Guidance – Regional Review Process](#)
- ✓ [Form 2-03, Process for an Applicant or Student with a Disability to Request Reasonable Accommodation to Participate in the Job Corps Program](#)
- ✓ [Form 2-04, Individualized Assessment of Possible Direct Threat](#)
- ✓ [Form 2-05, Health Care Needs Assessment](#)
- ✓ [Appendix 201, Communicating with Persons with Disabilities](#)
- ✓ [Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information](#)

Sample Tracking Log

- ✓ [2019 Sample Applicant File Review \(AFR\) Tracking Log](#)
 - [2019 Sample Applicant File Review \(AFR\) Tracking Log Guidance](#)

Forms

- ✓ Accommodation Recommendation for Denial Form (Found in Form 2-03): [Word Version](#), [PDF](#)
- ✓ Center Recommendation of Denial for New Information Form (Found in Form 1-07): [Word Version](#), [PDF](#)
- ✓ Center Recommendation of Denial for Health Care Needs, Direct Threat or Disability Status Form (Found in Form 1-07): [Word Version](#), [PDF](#)
- ✓ Direct Threat Assessment Form (Found in Form 2-04): [Word Version](#), [PDF](#)
- ✓ Health Care Needs Assessment Form (Found in Form 2-05): [Word Version](#), [PDF](#)

Flow Charts

- ✓ [Center Applicant File Review Process](#)
- ✓ [Recommendation of Denial: New Information](#)
- ✓ [Recommendation of Denial: Direct Threat/Health Care Needs](#)
- ✓ [Referral to Alternate Center](#)

Process Graphics

- ✓ [Center Applicant File Review](#)
- ✓ [Center Applicant File Review: No Disability](#)
- ✓ [Center Applicant File Review: Unable to Identify Reasonable Accommodation](#)

Tools

- ✓ [Applicant File Review Snapshot](#)
- ✓ [Accessibility Within Applicant File Review Snapshot](#)
- ✓ [Reasonableness and Accommodation Recommendation of Denial Snapshot](#)
- ✓ [TEAP's Role in AFR Snapshot](#)
- ✓ [Dual Reviews in AFR](#)

Webinars

- ✓ [Disability Coordinator Orientation Part 1: Applicant File Review Process](#)
- ✓ [Mastering the Center Applicant File Review Process: Increasing Understanding and Improving Efficiency of Applicant File Clinical Review and Reasonable Accommodation Processes](#)
- ✓ [Maintaining the Applicant File Review Log](#)
- ✓ [Applicant File Review Hot Topics](#)
- ✓ [Applicant File Review Hot Topics #2](#)

Disability-Related Requirements

Disability Coordinator—PRH 2.4, R1 (a, b)

Job Corps Resources:

- ✓ [Sample DCs' Responsibilities SOP](#)
- ✓ [Disability Coordinator Orientation: 3 Part Webinar Series](#)

Reasonable Accommodation Process—PRH 2.4, R3 (a-c); Form 2-03

Job Corps Resources:

Sample SOP

- ✓ [Sample Reasonable Accommodation SOP](#)

PRH

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- ✓ [Form 2-03, Process for an Applicant or Student with a Disability to Request Reasonable Accommodation to Participate in the Job Corps Program](#)
 - ✓ [Appendix 201, Communicating with Persons with Disabilities](#)
 - ✓ [Appendix 202, Transmission, Storage and Confidentiality of Medical, Health and Disability-Related Information](#)

Guides

- ✓ [Reasonable Accommodation Committee Guide](#)
- ✓ [Service Animals and Assistance Animals in the Job Corps Program Guide](#)

Effectiveness Reviews

- ✓ [Student Accommodation Plan Effectiveness Review – Staff Evaluation](#)
- ✓ [Student Accommodation Plan Effectiveness Review – Counselor Evaluation](#)

Documenting the Process

- ✓ [Reasonable Accommodation Committee \(RAC\) Meeting Documentation Form](#)
- ✓ [Sample CIS Notes Tab Entries](#)
- ✓ [Accommodation Folder Contents Checklist](#)

Transition

- ✓ [Transition Resources](#)
- ✓ [Student Transition Plan](#)
- ✓ [Career Transition Readiness Guide](#)

Forms

- ✓ Reasonable Accommodation Request Form-Program (Found in Form 2-03): [Word Version](#), [PDF](#)
- ✓ Reasonable Accommodation Review/Documentation of Disability Form (Found in Form 2-03): [Word Version](#), [PDF](#)
- ✓ Job Corps Reasonable Accommodation Funding Request Form (Found in Form 2-03): [Word Version](#), [PDF](#)
- ✓ Accommodation Recommendation for Denial Form (Found in Form 2-03): [Word Version](#), [PDF](#)
- ✓ [Disability Data Collection Status Update and Accommodation Plan Recommendations Form](#)

