

Job Corps Scholars Grants

Questions and Answers

ELIGIBILITY

1. *What are the student eligibility requirements for the Job Corps Scholars Program?*

In order to enroll in the Job Corps Scholars program, enrollees must: 1) meet the eligibility criteria in Exhibit 1-1 of Job Corps' Policy and Requirements Handbook; 2) meet the grantee's existing admissions standards and; 3) be new enrollees. (10/16/20)

2. *Can you clarify what is meant by "new enrollee?" At our community college we have programs for high school juniors and seniors, as well as for adults taking adult education courses toward earning a high school equivalency. Would those high school or adult education students be disqualified from enrolling in Job Corps Scholars if they obtained a high school diploma through our community college program given the language in the Funding Opportunity Announcement (FOA) that states "students must be new enrollees, that is, not previously admitted or currently attending classes at the community college, HBCU, or TCCU?"*

In order to enroll in the Job Corps Scholars program, enrollees must: 1) meet the eligibility criteria in Exhibit 1-1 of Job Corps' Policy and Requirements Handbook); 2) meet the grantee's existing admissions standards and; 3) be "new enrollees."

"New enrollee" is defined in the Funding Opportunity Announcement (FOA) as "not previously admitted or currently attending classes at the community college, HBCU, or TCCU." Under the Job Corps Scholars program, grantees are expected to identify and target communities with concentrations of Job Corps eligible youth in order to maximize the number of Job Corps Scholars selected from these communities. In order to promote active recruitment from these communities and to restrict grantees from enrolling students that are currently enrolled and/or attending classes at the grantee's college or university, the FOA restricts grantees from enrolling individuals who were previously admitted to the college or university or those who might not be formally admitted, but are currently attending classes there (e.g., continuing education classes). The definition is not meant to exclude students who were previously admitted to the college or university, but are no longer currently enrolled, nor is it meant to exclude those who previously took classes at the college or university but are no longer doing so. Therefore, individuals who meet the Job Corps eligibility criteria in Exhibit 1-1 and the grantee's existing admissions standards may be enrolled in the Scholars program, even if those students previously took classes at the college or university or were previously admitted, provided those students are not active students at the college or university, or attending classes there at the time of enrollment in the Scholars grant. In addition, in accordance with the FOA, transfer students are not considered new enrollees for the purpose of this program. (10/16/20)

3. *Is there any chance the program could consider an exception for students newly enrolled within the first few weeks? This is oftentimes when we see students that need support desperately, and just by virtue of stumbling into college, they will be excluded. These are some of our best candidates.*

No. Per the Funding Opportunity Announcement, Job Corps Scholars students must be new enrollees, that is, not previously admitted or currently attending classes at the college or university. As noted in the response to question 2, this definition is not meant to exclude students who were previously enrolled and/or taking classes at the college or university but are no longer enrolled or taking classes there at the time of enrollment in the Scholars program. Previously admitted students who are *currently* enrolled in the college or university and/or those that are *currently* taking classes there, would not be eligible for enrollment in the Scholars program. (10/16/20)

4. *We have 17 students enrolled and now believe they are ineligible because they took classes before being admitted into their training program. Can you clarify?*

Please see the response to question 2. (10/16/20)

5. *Are former Job Corps students also eligible for Job Corps Scholars?*

It depends. Former Job Corps Center students (graduates or non-graduates) may be enrolled in the Scholars program, if, at the time of enrollment into the program, they meet the eligibility criteria (see response to question 1) and would have been eligible for reenrollment in the traditional Job Corps program. For example, a former student who was enrolled at a Job Corps Center that was terminated from the Center as a result of a disciplinary infraction listed in [Exhibit 2-1](#) of Job Corps' Policy and Requirements Handbook that prohibits re-admission into Job Corps' traditional program, would also be prohibited from enrolling in the Scholars program. Although Job Corps' Scholars grantees are not required to ensure that Scholars students abide by Job Corps' student code of conduct and disciplinary policies, but rather, those of the grantee's organization, this stipulation will help ensure that former Job Corps students are not allowed to circumvent the full consequences of certain disciplinary infractions received while enrolled in the traditional program, by allowing them entry into the Scholars program. (10/16/20)

6. *Can graduates of the Job Corps program be eligible for Job Corps Scholars?*

Please see response to question 5. (10/16/20)

