

## 1.5 APPLICANT ASSIGNMENTS

### PURPOSE

- P1. To establish procedures for assignment of applicants to centers in accordance with legislative requirements.
- P2. To ensure a regular flow of applicants for assignment to centers.

### REQUIREMENTS

#### R1. Assignment and Scheduling Procedures

Outreach and Admissions (OA) contractors shall:

- a. Develop systems to assign eligible applicants to available training slots in accordance with contract goals, center needs, and applicant interest.
- b. Assign applicants to centers closest to their homes, except under the following conditions:
  - 1. The applicant chooses a vocational training program or requires an English literacy program that is not available at such center.
  - 2. The applicant would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity.
  - 3. The parent or guardian of an applicant requests assignment of the applicant to another Job Corps center due to circumstances in the applicant's home community that would impair prospects for successful participation in the Job Corps program.
- c. Applicants younger than 18 shall be assigned to the center closest to home unless the parent or guardian objects to the assignment.
- d. Record all applications in OASIS and forward to the center or regional office within the time period required.

#### R2. Regional Assignment Procedures

- a. Regional offices shall:
  - 1. Establish procedures in accordance with R1 above for assignment of eligible applicants to centers, including waivers for applicants assigned to centers other than closest to home.

2. Establish policies and procedures for travel using OASIS.

- b. OA and center contractors shall ensure that OASIS files are available to the center of assignment and that hard copy documents are available to the center at least 5 working days prior to each applicant's scheduled departure.

R3. Arrival Scheduling

Centers shall:

- a. Accurately project arrival needs and issue arrival orders in accordance with regional office policy.
- b. Ensure that the application folder is complete and contains all required documentation upon arrival to center. The center shall contact the AC to obtain missing or incomplete documentation.
- c. Schedule timely assignment, for first available opening on center, of youth referred by ACs to ensure maintaining center at capacity.
- d. Provide timely travel authorization and arrival information to ACs and other appropriate parties as required.
- e. Meet and greet arrivals at the designated time on the center or at the determined travel termination point.

R4. Delays

- a. Travel delay

In the event that a youth cannot travel on the day assigned, the AC/OA contractor shall request a travel delay (not to exceed 2 weeks) prior to or on the day of assignment. The AC shall:

1. Determine whether the reason for the delay is valid.
2. Notify the center and/or regional office to obtain instructions and future date of travel. Under no circumstances shall an AC send a youth to the center on a day other than the departure date entered on the itinerary without obtaining center and/or regional office approval.

- b. Delayed Assignment

Under the following circumstances, the AC may apply for a delayed assignment for accepted applicants who fail to depart as originally scheduled and who did not request a travel delay:

1. There is a valid reason for the request.
2. The request for a delayed assignment is submitted within 90 days of the date the assignment notification was sent to the OA contractor. If the youth applies after 90 days, all eligibility documentation must be re-verified.
3. The youth continues to meet all the Job Corps eligibility criteria at the time of subsequent departure.
4. The center has not received the "Authorization for Use and Disclosure of Your Health Information."

R5. Ticket Recovery

OA contractors shall:

- a. Develop procedures to control, safeguard and track government tickets issued for applicant transportation.
- b. Recover and return unused tickets for credit to the government.

**QUALITY INDICATOR(S)**

Q1. Centers are maintained at enrollment capacity.

Q2. New arrivals know what to expect upon arrival and enrollment at the center.