

# Job Corps Scholars Student Eligibility Criteria

## Checklist

Please consult the Job Corps Scholars Eligibility Guide for Exhibit 1-1 to get a complete understanding of the items listed below. This checklist is intended to be used in consultation with the Guide. Documentation used to prove eligibility must be kept in student files.

<b><i>Criterion 1: US Citizen/Legal Resident/Deferred Action Status</i></b>  Please check the appropriate box:	<b><i>Sample Documentation</i></b>  Please check the documentation that was used to determine eligibility
<input type="checkbox"/> US Citizen or Residents of U.S. Territories	<input type="checkbox"/> Social Security Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> U.S. Passport <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Non-Citizens	<input type="checkbox"/> I-551 Permanent Resident Card <input type="checkbox"/> Valid Foreign Passport w/Form I-94 <input type="checkbox"/> I-766, Employment Authorization Document <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Individuals Admitted Under Deferred Action for Childhood Arrivals (DACA) status	<input type="checkbox"/> Employment Authorization Document <input type="checkbox"/> Social Security Card <input type="checkbox"/> *Other (please state source documentation used)

<b>Criterion 2: Age</b>	<b>Sample Documentation</b>
<b>Please check the appropriate box:</b>	<b>Please check the documentation that was used to determine eligibility.</b>
<input type="checkbox"/> The applicant is at least 16 years of age and not more than 24 years of age.	<input type="checkbox"/> Birth certificate <input type="checkbox"/> Driver license/state identification card <input type="checkbox"/> U.S. passport <input type="checkbox"/> Document I-55 Permanent Resident Card <input type="checkbox"/> Form I-94 Arrival/Departure Record <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> The upper-age limit was waived for this individual due to a disclosed disability	<input type="checkbox"/> Documentation to substantiate disability <input type="checkbox"/> Upper-age limit waiver documentation from the JC National Office

<p><b>Criterion 3: Low Income</b></p> <p>At least one of the below conditions exist. Please check the applicable box:</p>	<p><b>Sample Documentation</b></p> <p>Please check the documentation that was used to determine eligibility.</p>
<p><input type="checkbox"/> Public Assistance</p>	<p><input type="checkbox"/> Letter or printout from appropriate government agency acknowledging family receipt of cash payments from income-based public assistance</p> <p><input type="checkbox"/> Public assistance voucher or payment stub</p> <p><input type="checkbox"/> Documented phone contact with case worker</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>
<p><input type="checkbox"/> Earned Income</p>	<p><input type="checkbox"/> Letters of employment verification</p> <p><input type="checkbox"/> Income verification statements from or documented phone calls with employers</p> <p><input type="checkbox"/> Paycheck stubs, tax returns, or W-2s</p> <p><input type="checkbox"/> Unemployment insurance quarterly wage records</p> <p><input type="checkbox"/> Documentation of excludable income, such as letters of receipt of unemployment insurance or Supplemental Security Income, military income, or copies of checks from those sources. (Excludable income is not to be confused with public assistance.)</p> <p><input type="checkbox"/> If a victim of a severe form of trafficking in persons who does not meet the low-income requirement, documentation as to the status of the applicant.</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>
<p><input type="checkbox"/> Homelessness</p>	<p><input type="checkbox"/> A letter from caseworker or support provider</p> <p><input type="checkbox"/> If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support describing how the applicant is being supported in the absence of any significant income.</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>

<input type="checkbox"/> Free or Reduced-Price Lunch	<input type="checkbox"/> A letter or other documentation from the U.S. Department of Agriculture verifying the applicant's eligibility <input type="checkbox"/> Written documentation from the last school attended by the applicant verifying the applicant's eligibility. <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Letter from caseworker or public agency personnel attesting to the status of the applicant <input type="checkbox"/> Documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant. <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Individual with a Disability whose own Income meets the Low-Income Requirement	<i>See earned income sample documentation above.</i>

<p><b>Criterion 4: Barriers to Education and Employment</b></p> <p><b>At least one of the below exist. Please check the applicable box:</b></p>	<p><b>Sample Documentation</b></p> <p><b>Please check the documentation that was used to determine eligibility.</b></p>
<p><input type="checkbox"/> Basic Skills Deficient</p>	<p><input type="checkbox"/> School records;</p> <p><input type="checkbox"/> Standardized test results;</p> <p><input type="checkbox"/> Criterion-referenced test scores;</p> <p><input type="checkbox"/> Documented efforts to obtain school records or standardized test results</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>
<p><input type="checkbox"/> School Dropout</p>	<p><input type="checkbox"/> Written verification from the records office or guidance counselor from the last school attended by the applicant that he or she is a school dropout</p> <p><input type="checkbox"/> Documentation in the case notes that the grantee contacted the last school attended by the applicant via telephone and received confirmation that the applicant is a school dropout.</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>
<p><input type="checkbox"/> Homeless (including migratory children)</p>	<p><input type="checkbox"/> A letter from caseworker or support provider</p> <p><input type="checkbox"/> If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support Form (sample provided in the Eligibility Guide) describing how the applicant is being supported in the absence of any significant income</p> <p><input type="checkbox"/> *Other (please state source documentation used)</p>