7. *I recall reading in the FOA that Job Corps Scholars students need to only meet one of the requirements in Exhibit 1-1. Did I misunderstand, or can you clarify?*

In order to be enrolled in the Job Corps Scholars program, all of the eligibility criteria in Exhibit 1-1 of the Policy and Requirements Handbook must be met. In addition to these criteria, enrollees must also meet the grantee's existing admissions standards and be new enrollees. For clarification of the definition of new enrollees, please see the response to question 2. (10/16/20)

8. *In Criterion 10 of Exhibit 1-1, it states applicants with court involvement may be eligible. Can you explain?*

An applicant who is on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization *may* be considered eligible under certain conditions: 1) the court or appropriate agency certifies inwriting its approval of the applicant's release from supervision; 2) the release does not violate applicable laws and regulations; 3) the applicant has responded positively to supervision; and 4) the agency will permit the applicant to leave the local area or state while enrolled in Job Corps Scholars. If the applicant has court fines or court ordered restitution in excess of \$500, he or she must meet *one or more* of the following conditions: a)the applicant settles the court fine or court-ordered restitution; b) the court agrees to suspend the obligation during the applicant's enrollment in Job Corps Scholars or; c) the grantee permits entry. (10/16/20)

9. *If a Job Corps eligible student needs to complete prevocational training to begin training and that training is being funded by another department, once the GED is obtained, will they be considered a new recruit for the Job Corps Scholars grant if they are still enrolled or taking classes at the college or university?*

Please see response to question 2. In addition, please note that, per the FOA, grant funds may be used to pay for up to six months of developmental education coursework that a Scholars-eligible student needs in order to successfully enter the career technical training component. The time necessary to complete such coursework does not count against the 12month maximum time period allotted for the career technical training component.

Therefore, grantees do not need to provide Scholars-eligible students with this developmental coursework prior to enrolling them in the grant. (10/16/20)

- 10. *Do students need to enroll full-time or can they be part-time students?***

There is no requirement that students enrolled in the grant must be full-time students. All students, regardless of full-time or part-time status, must complete their career technical training, employment and placement counseling, and developmental coursework (if needed) within the time periods stipulated in the FOA. (10/16/20)

11. *Question: What percentage bracket do we follow if using the poverty level guidelines from the Department of Health and Human Services at <https://aspe.hhs.gov/poverty-guidelines>?*

Answer: Grantees should follow the 100 percent bracket of the poverty level guidelines established by Department of Health and Human Services (DHHS). Job Corps policy does not use percentage multiples of the guidelines (e.g., 125 percent or 185 percent of the guidelines) in determining eligibility. The grantee may use either the DHHS guidelines or 70 percent of the LLSIL in determining eligibility, so long as an applicant's income does not exceed the higher of the two income level guidelines.

As stated on page 5 of the Eligibility Guide: “Earned Income: An individual, or a member of a family living in a single residence that has received total family income for the 6- month period prior to application, which, in relation to family size, was not in excess of the higher of (1) the poverty level determined in accordance with criteria established by the Department of Health and Human Services (DHHS); or (2) 70 percent of the Lower Living Standard Income Level (LLSIL).”

When determining income eligibility for a Job Corps Scholars applicant, the grantee must use the “Family Unit of One” standards in the official Poverty Guidelines, as revised by the Department of Health and Human Services. When using the LLSIL guidelines (<http://www.doleta.gov/lisil/>), the grantee must use the “Family of One” column. (12/22/20)

12. Question: What is the exact low income guidance that the grantees need to follow?

Answer: Grantees should follow the 100 percent bracket of the poverty level guidelines established by Department of Health and Human Services (DHHS). Job Corps policy does not use percentage multiples of the guidelines (e.g., 125 percent or 185 percent of the guidelines) in determining eligibility. The grantee may use either the DHHS guidelines or 70 percent of the Lower Living Standard Income Level (LLSIL) in determining eligibility, so long as an applicant’s income does not exceed the higher of the two income level guidelines. (8/17/21)

13. Question: Grantee noted that eligibility webinar states that taxes cannot be used to determine eligibility, but it is listed on the eligibility checklist as, Paycheck stubs, tax returns, or W-2’s. Please provide feedback. I had approved a student in the Fall 2020 session by his tax return and used the Taxable income as the guide. If this is not possible, I’m sure I can go back and have him bring in his dad’s March-August pay stubs.

