**Job Corps Scholars Program**

**Guide to Job Corp Exhibit 1-1 Eligibility Requirements**

Job Corps Scholars grantees must ensure that participants are Job Corps eligible under criteria in Exhibit 1-1 of Job Corps’ Policy and Requirements Handbook. In addition to listing the criteria, Exhibit 1-1 also includes processes and documentation requirements for center operators under Job Corps’ traditional program. These process and documentation requirements have been adapted in this resource guide to align more closely with the Scholars program and are provided as a guide. With the exception of criteria 9 and 10 involving background checks, grantees may use alternate processes and documentation. **Please note that any alternate documentation the grantee uses must be source documentation, i.e., documentation that provides reasonable assurance of data validity for an internal control activity.**

In addition, Job Corps uses certain forms for documenting eligibility requirements. Samples of relevant sections of those forms are referenced in the guidance below and provided as attachments. Grantees are not required to use these forms, but may develop their own. However, **grantees must ensure that the eligibility documentation being used to support each criterion is maintained in each applicant’s file.**

***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.***

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| **Number** | **Job Corps Eligibility Criteria** |
| 1 | U.S. Citizen/Legal Resident/Deferred Action Status |
| 2 | Age |
| 3 | Low Income |
| 4 | Barriers to Education and Employment |
| 5 | Selective Service Registration |
| 6 | Education and Training Needs |
| 7 | Group Participation |
| 7 a) | Interference with other Students’ Participation |
| 7 b) | Maintenance of Sound Discipline and Positive Center Culture |
| 7 c) | Community Relations |
| 8 | Understanding and Agreeing to Comply with the Rules |
| 9 | Disqualifying Convictions |
| 10 | Court Involvement and/or Agency Supervision |
| 11 | Child Care |
| 12 | Authorization for Use and Disclosure of Health Information |
| 13 | Parental Consent |

**Criterion 1. U.S. Citizen/Legal Resident/Deferred Action Status**

The applicant must be a (1) United States citizen or national, including naturalized citizen; or (2) lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or (3) resident of a U.S. territory. Applicants must remain in legal status or retain employment eligibility throughout the length of his/her stay in Job Corps Scholars, as well as during the period allotted for the receipt of graduate services.

Deferred Action for Childhood Arrivals (DACA) participants who meet program eligibility requirements, qualify for Job Corps Scholars if they have employment authorization.

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| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| The grantee must review and verify that all applicants are:   1. a U.S. citizen; or 2. a lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Department of Homeland Security to work in the United States; or 3. a resident of a U.S. territory. | 1. Citizens or residents of U.S. territories:    * Birth certificate    * U.S. passport    * Social Security Card 2. Non-Citizens: Source documents may include:  * I-551, Permanent Resident Card (Green Card) * Valid foreign passport with Form I-94 * I-766, Employment Authorization Document  1. Individuals admitted under Deferred Action for Childhood Arrivals (DACA) status    * Employment Authorization Document    * Social Security Card |

