Dayton, Angela - ETA
Yes, we can.

Reid, Steirra D - ETA CTR
OK. Good afternoon. My name is Steve, married, and this is the training for the Job Corps scholars applicant background check program.

Reid, Steirra D - ETA CTR
And I am here with Mr Dante Hall.

Reid, Steirra D - ETA CTR
Today's agenda is to introduce the new job, core National Office background check program.

Reid, Steirra D - ETA CTR
The goal of the Job Corps National Office background check program is to standardize and efficient criminal history check process for all applicants while minimizing the potential for bias during emissions. Improving equity in the screening process, and protecting the privacy of all participants.

Reid, Steirra D - ETA CTR
Now you may be wondering what has changed. Authorized users will no longer submit background checks through the YB system and will now submit applicant background check request via e-mail to the job Core National Office. Authorized users will also no longer view applicant backgrounds, check results and will now receive eligibility status from the job Core National Office.

Reid, Steirra D - ETA CTR
Scholars participants are limited to four authorized users per organization.

Reid, Steirra D - ETA CTR
Updates or changes to your organizations authorized users lists must be requested by emailing the ojc PSS at dol.gov Inbox and CC Dante Hall at hall.donte.r@dll.gov and Angela Dayton at dayton.angela@dol.gov.

Reid, Steirra D - ETA CTR
In this submission process, users will submit applicant data through a pre formatted password protected Excel to the Ojc PSS at dll.gov Inbox. The password and excel sheets will be provided in separate emails. All requests must have an attached student authorization release form. The subject line of the e-mail should state background check requests, dash, organization name, and dash. The date of the day of the request.
When possible, submit multiple requests in one e-mail.

And here is the required applicant data for all requests.

First and last name middle name if applicable. Suffix if applicable. The date of birth, city, county and state of birth.

Territory of birth, if applicable, city of birth if form born Social Security number, sex and known alias and dates of use for that alias.

The process for 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. The National office will communicate any deficiencies in, provide corrective steps to users in the event of an invalid submission.

National Office will communicate the student background check results by emailing in Excel indicating the student's name, unique identifiers, and eligibility status. The status is include eligible eligible due to being released from court, involvement in eligible due to disqualifying conviction, and ineligible due to core 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 Objc PSS at do.gov for additional assistance.

And here's how to interpret your background check results.

Eligible means that the applicant has passed the background check and is eligible to enroll in the
program. Based on this eligibility criteria, ineligible due to disqualifying conviction, the applicant has a disqualifying conviction and is ineligible based on this eligibility criteria.

0:3:56.980 --> 0:4:12.390
Reid, Steirra D - ETA CTR
Ineligible due to court involvement means that the applicant is currently court involved and lastly eligible due to being released from core involvement, the applicant was previously court involved, but the court has now made a final adjudication in the matter that allows for eligibility.

0:4:14.580 --> 0:4:15.500
Reid, Steirra D - ETA CTR
Any questions?

0:4:26.710 --> 0:4:30.460
Hall, Daunta R - ETA
Alright, I see one hand. It's Ashley.

0:4:31.530 --> 0:4:48.470
Iwunwanne, Ashley
So for the mind your own business to what we still need access to that, I mean one of the slides said that you know each organization is permitted to authorize users. So with what system will we still have?

0:4:49.930 --> 0:4:50.460
Hall, Daunta R - ETA
So.

0:4:49.770 --> 0:4:51.170
Iwunwanne, Ashley
Access to.

0:4:51.940 --> 0:4:57.620
Hall, Daunta R - ETA
Mind your own business will go away. We'll maintain a authorized user list.

0:4:58.430 --> 0:4:59.80
Iwunwanne, Ashley
Ohh OK.

0:4:58.800 --> 0:5:7.20
Hall, Daunta R - ETA
It's not such a big deal with us, but we still have to control the volume of incoming requests of who's submitting them.

0:5:6.820 --> 0:5:7.770
Iwunwanne, Ashley
That's OK.
Iwunwanne, Ashley

OK, so if I’m understanding this correctly.

Will now be emailing the data.

Iwunwanne, Ashley

Applicant data.

Hall, Daunta R - ETA

Through a controlled or what I want to say.