Answer: Please use the Job Corps provided checklist and keep records, tax returns are allowable if in the Job Corps provided checklist, available here: [2.18.21 Criteria Checklist Final.pdf \(dol.gov\)](#) (8/17/21)

14. Question: The grant instructs us to use the income earned in the 6 months prior to applying for the program. Most students work full-time or more than full-time in the summer in preparation for the school year. Once in school they are not working so they have a change in income. Are we able to take this into account when determining their eligibility?

Answer: Income eligibility is based on earned income, if any, during the previous 6 month period, including seasonal work. (12/22/20)

15. Question: I have a homeless young man who recently got a job making \$14.50 / hour. I’m guessing he does not qualify under income guidelines but he DOES qualify because of his homeless status. Am I correct concluding that he does qualify for JCS?

Answer: Yes, the student-participant is a homeless young man and therefore meets the

low income criterion. See pages 5 and 7 of the Eligibility Guide accessible here: <https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/pdfs/Job%20Corps%20Scholars%20Eligibility%20Guide%2011.6.20%20P.docx> (12/22/20)

16. *Question: Grantee's homeless applicant had a vacation buy-out, is the applicant still low-income?*

Answer: If the applicant is a homeless individual he/she will meet the low-income criterion eligibility requirement under the condition of homelessness and would follow those documentation requirements. Documentation under the earned income eligibility requirement would not apply. (8/17/21)

17. *Question: participants are outside of the statement of work identified areas due to homelessness and the homeless centers being in the urban area, can they still be considered and/or do we need to a statement of work modification to include those areas in our grant agreement?*

Answer: Homelessness is a condition which meets multiple eligibility criteria permitting services under the grant. Also note, grantees may admit up to 50% of applicants outside of their zip codes. (8/17/21)

18. *Question: Is there a specific consent form that applicants need to sign? Is there a document/template that we are to follow for this criterion?*

Answer: Please refer to the section on Selective Service in the Eligibility Guide to find a sample written consent statement. This guide is accessible here: <https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/pdfs/Job%20Corps%20Scholars%20Eligibility%20Guide%2011.6.20%20P.docx> - (12/22/20)

19. *Question: Are students who have been approved for Deferred Action for Childhood Arrivals (DACA) eligible for the program?*

Answer: Yes, students admitted under DACA are eligible provided that the student provides appropriate source documentation (reference the Eligibility Guide accessible here: <https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/pdfs/Job%20Corps%20Scholars%20Eligibility%20Guide%2011.6.20%20P.docx>). (8/17/21)

20. *Question: How will a JCS be automatically registered for SS after turning 18?*

Answer: Males who have turned 18 may or may not be automatically registered for Selective Service. In addition, each state has specific legislation governing registration for Selective Service. The most current legislation linked to Selective Service registration are driver's license legislation (DLL) and Solomon- and Thurmond-like legislation.

Driver's License: There are two forms of DLL, optional and automatic. States with optional DLL allow men 18-25 to opt in or out of having their information

transferred to Selective Service for registration by checking a box when applying for a state learner's permit, driver's license or renewal, or I.D. card. States with **automatic DLL** process a man's application for a state learner's permit, driver's license or renewal, or I.D. card as consent to have his information automatically transferred to Selective Service for registration if he is between the ages of 18-25.

Education: The **Solomon Amendment** added Section 12(f) to the Military Selective Service Act in September 1982. Male students who have a requirement to register with Selective Service must satisfy that requirement as an eligibility precondition for receipt of Title 4 federal student financial aid. Title 4 aid includes such need-based programs as Guaranteed Student Loans and Pell Grants.

Government Employment: In November 1985, the **Thurmond Amendment** to the Defense Authorization Act established Title 5, U.S. Code, Section 3328, which requires Selective Service registration (of men who are required to register) as a prerequisite for appointment to most federal jobs.