**Examples of Support Documentation:**

* 1. Birth Certificate



* 1. U.S. Passport



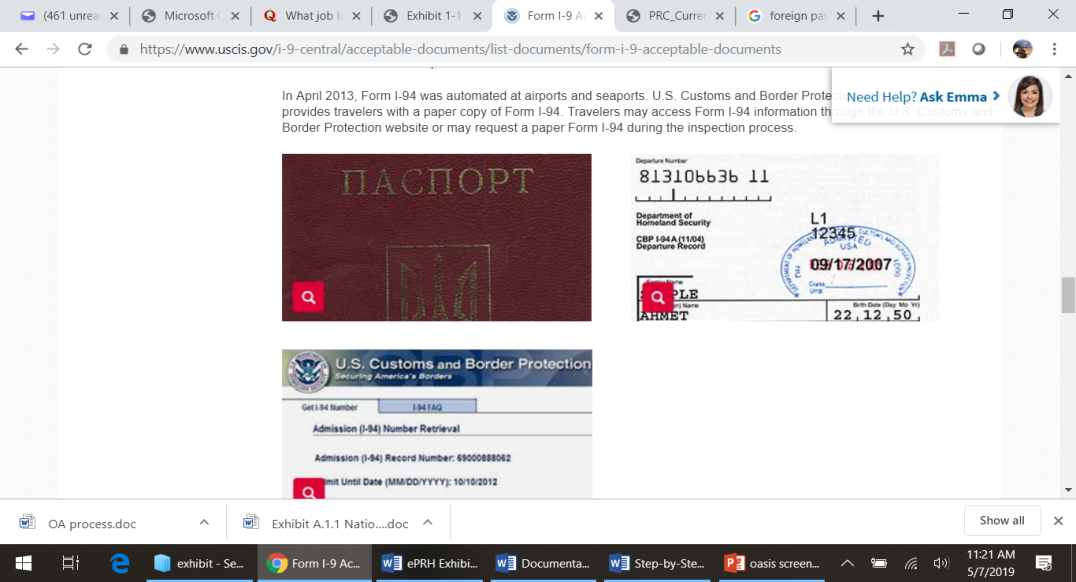
* 1. Social Security Card



* 1. Permanent Resident Card Form I-551/Employment Authorization Card

* 1. Foreign passport with Form I-94



\*Images from U.S. Citizenship and Immigration Services <https://www.uscis.gov/i-9-central/acceptable-documents>

**Criterion 2: Age**

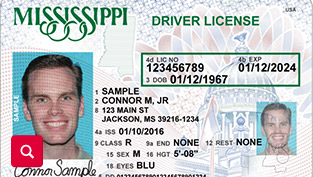
The applicant must be at least 16 years of age and not more than 24 years of age on the date of enrollment. The upper-age limit may be waived for individuals with disclosed disabilities who meet all other eligibility requirements. We recommend you follow your institution’s disability and reasonable accommodation policy and procedures. Applicants should be aware of the disability protections described in Sec. 188 of the Workforce Innovation and Opportunity Act and its implementing regulations. The minimum age requirement of 16 remains the same regardless of disability status.

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| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| The grantee must verify that the applicant is between the age of 16 and 24. | Source documents that state the applicant’s name and date of birth, and includes:   * Birth certificate, with place of birth and documentation registration number; or * Driver’s license/state identification card; or * U.S. passport with date of issuance and document registration number; or * Department of Homeland Security (DHS) documents\*\* including:   + Document I-55 Permanent Resident Card   + Form I-94 Arrival/Departure Record; or * Other official forms or documents from other government agencies that identify the issuing agency, form title and identification number, date completed and form purpose, the applicant’s name and date of birth, such as school records, welfare documents, military records, and employment records, |

***\*\*If a Department of Homeland Security document is used to verify age, the following must be documented: date of issuance, Alien Registration Number, country of citizenship, and expiration date (as appropriate).***

**Examples of Support Documentation:**

1. Driver’s license/state identification card



**Criterion 3: Low Income**

To qualify as low income, one or more of these conditions must exist:

**Public Assistance**: Receives, or is a member of a family living in a single residence that is receiving, or in the past 6 months has received, assistance through:

* The supplemental nutrition assistance program established under the Food and Nutrition Act of 2008;
* The program of block grants to States for temporary assistance for needy families program under part A of Title IV of the Social Security Act; or
* The supplemental security income program established under Title XVI of the Social Security Act

**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).

**Special Rule for Veterans of the Armed Forces**: In determining if a veteran meets the low income definition, the grantee must disregard military income earned by the individual within the 6-month period prior to the individual’s application, if such income prevents the individual from meeting the income requirements.

**Exception for victims of severe forms of trafficking in persons:** The income requirement is disregarded for any victim of a severe form of trafficking in persons. See Criterion 4.

