## Appendix 105 Job Corps Applicant Eligibility Folder Inventory

Admissions Counselors must use the following layout when creating an applicant folder. <u>Only the documents listed on this form should be included, as applicable.</u> Please see Exhibit 1-1 for more information on the types of required documentation. The Applicant Eligibility Folder Cover Sheet must be stapled to the front of the folder and the inside left flap.

Name of Applicant:	Student ID#:
English Language Learner Yes 🗆 No 🗆	If yes, specify language
Veteran (see Exhibit 1-6) Yes $\Box$ No $\Box$	
Left Side	Right Side
Folder Inventory	
ETA 652	Child Care (if applicable)
EAR	Child care certificate (ETA 682)
Age/ Legal Resident Documentation	If applicant is applying to a residential parent dorm or applying for a child care
Social Security card (required) or another	allotment, then the following documents should be included:
official document that lists the SSN if applicant has lost his/her Social Security card	Child's birth certificate
has lost his/her Social Security card	□ Child's Social Security card
One or more of the following:	Child's immunization records
□ Birth certificate	□ Child's medical or physical records
U.S. passport	
Driver's license/state identification card	
Employment Eligibility Verification: I-9	
Employment Authorization Card	
Unexpired foreign passport containing employment authorization document I-94	
Other official forms or documents from other government agencies that identify the applicant's name and date of birth, such as school records, welfare documents and employment records.	
☐ Military Records (DD 214)	
Parental Consent for Minors	Behavioral Adjustment History & Court
$\Box$ ETA 652 (documents proving that signer is the	Involvement and/or Agency Supervision
parent of the minor may be included)	ETA 655 Court Documentation
Emancipation papers	ETA 655A Institutional Statement
Marriage license	□ Criminal background results
	Supplemental documentation relating to behavioral history

□ Written statement from the court or appropriate

	<ul> <li>agency certifying the approval of the applicant's release from its supervision, and that the applicant's release does not violate applicable laws and regulations</li> <li>Written statement from the court or appropriate agency that the applicant has responded positively to supervision, and that it will permit the applicant to leave the local area or state while enrolled in Job Corps</li> <li>Receipt of paid fines or court-ordered restitution</li> <li>Confirmation of completion of community service hours</li> <li>Paperwork showing dismissal of criminal charges</li> </ul>
Selective Service Registration	Readmission
□ ETA 652	□ OASIS Readmission Report
	Student Profile
Low Income	<b>Required Non-Eligibility Forms</b>
<ul> <li>One or more of the following:</li> <li>At least one month's worth of paycheck stubs from each employer, for each working adult member of the family, during the last 6 months, which indicate the employer's name and date of the check</li> <li>Income verification statements from, or documented phone calls with employers</li> </ul>	<ul> <li>Rights to Use Photographic Likeness or Moving Images Release Form (Exhibit 6-13)</li> <li>Records Release Authorization Form (Exhibit 1-5)</li> <li>Equal Opportunity Notice (Exhibit 6-11)</li> <li>Parental Consent Form</li> </ul>
<ul> <li>Excludable income: Letter of receipt of Supplemental Security Income or letter of receipt of unemployment insurance</li> <li>Tax returns or W2s</li> </ul>	
<ul> <li>Latter or printout from appropriate government agency acknowledging family receipt of any form of public assistance, or documented eligibility for food stamps at the current time or within the previous 6 months; or public assistance voucher or payment stub, including medical assistance card; documented phone contact with case worker.</li> </ul>	
<ul> <li>A letter from or documented phone contact with caseworker or public agency personnel attesting to that the applicant is in foster care or is a ward of the court or state.</li> <li>A letter from, or documented phone contact</li> </ul>	
<ul> <li>A retter from, or documented profile contact with, a homeless shelter or support provider attesting that the applicant is homeless</li> <li>Statement of support, signed by applicant, AC, and support provider if possible</li> </ul>	

Requires Additional Education and Training         ETA 652 and one or more of the following:         The GED certificate or Official GED Test Scores         Foreign diploma         School transcript request documentation	<ul> <li>Non-Required Non-Eligibility Forms</li> <li>Career Interest Assessment Tools, eg. O*Net Interest Profiler</li> <li>PCDP</li> <li>State-specific parental consent form for drivers' learner permit</li> <li>State-specific parental consent form for GED test</li> </ul>
<ul> <li>A copy of a HSD or official transcript of completion</li> <li>Documented efforts by AC to obtain school records or standardized test results</li> </ul>	
Confidential Envelope	
□ Individualized Education Program (IEP)	
Records Release Authorization Form (Exhibit 1-	
Health and Disability History Envelope	
<ul> <li>ETA 653</li> <li>Authorization for Use and Disclosure of Your Health Information form (HIPAA)</li> <li>Job Corps Informed Consent to Receive Mental Health and Wellness Treatment</li> <li>Medical records</li> <li>Reasonable Accommodation Request form (Appendix 605)</li> </ul>	
Psycho-educational reports	
□ Other cognitive and achievement testing results	
Any other protected medical/disability-related information (i.e., summaries from current and/or recent medical providers or treatment facilities, including mental health and substance abuse)	
□ Immunization records	
Chronic Care Management Plans provider form(s)	
Orthodontic treatment form (if applicable)	
Dental records (if applicable)	
Supplemental documentation relating to health and wellness (examples)	
Copy of health insurance card (front and back)	

## **Admissions Counselor**

Signature

Date

## Admissions Contractor Quality Check

## **Center Quality Check**

Signature

Date

Signature

Date