Visit this website for more information: <https://www.sss.gov/register/state-commonwealthlegislation/#:~:text=A%20law%20signed%20on%20November,with%20the%20Selective%20Service%20System>. (12/22/20)

21. *Question: Can't we just print the confirmation of the selective service registration from the applicable website?*

Answer: Yes, JCS Grantees can print confirmation of Selective Service registration from the website. (12/22/20)

22. *Question: Can a young person who applied to college but did not enroll in college qualify for JCS?*

Answer: The student-participant must meet the eligibility criteria as outlined on pages 16-17 of the FOA. See also the Eligibility Criteria Guide accessible here: <https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/pdfs/Job%20Corps%20Scholars%20Eligibility%20Guide%2011.6.20%20P.docx>

See also page 4 of the FOA that states, in pertinent part, that "these students must be new enrollees, that is, not previously admitted or currently attending classes at the community college, HBCU, or TCCU. Transfer students are not considered new enrollees for the purpose of this program." (12/22/20)

23. *Question: Can Job Corps Graduates qualify?*

Answer: Yes, as long as they meet the eligibility criteria as outlined on pages 16-17 of the FOA. (12/22/20)

24. *Question: Are students eligible for the Job Corps Scholars program even though they are taking GED classes at the college already? If a student is previously enrolled in pre-vocational GED courses could they be eligible for the JCS training?*

Answer: If the student is already fully enrolled in the college, the student is ineligible for services under the Job Corps Scholars grant. As previously stated in the FAQs, Job Corps eligible youth may be enrolled in the grant program even if those students previously took classes at the college or university or were previously admitted if they meet the following conditions: 1) not active students at the college, 2) not attending classes at the college/university at the time of enrollment, 3) meet the Job Corps eligibility criteria in Exhibit 1-1, and 4) satisfy the grantee's existing admissions standards. (8/17/21)

25. *Question: According to the guidance received, "the upper-age limit must be waived for individuals with disclosed disabilities." What constitutes a disclosed disability?*

Answer: Disclosed disability means the student-participant voluntarily informs the grantee of their disability status. The grantee should take reasonable steps to verify the accuracy of the information as would be done for those regularly admitted to the college.

Please note that page 19 of the FOA states that "as with the Job Corps' traditional program, individuals with disabilities are also eligible for the Job Corps Scholars Program. Grantees must maintain the confidentiality of the scholar's disability status related records, using the grantees' existing policies and procedures for obtaining and maintaining information concerning disability status. This includes policies and procedures governing voluntary disability self-disclosures and medical information, consistent with federal and state laws, including HIPAA where applicable. For HIPAA purposes, grantees should follow their own policies and procedures and not Job Corps PRH Exhibit 1-1, criterion 12, or Appendix 607." (12/22/20)

26. *Question: If a student completes their application at the age of 25 but later starts enrollment in classes after 25 years, are they still eligible under the Job Corps Scholars program?*

Answer: If the application was processed prior to the applicant turning 25 years, then the applicant is eligible to receive services after the background check comes back clear, even after the individual turns 25 years. The program will not penalize the individual because of the wait time endured during a background check. If the person was 25 years old before the application was initiated and meeting the eligibility criteria, the individual would not be allowed to receive grant funded services unless the individual receives a disability age waiver. (8/17/21)

27. *Question: Applicant has disclosed a felony conviction of sexual assault at the age of 15. He is registered as a juvenile sex offender in the state of Florida. Is a conviction as a minor the same as being convicted as an adult?*

Answer: If there is a criminal conviction (rather than a juvenile adjudication) for sexual assault, the individual is automatically disqualified. (8/17/21)

28. *Question: When will they be offering training for fingerprinting/ Background checks?*

Answer: Review the Applicant Criminal Background Check webinar held on December 16th, and available here:

<https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/JC%20Scholars/Job%20Corps%20Scholars%20%20Background%20Check%20Training%2012.16.20%20DH.pptx> .
(12/22/20)

29. Question: If someone is now in court and has a pending felony could they still be deemed eligible for JCS program?

Answer: If there is a pending criminal court matter, the applicant is ineligible until the court makes a final adjudication of the matter. The grantee should submit a background check request through the Department's Office of Job Corps Division of Regional Operations and Program Integrity. Once the background is complete, the grantee will have the required information to determine eligibility of the applicant. (8/17/21)

30. Question: Internal Assessment Test – could an internal assessment test count toward Criterion #4.

Answer: The college can develop and use its own aptitude tests to determine whether the applicant has barriers to education. (12/22/20)

31. Question: Do we need to test everyone for skills deficiency?

Answer: Traditional Job Corps applicants do not receive a skills assessment prior to enrollment in the program. Basic skills deficiency is one of multiple conditions (e.g., needs additional education, high school dropout, etc.) identified in the eligibility requirement Criterion 4: Barriers to Education and Employment. Grantees should follow their institutions guidelines for academic assessments prior to enrollment. (8/17/21)

32. Question: If a Job Corps Student fails a course then they have to redo that program according to our college policy. Can they stay in the Job Corps Scholars program? The student can only fail one exam in one term. So she has to reapply to the program the following term. Could she continue as a Job Corps Scholars Student?

