August 21, 2014

| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NOTICE No. 14-06 |

TO:	ALL JOB CORPS NATIONAL OFFICE STAFF
	ALL JOB CORPS REGIONAL OFFICE STAFF
	ALL JOB CORPS CENTER DIRECTORS
	ALL JOB CORPS CENTER OPERATORS
	ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
	ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM:	LENITA JACOBS-SIMMONS
	Acting National Director
	Office of Job Corps

| SUBJECT: | Applicant File Review Log and Webinar |

1.   Purpose. To provide centers with a sample applicant file review log that meets Policy and Requirements Handbook (PRH) requirements, and to make centers aware of the *Maintaining and Managing the Applicant File Review Log* Webinar.

2.   Background. Though the center's applicant file review process is not specific to students with disabilities, it is reviewed during Regional Office Center Assessments (ROCAs) as part of the Disability Program review. The center's applicant file review log is the primary piece of documentation used to determine compliance with many of the applicant file review process components. Therefore, when it does not exist or does not capture all the required components, the center's ROCA score in this area is significantly impacted.

The applicant file review log is also critically important should a discrimination or other type of complaint be filed, as it provides a historical record of who had interaction with the file, the timeline of the file review process, and the final disposition of the application. Requirements pertaining to the applicant file review log can be found in PRH Chapter 1, Section 1.4 R2 (a). Page 9 of Appendix 107 also addresses the need for applicant file review log including further explanation of the details it should contain (i.e., notes/explanations of any delays in the process, the start date or explanation of the disposition of the file).

In response to requests for a sample applicant file review log and because most centers do not have an applicant file review log that meets current requirements, a sample applicant file review log that contains all of the PRH requirements has been created. This log can be customized for use on any center, and includes examples of several applicant files with differing final dispositions.

The *Maintaining and Managing the Applicant File Review Log* Webinar reviews the requirements associated with the maintenance and management of the applicant file review log, offers suggested strategies and tips for efficiently managing the process, and educates staff on the pitfalls and red flags that can occur within the applicant file review tracking process. This Webinar can be downloaded from the Job Corps Disability Web site, and will next be presented as a fall Webinar session. Exact dates and sign up information will be available on the Event Registration page on the Job Corps Community Web site.

3.   Action Required. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4.   Expiration Date. Until superseded.

5.   Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or via e-mail at abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010 or via e-mail at davis.johnetta@dol.gov.

Attachment

Sample Applicant File Review Log