**Homeless** (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e- 2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a (2)]):

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

* 1. An individual who is
     1. sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
     2. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
     3. living in an emergency or transitional shelter;
     4. abandoned in a hospital;
     5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
     6. awaiting foster care placement.
  2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
  3. Migratory children who qualify as homeless under this section because the children in are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

1. Has moved from one school district to another;
2. In a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
3. Resides in a school district of more than 15,000 square miles and migrates 20 miles or more to a temporary residence to engage in a fishing activity.

**Free or Reduced-Price Lunch:** Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act.

**Foster Child:** A child on behalf of whom state or local government payments are made.

**Individual with a Disability whose own Income Meets the Low Income Requirement above:** If the individual isa member of a family whose income does not meet this requirement, then admissions services staff must invite the applicant to disclose whether they are a person with a disability who would meet the requirement for low income because they are a member of a family who is considered low income under WIOA.

| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| --- | --- |
| Public Assistance | Source documents:   * A letter or printout from appropriate government agency acknowledging family receipt of cash payments from income-based public assistance * Public assistance voucher or payment stub; * Documented phone contact with case worker * Public assistance voucher or payment stub. |
| Earned Income  When determining income eligibility for a person who applies to Job Corps Scholars as an individual, 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/llsil/),](http://www.doleta.gov/llsil/)) the grantee must use the “Family of One” column.   * *Veteran: The grantee must review and verify documentation of the applicant’s excludable military income for the 6-month period preceding the application, as specified above under Earned Income.* * *Victim of severe form of trafficking in persons need not meet this requirement.* | Source documents:   * Letters of employment verification   Income verification statements from or documented phone calls with employers;   * Paycheck stubs, tax returns, or W-2s; * Unemployment insurance quarterly wage records; or * Documentation of excludable income, such as letters of receipt of unemployment insurance or Supplemental Security Income, or copies of checks. (Excludable income is not to be confused with public assistance.) |
| Homelessness (including Migratory Children) | * A letter from caseworker or support provider; or * 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. *See sample Statement of Support below.* |
| Free or Reduced-Price Lunch | * A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility; or * Written documentation from the last school attended by the applicant verifying the   applicant’s eligibility. |
| Foster Child | * Letter from caseworker or public agency personnel attesting to the status of the applicant; or * Documented phone contact with a caseworker   or public agency personnel attesting to the status of the applicant. |
| Individual with a Disability whose own Income  meets the Low-Income Requirement | See low income documentation  above. |