Hall, Daunta R - ETA

A secure excel file.

Iwunwanne, Ashley

So what’s the turn around time please?

Hall, Daunta R - ETA

So our new process we anticipated three to four days, but it looks like it’s probably close to five. We are using a new system, DCS A which is a federally ran a background check.

Iwunwanne, Ashley

Umm.

Hall, Daunta R - ETA

Uh, so it has our studies show that it’s probably more efficient overall.

Iwunwanne, Ashley

Hmm. OK, thank you.

Hall, Daunta R - ETA

You welcome.

Hall, Daunta R - ETA

Uh, I see another hand.
Hall, Daunta R - ETA
Jayden Jayden Miller.

MILLER, JAYDEAN
Yeah, my question was about the time as well, but I also was curious or I know you're recording this, but can we get a print out of the slides as well emailed to us?

MILLER, JAYDEAN
OK.

Hall, Daunta R - ETA
Yeah, we'll share everything with you and being that this is the new process, that's why we didn't include the time yet because it is, you know, in real time being.

MILLER, JAYDEAN
OK.

Hall, Daunta R - ETA
Determined we had what we think the timeline will be, but we'll definitely have a definitive update.

MILLER, JAYDEAN
And is there a reason that we are gonna have to provide so much more information than we had to with MYOB because having to ask a student we're all have you lived, do you have any aliases? That's not something you know, with Myb we really had to do.

MILLER, JAYDEAN
You should be providing the same information. I don't think we've put.

MILLER, JAYDEAN
OK.

Hall, Daunta R - ETA
It's not the information's not different, so yeah.

Wise, Lance
Yes.
Hall, Daunta R - ETA
Alright, uh have Lance wise and I'm just ringing in order, OK.

Wise, Lance
It. Thank you the Lance Wise, Atlanta Technical College.

Wise, Lance
We are the NYB system allowed us to archive all of the background checks. We didn't necessarily have to print them down once we got the green light. You know, we would print that page for our record purpose and so do we need to go in now and print down all the actual background checks that are archived and nyb or how do we how what are we doing there?

Hall, Daunta R - ETA
We will have a record of all NYB.

Hall, Daunta R - ETA
Requested text prior to the end of that system, so I don't think you would have to worry about archiving and saving it unless it's in your protocols to do so.

Wise, Lance
And so like, I actually put some request in two requests in yesterday, I'm putting in five requests today and so.

Hall, Daunta R - ETA
They will still process and you will still get those results. Is this?

Wise, Lance
I would have access to that at that that part of the part of their portal.

Hall, Daunta R - ETA
You will. You will still have access to anything that you request up until the transition, so it will still work. You will still access it, you just will no longer be able to make new requests.

Wise, Lance
Make request in their system starting Monday. OK, alright, thank you.

Hall, Daunta R - ETA
You're welcome.
Hall, Daunta R - ETA
Mr is, I think it's Lucas Hagger.

Hager, Lucas J.
Actually, the last gentleman asked the question that I was going to, so that pretty much answered the question.

Hall, Daunta R - ETA
All right and see.

Hall, Daunta R - ETA
Sorry, Jensen.

Jensen Saere
So is it now a thing that we have to ask for people, for their place of birth? Should that be added to like the intake and everything?

Jensen Saere
OK.

Hall, Daunta R - ETA
It should. If that's not, yeah.

Hall, Daunta R - ETA
Angela.

Dayton, Angela - ETA
So I just wanted to kind of follow up with lance's comment. Keep in mind that, you know having the background check as part of the eligibility requirements and therefore should be part of the participant case files. So if your case file is electronic, that's fine, but you do need to have a copy of those background checks as part of your eligibility requirement source documentation.

Starson Olivia sarson.

Olivia Sarson
Hi there. I was just curious. The form that we're just send along with this, is this a standard form that will be sent to us and we're all gonna use the same form because we use the the students select their their.
Olivia Sarson
That's.

Hall, Daunta R - ETA
Yes, we will provide you everything you need and I think it was a question in the chat box as well. So you will receive the Excel, the authorize the student release form.

Hall, Daunta R - ETA
By e-mail and as far as transmitting the.