Answer: The student-participant would need to remain enrolled in the college to avoid running afoul of being “previously admitted” as outlined on page 4 of the FOA. However, a student-participant may repeat or take multiple courses in a program offered by the college.

Please note that page 19 of the FOA states that the intent of the program is to fund projects that would provide “up to 12 months of career technical training, up to 6 months of developmental coursework required to successfully enter the career technical training program, intensive personal and career counseling, and up to 12 months of employment counseling services to Job Corps eligible youth (i.e., Job Corps Scholars) to

help prepare them for a career.” Grantees should consider whether the student-participant would need developmental coursework to be primed for success in the career technical training. (12/22/20)

33. Asked during the eligibility guide webinar: If a student does not pass a test and is removed from the class can they continue as a Job Corps Scholar?

Answer: Yes, a student may continue in the Job Corps Scholars program as long as the student is still enrolled at the college and remains eligible for services under the grant. (8/17/21)

34. If an individual qualified for the JCS program under the low-income qualification and is accepted/enrolled into the JCS program, but then gets a job that changes his/her income, and they are no longer considered "low-income" are they able to continue in the program?

Answer: Eligibility is determined at the time of enrollment. If the participant at the time of enrollment was eligible based on any of the eligibility criteria, then earns income that changes that status, he/she remains eligible to continue receiving services under the grant. Refer to policy guidance issued on January 8, 2021 on [Eligibility and Change of Income Status](#). (8/17/21)

35. If students possessed the Associate degree or some sort of degree certificate program from our college in the past or a long time ago but are struggling in a dead-end job or unemployment and need more current, in-demand job skills, are they eligible in JCS or students only have to be high school students or HS/College dropouts to be eligible in the program?

Answer: “New enrollee” is defined in the Funding Opportunity Announcement (FOA) as “not previously admitted or currently attending classes at the community college, HBCU, or TCCU.” Under the Job Corps Scholars program, grantees are expected to identify and target communities with concentrations of Job Corps eligible youth in order to maximize the number of Job Corps Scholars selected from these communities. In order to promote active recruitment from these communities and to restrict grantees from enrolling students that are currently enrolled and/or attending classes at the grantee’s college or university, the FOA restricts grantees from enrolling individuals who were previously admitted to the college or university or those who might not be formally admitted, but are currently attending classes there (e.g., continuing education classes). The definition is not meant to exclude students who were previously admitted to the college or university, but are no longer currently enrolled, nor is it meant to exclude those who previously took classes at the college or university but are no longer doing so. Therefore, individuals who meet the Job Corps eligibility criteria in Exhibit 1-1 and the grantee’s existing admissions standards may be enrolled in the Scholars program, even if those students previously took classes at the college or university or were previously admitted, provided those students are not active students at the college or university, or attending classes there at the time of enrollment in the Scholars grant. In addition, in accordance with the FOA, transfer students are not considered new enrollees for the purpose of this program. (8/17/21)

36. Question: If an individual is working and their parents make more than the eligibility guidelines when the child is not being claimed as dependent under their taxes or the child is

independent, can we go by the student income instead of the family income since the child is independent?

Answer: Yes, see pages 8 & 9 of the Eligibility Guide available here:

<https://www.dol.gov/sites/dolgov/files/ETA/jobcorps/pdfs/Job%20Corps%20Scholars%20Eligibility%20Guide%2011.6.20%20P.docx> (8/17/21)

37. Question: Should grantees use any of the PRH forms?

Answer: No, we do not recommend using PRH forms that were intended specifically for Job Corps centers. Follow the FOA directives on eligibility and use PRH Exhibit 1-1 and the Job Corps Scholars specific eligibility guide developed and posted on the Job Corps Scholars webpage. (8/17/21)

38. Question: Can a non-U.S. citizen become enrolled in Job Corps Scholars if they meet the eligibility criteria with source documentation?