**Definitions:**

*Job Corps defines family and family income as follows:*

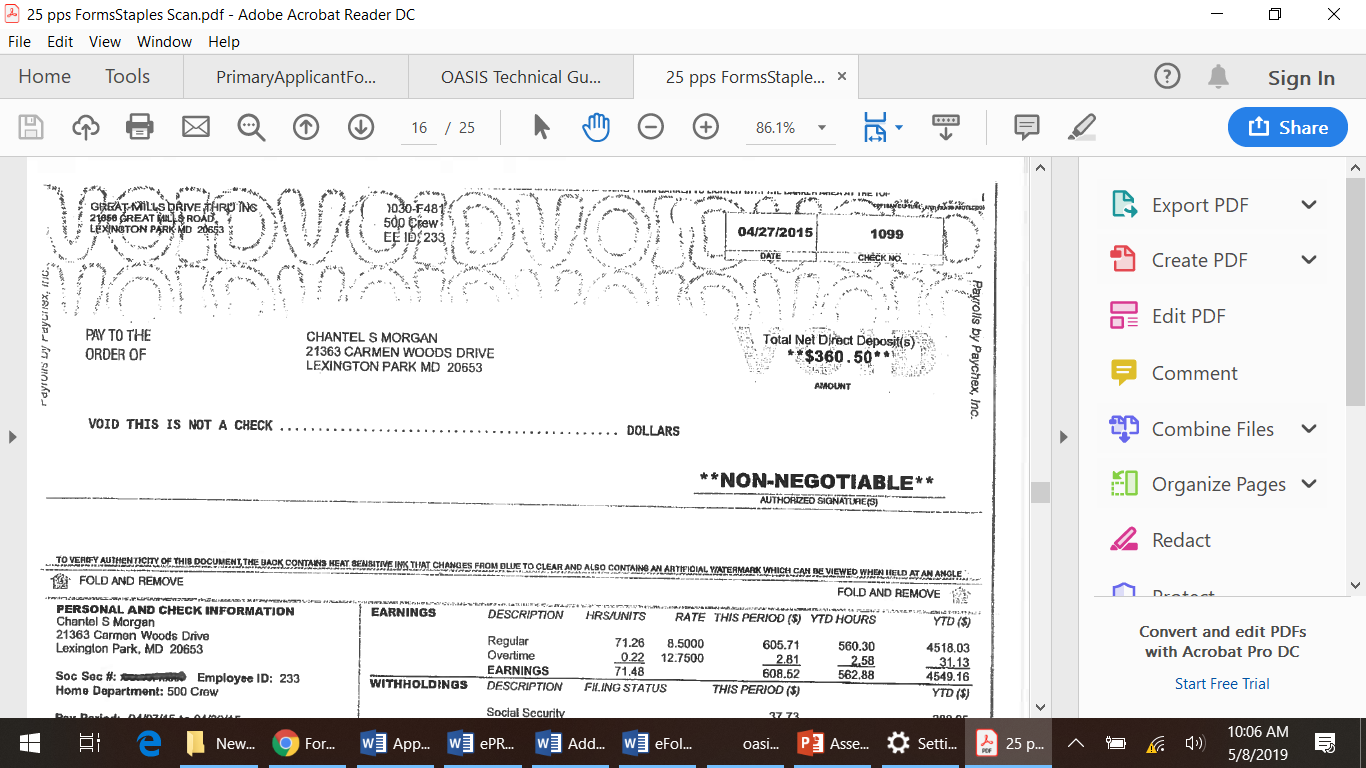
1. *Family means persons living in a single residence who are related by blood, marriage, or decrees of court and may include one or more of the following categories: (1) a husband, wife, and dependent children; (2) a parent, grandparent, or guardian and dependent children; and (3) a husband and wife. A stepchild or stepparent is considered to be related by marriage.*
2. *For purposes of this definition, an applicant who lives in a single residence with family members, at least one of whom claims the applicant as a dependent, will be considered a family member supported by the family, and income of all family members will be included in the family income computation.*

