

**JOB CORPS SCHOLARS**  
**APPLICANT BACKGROUND CHECK**  
**PROGRAM**

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**August 2022**

# **AGENDA**

**Introduce the new Job  
Corps National Office  
Background Check Program**

# VISION AND PURPOSE

The goal of the Job Corps National Office Background Check Program is to standardize an efficient criminal history check process for all applicants while minimizing the potential for bias during admissions, improving equity in the screening process, and protecting the privacy of all participants.

# WHAT HAS CHANGED?

## Authorized users will:

- **No longer submit background checks through the MYB system.**
- **Submit applicant background check requests via email to the Job Corps National Office.**
- **No longer view applicant's background check results.**
- **Now receive eligibility status from the Job Corps National Office.**

# AUTHORIZED USERS

- Scholars Participants are limited to four authorized users per organization.
- Updates or changes to your organization's authorized users list must be requested by emailing the [OJC-PSS@dol.gov](mailto:OJC-PSS@dol.gov) inbox and CC Daunta Hall at [Hall.Daunta.R@dol.gov](mailto:Hall.Daunta.R@dol.gov); and Angela Dayton at [Dayton.angela@dol.gov](mailto:Dayton.angela@dol.gov).

# SUBMISSION PROCESS

- Users will submit applicant data through a preformatted password protected excel to the [OJC-PSS@dol.gov](mailto:OJC-PSS@dol.gov) inbox
- The password and excel sheet will be provided in separate emails
- All requests must have an attached **student authorization release form**
- The subject line of the email should state “Background Check Request-Organization Name-Date”
- When possible, submit multiple requests in one email

# REQUIRED APPLICANT DATA

- Last Name
- First Name
- Middle Name
- Suffix, if applicable
- Date Of Birth
- City, County, and State Of Birth
- Territory Of Birth, if applicable
- City of Birth, if Foreign born
- SSN
- Sex
- Known Alias and dates of use

# INVALID SUBMISSIONS

**Incomplete or inaccurate data will result in an invalid submission.**

**Issues can range from improper name spelling to invalid social security number, or records release form.**

**National Office will communicate any deficiencies and provide corrective steps to users.**



# RESULTS

- National Office will communicate the student background check results by emailing an excel, indicating the student's name, unique identifiers, and eligibility status.
- Statuses include
  - **eligible**
  - **eligible-released from court involvement**
  - **ineligible-disqualifying conviction**
  - **ineligible-court involvement**
- If an applicant would like additional information about their background check following denial into the program, users should refer them to the OJC National Office at **[OJC-PSS@dol.gov](mailto:OJC-PSS@dol.gov)** for additional assistance.

# INTERPRETING THE BACKGROUND CHECK RESULTS

## Eligible

The applicant has passed the background check and is eligible to enroll in the program based on this eligibility criteria.

## Ineligible: Disqualifying Conviction

The applicant has a disqualifying conviction and is ineligible based on this eligibility criteria

## Ineligible: Court Involvement

The applicant is currently court involved.

## Eligible: Released from Court Involvement

The applicant was previously court involved, but the court has now made a final adjudication in the matter that allows for eligibility.

Questions?



CONTACT US  
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