Answer: Yes. Use the eligibility guide and criteria checklist available here:

<https://www.dol.gov/agencies/eta/jobcorps/job-corps-scholars> (8/17/21)

CO-ENROLLMENT

39. Our local Job Corps Center has the impression that we will be required to co-enroll Job Corps Scholars students at the center. Is there any expectation/requirement that we do so?

No. Co-enrollment between the Scholars program and Job Corps Centers is not allowed. This will allow us to better assess the outcomes of Scholars participants. (10/16/20)

40. Are youth currently enrolled in a residential Job Corps Center program also eligible for the Job Corps Scholars program?

If the intent is to co-enroll students in the Job Corps Center traditional program and the Scholars program, as stated in response to question 11, this is not allowed. (10/16/20)

BACKGROUND CHECK

41. Will the local program be responsible for ordering the background check or will Job Corps run the background check as was indicated in the FOA?

Job Corps Scholars are required to undergo the criminal background checks described in Exhibit 1-1. Grantees are not required to conduct and pay for these checks but will coordinate with the Job Corps program to have criminal background checks conducted, once the grantee makes a preliminary admissions decision concerning the potential Job Corps Scholar. Background checks must be completed before the start of the training program. (10/16/20)

42. *If a Job Corps Scholars eligible program already includes a background check within their admissions requirements (ex. Public Safety - Law Enforcement Academy), is an additional background check required?*

**Yes. Per the FOA, Job Corps Scholars are required to undergo the criminal background checks described in Exhibit 1-1, therefore, a background check used for the grantee's other admissions requirements would not suffice. Grantees are not required to conduct and pay for these checks but will coordinate with the Job Corps program to have criminal background checks conducted, once the grantee makes a preliminary admissions decision concerning the potential Job Corps Scholar. Background checks must be completed before the start of the training program. Information on coordination of the background check process with Job Corps has been provided to grantees. If you have not received it, please contact your Federal Project Officer.
(10/16/20)**

EDUCATION

43. *Question: Our current welding students will complete their training this month. All of them have decided to continue on to the advanced welding cert. After speaking with the Welding Program Director he stated the advanced welding is the certification employers are seeking. Can we cover the advanced welding training cost? They would begin next month which falls within the 12 months of training; however, they do not finish within in 12 months of starting their initial Basic Welding certification. The total training for the Basic Welding and Advanced Welding is 60 weeks. Could this advanced welding course fall under employment services (up to 12 months) or maybe continued education? (Pg. 12 of FOA) There would not be any additional tuition funding needed after the initial 12 months of technical training even though the students would have an additional 8 weeks of training to finish the Advanced Welding course and certification.*

**Answer: Yes, this can be covered as "career transition services/ placement services" that will "provide assistance to graduates in obtaining additional educational and training opportunities and federal funding, as appropriate, to meet certification and/or licensing requirements." Coordinate with your FPO to ensure that the budget aligns to cover any additional costs that may be associated with the additional training. Also note, grantees' performance outcome measure also includes credential attainment
Per FOA "Providing participants with personalized career transition services that lead to job placement, continued enrollment in postsecondary education or enrollment in an apprenticeship program.**

- Providing participants with job placement and supportive services for up to twelve (12) months following certificate completion.

- Maintaining and documenting direct contact with all participants at least every 30 days during the service period to reassess their needs.

- Providing participants with ongoing support to ensure continued employment, further education, licensing in the field in which they were certified, and career progression."

(8/17/21)

DEVELOPMENTAL COURSEWORK

44. *Is six months the limit for developmental educational interventions as indicated in the FOA?*

Yes. Per the FOA, up to 6 months of developmental coursework required to successfully enter the career technical training program is allowed. (10/16/20)

COUNSELING

45. *Can you explain the 20 to 1 ratio? The language in the FOA says Career Counseling at a ratio of at least 20 students per one counselor and Employment Counseling at a ratio of no more than 20 students per one counselor. Can you clarify?*

The sentence “Each educational institution will provide at least two full time equivalent (FTE) counselors to deliver intensive personal and career counseling services (at a ratio of at least 20 students per one counselor)” on page 10 of the FOA contains a typographical error. Like employment counseling, career counseling services are to be provided at a ratio of no more than 20 students per one counselor. (10/16/20)

46. *Question: What is the required time that needs to be spent on personal and career counseling and what is the required time that needs to be spent on employment counseling?*