Process Graphics

- ✓ [Reasonable Accommodation Process Approved for Enrollment](#)
- ✓ [Documentation of Disability Reasonable Accommodation Process](#)
- ✓ [Documentation of Disability Refusal of Accommodation](#)

Tools

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- ✓ [Accessibility Within Applicant File Review Snapshot](#)
 - ✓ [Reasonableness and Accommodation Recommendation of Denial Snapshot](#)

Webinars

- ✓ [Disability Coordinator Part 2: Reasonable Accommodation Process](#)
- ✓ [Introduction to Disability and Reasonable Accommodation](#)
- ✓ [Reasonable Accommodation Hot Topics #1](#)
- ✓ [Distance Learning Resources to Support Students With Disabilities](#)

Disability Program Introduction—PRH 3.4, R2 (a-c)

Job Corps Resources:

- ✓ [Guide to Talking to Students about Reasonable Accommodation](#)
- ✓ Reasonable Accommodation Brochure: [Word Version](#), [PDF](#)
- ✓ [Sample Handbook Language](#)
- ✓ Reasonable Accommodation Request Form-Program (Found in Form 2-03) : [Word Version](#), [PDF](#)
- ✓ [Disability Awareness Activity Packet](#)

CIS Disability Data Collection and Accommodation Plans—PRH 2.4, R4 (a-f)

Job Corps Resources:

- ✓ [CIS 3g Wellness Accommodation Access Graphic](#)
- ✓ [Accommodation Reference Worksheet](#)
- ✓ [Sample CIS Notes Tab Entries](#)
- ✓ [Disability Data Collection Categories](#)
- ✓ [Navigating Disability Data and Accommodation Plans in CIS](#)
- ✓ [Disability Data Collection Status Update and Accommodation Plan Recommendations Form](#)
- ✓ [Disability Program Administration: CIS Data Quality Control Strategies Webinar](#)

Partnerships/Resources for Individuals with Disabilities—PRH 5.1, R34 (a-c)

Job Corps Resources:

- ✓ [Disability Partnership Tool](#)
- ✓ [Job Accommodation Network \(JAN\)/Job Corps Brochure](#)
- ✓ [Vocational Rehabilitation Partnership Brochure](#)

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- ✓ [Bookshare Flyer](#)

Webinars

- ✓ [Developing Partnerships Webinar](#)
- ✓ [Getting to Know Bookshare Webinar](#)
- ✓ [Job Accommodation Network \(JAN\) Overview Webinar](#)
- ✓ [Need Accommodation Solutions: Ask JAN focus on Learning Disabilities \(LD\) & Intellectual Disabilities \(ID\) Webinar](#)
- ✓ [Using Your Statewide AT Act Program as a Resource Webinar](#)
- ✓ [Bookshare and Job Corps Webinar: Part 1](#)
- ✓ [Bookshare and Job Corps Webinar: Part 2](#)
- ✓ [Bookshare Recap Webinar](#)

Referral Process—PRH 2.4, R5 (a, b)

Job Corps Resources:

Form

- ✓ [Referral Form](#)

Process Graphics

- ✓ [Referral: Student Consents to Securing Documentation but Does Not Want Accommodation](#)
- ✓ [Referral: Has Supporting Documentation but Does Not Want Accommodation](#)
- ✓ [Referral: Has Supporting Documentation and Wants Accommodation](#)

Readily Achievable Barrier Removal—PRH 5.1, R36 (a-e)

Job Corps Resources:

- ✓ [The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal](#)
- ✓ Center Accessibility Tool: [Word Version](#), [PDF](#)
- ✓ Sample Center Accessibility Plan: [Word Version](#), [PDF](#)
- ✓ [Readily Achievable Barrier Removal: Creating your Accessibility Plan Webinar](#)

Disability-Related Staff Training—PRH 5.2, R1; Exhibit 5-4

Job Corps Resource:

- ✓ [Trainings and Webinars Page](#)

Other

Job Corps Resources:

- ✓ [Appendix 301 \(TABE Requirements and Instructions\)](#)
- ✓ [Appendix 303 \(TABE Waivers for Students with Disabilities\) and TABE Waiver Guide](#)
- ✓ [Form 6-01 \(Maximum Benefits Separation\)](#)