<input type="checkbox"/> Runaway, in foster care or aged out of foster care system	<input type="checkbox"/> Letter from a caseworker, former caseworker, or public agency personnel attesting to the status of the applicant <input type="checkbox"/> Documented phone contact with a caseworker, former caseworker or public agency personnel attesting to the status of the applicant. <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Parent	<input type="checkbox"/> Birth certificate indicating applicant as parent; <input type="checkbox"/> Court decree indicating child support;\n <input type="checkbox"/> Official government/school form indicating dependent children <input type="checkbox"/> *Other (please state source documentation used)
<input type="checkbox"/> Victims of Severe Forms of Trafficking in persons	<input type="checkbox"/> Letter from a caseworker, former caseworker, or clinical professional attesting to the status of the applicant <input type="checkbox"/> Documented phone contact with a caseworker, former caseworker, or clinical professional attesting to the status of the applicant. <input type="checkbox"/> *Other (please describe)
<input type="checkbox"/> Requires additional education, career and technical training, or workforce preparation skills	<input type="checkbox"/> Supporting documentation of this assessment is in the participant's file.

<b>Criterion 5: Selective Service</b>	<b>Sample Documentation</b> Please check the documentation that was used to determine eligibility.
<input type="checkbox"/> Applicant is a male age 18 or older <input type="checkbox"/> Not applicable	<input type="checkbox"/> Signed consent statement for Selective Service registration <input type="checkbox"/> *Other (please provide the source documentation used)
<b>Criterion 6: Educational and Training Needs</b>	<b>Sample Documentation</b>
<input type="checkbox"/> Applicant’s educational and training needs can best be met through the Job Corps Scholars program based on information about the background, needs, and interests of the applicant.	<input type="checkbox"/> Documentation that the applicant’s educational and training needs can best be met through their program is available and the tools and/or methods that were used to arrive at that determination.
<b>Criterion 7: Group Participation</b>	<b>Sample Documentation</b>
<input type="checkbox"/> It can be reasonably expected that the applicant can participate successfully in group situations and activities, including multi-cultural environments.	<input type="checkbox"/> Documentation of the applicant’s willingness or unwillingness to function as part of a group.
<b>Criterion 7(a). Interference with Other Students’ Participation</b>	<b>Sample Documentation</b>
<input type="checkbox"/> It can be reasonably expected that the applicant is unlikely to engage in actions that would potentially prevent other students from receiving program benefits.	<input type="checkbox"/> Documentation of the likelihood or unlikelihood that the applicant will engage in actions that would potentially prevent other students from participating and receiving program benefits.
<b>Criterion 7(b). Maintenance of Sound Discipline and Positive Campus</b>	<b>Sample Documentation</b>
<input type="checkbox"/> The applicant’s behavior is compatible with the maintenance of sound discipline and positive campus culture.	<input type="checkbox"/> Documentation that the applicant acknowledges compliance with the grantee’s code of conduct and disciplinary policies.
<b>Criterion 7(c). Community Relations</b>	<b>Sample Documentation</b>
<input type="checkbox"/> It can be reasonably expected that the applicant is not likely to engage in actions that would impede satisfactory relationships between the Job Corps Scholars program and its surrounding community.	<input type="checkbox"/> Documentation of the applicant’s willingness to participate in community activities and refrain from engaging in actions that would potentially impede relationships between Job Corps Scholars and the community.

<b><i>Criterion 8. Understanding and Agreeing to Comply with the Rules</i></b>	<b><i>Sample Documentation</i></b>
<input type="checkbox"/> The applicant demonstrates understanding and willingness to abide with the Job Corps Scholars program and grantee’s rules and the consequences for not following those rules.	<input type="checkbox"/> Documentation that the applicant expresses and demonstrates willingness to follow the rules.
<b><i>Criterion 9: Disqualifying Convictions</i></b>	<b><i>Documentation</i></b>
<input type="checkbox"/> A national criminal background check was conducted on each applicant using the Job Corps approved national criminal background check system, to determine whether the applicant has any disqualifying convictions (murder, child abuse, or a crime involving rape or sexual assault).	<input type="checkbox"/> Results of the national approved criminal background check are in the student’s file. <input type="checkbox"/> APPLICANT RECORDS SHOW DISQUALIFYING CONVICTION (only where applicable).