Hall, Daunta R - ETA
The e-mail or the secure file back and forth how that works is we'll provide you a password protected Excel sheet.

Hall, Daunta R - ETA
What where you can complete it with the students and you can use multiple information and data. The reason we have to encrypt it or secure it with a password is when by emailing this you don't want it to be.

Hall, Daunta R - ETA
It's acceptable to be lost or stolen through any kind of.

Olivia Sarson
OK.

Hall, Daunta R - ETA
Means there so.

Olivia Sarson
Next.

Hall, Daunta R - ETA
Welcome.

Hall, Daunta R - ETA
Uh, Mr wise, I see your hands still up, but I don't know if you had another question or.
Hall, Daunta R - ETA
But.

Hall, Daunta R - ETA
OK.

Hall, Daunta R - ETA
Alright, well, if there are no more questions, I'll turn it back to Miss Dayton.

Hall, Daunta R - ETA
And.

Hall, Daunta R - ETA
One more caller, Davidson.

Davidson, Carla
I had a question. I'm just to just to clarify. I submitted I called MYB and they instructed me gave me an e-mail address to submit my request. That was on Tuesday. So I submitted my request to the help desk at jobcore.org and someone has been contacting me back and forth and today they wanted to know if I was trying to run a background check for a student upon Beach student, college student or a Job Corps scholars program person. So is this website.

Davidson, Carla
It is this.

Davidson, Carla
The site that I have to go through is, the person responded, said JCDC tech.

Davidson, Carla
OK.

Davidson, Carla
OK.

Hall, Daunta R - ETA
So chances are in my B just gave you the wrong information because the process is slightly different for the sinners and you all so they the centers would have to contact tech for assistance. You all would contact us at the National Office directly, so that's probably why there's a little confusion. But if you
want, you can e-mail that OJ CPSS, you know, ado.gov, inbox and forward and I can help get you squared away.

0:11:57.790 --> 0:11:59.170
Davidson, Carla
OK, perfect. Thank you.

0:11:59.640 --> 0:12:0.170
Hall, Daunta R - ETA
You welcome.

0:12:1.110 --> 0:12:3.240
Hall, Daunta R - ETA
And then I see Kelly Acres.

0:12:5.200 --> 0:12:17.80
AKERS, KELLI M.
Thank you. Let's see, will our current mind your business users be transferred to this new process or do we need to submit their names to this new office?

0:12:29.380 --> 0:12:29.960
AKERS, KELLI M.
OK.

0:12:18.540 --> 0:12:31.710
Hall, Daunta R - ETA
So we maintain a list, but I am probably gonna reach out with Angela just to get it updated user list from all participants. It's just so we can make sure you know, we know who's gonna contact you.

0:12:31.90 --> 0:12:47.750
AKERS, KELLI M.
And then my second, I got another question. So it appears the slides went fairly quickly, but if I if I understood it correctly, the the results of each background search is going to help us determine eligibility on this particular criterion. Is that correct?

0:12:48.160 --> 0:13:1.160
Hall, Daunta R - ETA
Right. So the background, if you look at the requirements for determining eligibility for the program, really with our background checks, you're really just looking for disqualifying convictions.

0:13:1.390 --> 0:13:2.80
AKERS, KELLI M.
Umm.

0:13:2.360 --> 0:13:12.970
Hall, Daunta R - ETA
So rather than having you all read the results and trying to make the determination, we are now gonna do that and just tell you if individuals eligible or ineligible.
Based on that criterion.

OK.

Yeah. And so you'll still do everything else that you previously done. We're gonna just taking some of the work away and making it easier for you to say, OK, what's the background? They're good. Or the background. They're not good.

That's great. I appreciate that. So is this system dedicated strictly to Job Corps scholars then?

No. So you know it's a new process, so automation isn't fully deployed yet. So as we continue to build we this is kind of a manual stopgap for that process. If I'm being completely honest.

OK. Thank you.

Welcome.

I don't think there are any more questions.

Well, thank you all. Umm, that is all we have. Uh. Again, we'll share the slide deck. We will share the authorization form in Excel with you by close of Business Today and.

If you have any questions, don't ever hesitate though.
So we're here to help you.