Answer: 4 FTEs must be assigned, 2 for personal and career counseling and 2 for employment counseling. Grantees should refer to their grant agreements that must align with the FOA requirements that outline the key activities that must be covered per FTE assigned. (8/17/21)

47. *Question: Can employment counselors fulfill the personal and career counselors roles if the personal and career counselors are on FMLA? Can the employment counselors serve as personal and career counselors while they are waiting for students to need employment counseling and/or can the personal and career counseling happen at the same time as the employment counseling?*

Answer: Grantees must maintain the 2 FTE requirement for employment counselor, and the 2 FTE requirement for personal counselor. If the employment phase does not start, and the employment counselor FTE has the requisite qualifications per the FOA, then yes, that individual can serve as the FTE for personal counseling. (8/17/21)

48. *Question: If the grantee has 44 enrollees and wants to keep the 1:20 ratio for counselors can they use leveraged funds to pay for an additional counselor?*

Answer: Yes, as long as the initial 1:20 ratio is met and a new counselor is assigned for the additional students. The activities outlined in the FOA must be covered for each student under the grant. (8/17/21)

MISCELLANEOUS

49. *Where can I find the recorded grantee orientation and associated materials?*

Materials from the grantee orientation as well as other helpful materials can be found on the following site: <https://www.dol.gov/agencies/eta/jobcorps/job-corps-scholars> (10/16/20)

50. Will there be additional funding after this initial demonstration pilot to continue the Job Corps Scholars program?

There are no plans to provide additional funding to continue the Job Corps Scholars program once the demonstration projects have ended. (10/16/20)

51. Will there be any flexibility for the 24 months to serve the cohorts? Given the late notice for the start of the grant, we are just getting staff on board now.

The entire grant period of performance is 39 months. Any determinations on modifications to extend the grant's period of performance would be made on a case-by-case basis and are not guaranteed. It may be possible to extend a grant's end date at some later point, if warranted, to allow for completion of the combined technical skills instruction and employment counseling/placement portions of the program. However, the entire combined period of technical skills instruction and employment counseling/placement portions of the demonstration project must not exceed 24 months. This maximum 24 month requirement is not subject to change, regardless of delays in start-up and extensions to the grant's end date. (10/16/20)

52. In relation to student files, do you have specific requirements about whether student files should be kept electronically or in hard copy?

No. There are no requirements under the Scholars program regarding student files. Either hard copy or electronic is acceptable. However, we request that whichever method a grantee chooses, that filing format be consistently used for maintaining documentation in student files. (10/16/20)

53. Question: What is the time (if any) requirement for the participant to be part of the cohort?

Answer: Grantees should refer to their grant agreements to see the types of career technical training programs offered. (8/17/21)

54. Question: Will our FERPA policies suffice the eligibility guideline for criteria #12? I have attached documentation regarding HIPAA and FERPA; including our FERPA policy and consent forms. Thank you in advance for your expeditious response!

Answer: Defer to the college to follow their institution's policies regarding applicable privacy laws, rules, and regulations as expressed as the intent in the FOA. (8/17/21)

55. Question: Is a post-pilot evaluation required? What is expected within this post-pilot evaluation? Page 10 - *Post-pilot evaluation of performance and lessons learned* for a period of up to one month. The evaluation may begin before the end of the academic year but must conclude no later than 30 days after the end of the second 12-month employment placement session. (page 14)

Answer: Grantees should not conduct their own program evaluations. The evaluation

will be conducted by DOL through the Chief Evaluation Office. Grantees should reallocate those funds immediately. (8/17/21)

56. Question: Must grantees develop a policy specific to addressing stipends?

Answer: Yes. Grantees must have a policy in place that guides the payment of stipends. (4/20/22)

57. Question: Must the grantee determine how a student spends their stipend?

Answer: No. The grantee should follow their own established internal policies and conform to guidance in 2 CFR 200. (4/20/22)

58. Must grantees have documentation to justify costs associated with stipends?

Answer: Yes. Records must be available to support the awarding or provision of services/expenditures. Documentation examples include: test results showing increase in basic skill levels, completion of soft-skills training to support employability, copy of the TABE and/or HSE tests, copy of credential or certificate, and participant's signature verifying receipt of stipend. (4/20/22)

59. Question: Must the grantee keep a ledger of receipts that track and indicate how students use their stipends?

Answer: No. (4/20/22)