<b>Criterion 10: Court Involvement and/or Agency Supervision</b>	<b>Documentation</b>
<ul style="list-style-type: none"> <li data-bbox="253 264 789 390">❑ The applicant is not on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization.</li>   <li data-bbox="253 464 789 1041">❑ The applicant is on probation, parole, under a suspended sentence, or under the supervision of an agency as a result of court action or institutionalization, but is considered eligible because the court or appropriate agency certified in writing its approval of the applicant's release from supervision, that the release does not violate applicable laws and regulations, that the applicant has responded positively to supervision, and that the agency will permit the applicant to leave the local area or state while enrolled in Job Corps. If the applicant has court fines or court ordered restitution in excess of \$500, he or she met the applicable criteria relative to court fines and restitution reflected in the Job Corps Scholars Eligibility Guide for this criterion.</li>   <li data-bbox="253 1108 773 1234">❑ Courts/agencies refused or failed to supply information, and the applicant (1) indicates that there has been past history with the courts, and (2) admits an offense.</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="872 264 1390 390">❑ Background check information reflecting whether the individual meets this criterion and/or information received from courts or agency is in the student's file.</li>   <li data-bbox="872 464 1406 810">❑ Court or agency's written certification of its approval of the applicant's release from supervision, that the release does not violate applicable laws and regulations, that the applicant has responded positively to supervision, and that the agency will permit the applicant to leave the local area or state while enrolled in Job Corps and, if applicable, documentation that the applicant met the criteria applicable to court fines and restitution.</li>   <li data-bbox="872 1125 1390 1335">❑ As a result, the grantee made a reasonable judgment of eligibility consistent with the type of offense disclosed by the applicant, and grantee has made continuous attempts to attain this information from the appropriate agency/agencies and documented these attempts.</li> </ul>

<b>Criterion 11. Child Care (as applicable)</b>	<b>Sample Documentation</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The applicant has dependent children who provides primary or custodial care and has established suitable arrangements for the care of any dependent children for the proposed period of enrollment. *</li> <li><input type="checkbox"/> Not applicable</li> </ul> <p><i>*Please note that this applies to weekend and evening times, as well as class times, for those applicants that intend to live on campus.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation specifying the care provider and the child(ren) for whom the care has been arranged.</li> <li><input type="checkbox"/> Other (please state source documentation used)</li> </ul>
<b>Criterion 12. Authorization for Use and Disclosure of Health Information</b>	<b>Per the FOA, "for HIPAA purposes, grantees should follow their own policies and procedures and not Job Corps PRH Exhibit 1-1, criterion 12, or Appendix 202."</b>
<b>Criterion 13: Parental Consent</b>	<b>Sample Documentation</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant is age 18 or over</li> <li><input type="checkbox"/> Applicant is under the age of 18, is an unemancipated minor, is unmarried, and has parental/legal guardian consent to participate. Legal guardians (e.g., social workers, probation officers, other family members) have official documents legally granting custodianship, with respect to a particular state's laws.</li> <li><input type="checkbox"/> Applicant is an emancipated minor according to applicable laws of the state.</li> <li><input type="checkbox"/> Applicant is under the age of 18 and married</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See documentation for age criterion (#2)</li> <li><input type="checkbox"/> Parent/guardian written and signed consent</li> <li><input type="checkbox"/> Other (please state source documentation used)</li> <li><input type="checkbox"/> Emancipation papers for all applicants claiming to be emancipated</li> <li><input type="checkbox"/> Other (please state source documentation used)</li> <li><input type="checkbox"/> Marriage license for married applicants under 18 years of age.</li> <li><input type="checkbox"/> Other (please state source documentation used)</li> </ul>

**The items below are not part of Exhibit 1-1, but rather, additional criteria for the Scholars program included in the Funding Opportunity Announcement.**

<b>Grantee Admissions Standards</b>	<b>Documentation</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The applicant meets the grantee’s existing admissions standards</li> <li><input type="checkbox"/> Applicant does not meet the grantee’s existing admissions standards</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation that demonstrates that the applicant meets all of the grantee’s existing admissions standards, or fails to meet all the standards, is included in the file.</li> </ul>
<b>New Enrollee</b>	<b>Documentation</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The applicant is a new enrollee to the college or university. See definition of new enrollee in the <a href="#">Job Corp Scholar Questions and Answers</a>.</li> <li><input type="checkbox"/> The applicant does not meet the definition of new enrollee.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation that demonstrates that the applicant is a new enrollee or is not considered a new enrollee is included in the file.</li> </ul>

**Veterans’ Priority for Participants**

*38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans’ priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Grantees must comply with DOL guidance on veterans’ priority.*