*A person must be considered an “individual” if he or she:*

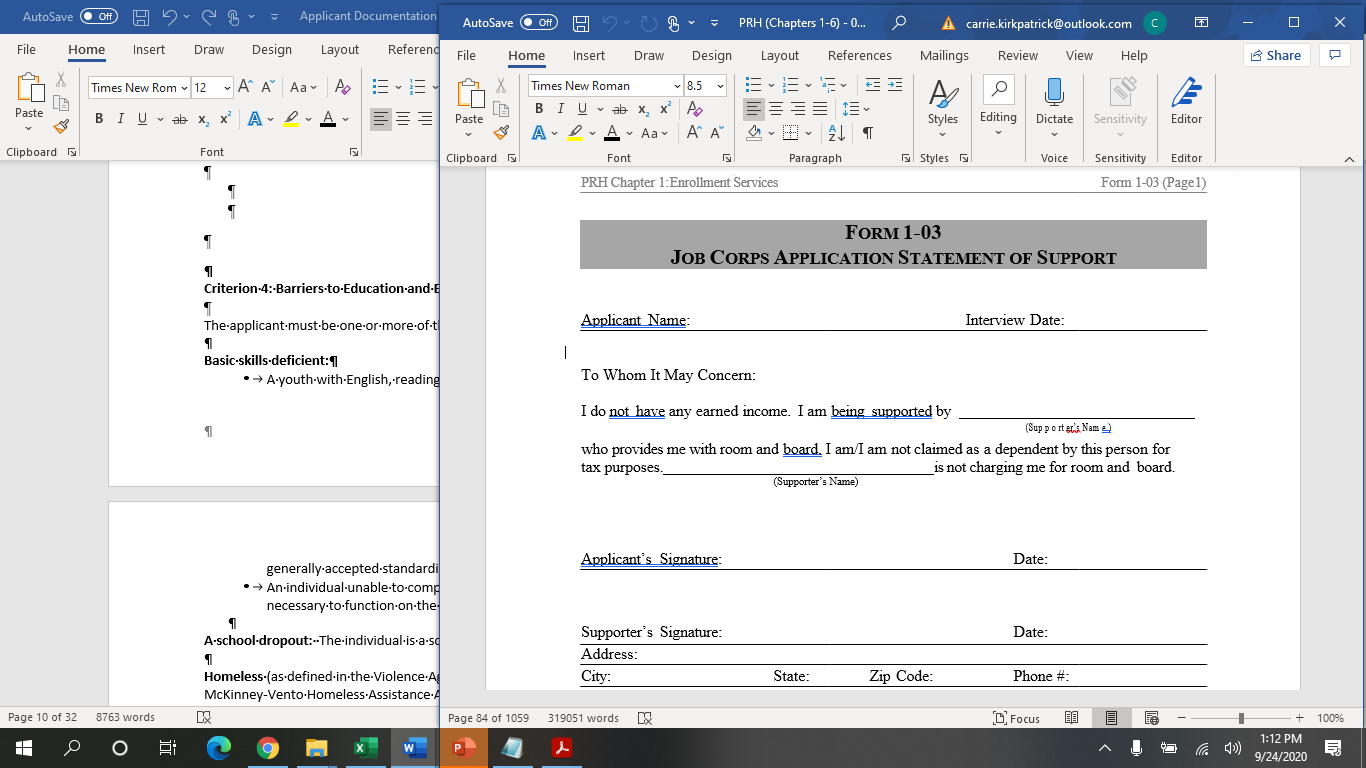
1. *Lives alone; or*
2. *Lives with unrelated individuals; or*
3. *Lives in a single residence where no family member claims him or her as a dependent.*
   1. *A person with disabilities has an option of applying and being considered as a family member or as an individual.*
4. *Head of household means an individual in one family setting who provides actual support and maintenance to one or more individuals who are related to him or her throug*[*h adoption,*](http://legal-dictionary.thefreedictionary.com/Adoption) *blood, or marriage.*
5. *Family income means all income received from all sources by all members of the family for the 6-month period prior to application. Family size is the maximum number of family members during the 6-month period prior to application. When computing family income, income of a spouse and other family members is counted for the portion of the 6- month (annualized) period prior to application that the person was a part of the family unit.*

**Examples of Support Documentation:**

* 1. **Paycheck**



* 1. **Statement of Support**



**Criterion 4: Barriers to Education and Employment**

The applicant must be one or more of the following:

**Basic skills deficient:**

* A youth with English, reading, writing, or computer skills at or below the 8th grade level on a generally accepted standardized test; or
* An individual unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

**A school dropout:** The individual is a school dropout prior to high school graduation.

**Homeless** (as defined in the Violence Against Women Act of 1994 (Section 42 U.S.C. 14043e- 2[6]) or the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a {2}]):

An individual who lacks a fixed, regular, and adequate nighttime residence, and includes:

1. An individual who is
   * 1. sharing the housing of another person due to the loss of housing, economic hardship, or a similar reason;
     2. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
     3. living in an emergency or transitional shelter;
     4. abandoned in a hospital;
     5. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
     6. awaiting foster care placement.
2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
3. Migratory children who qualify as homeless under this section because the children are living in circumstances described in this paragraph.

According to 20 U.S.C. 6399, a “migratory child” means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain or accompany such a parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work:

* + 1. Has moved from one school district to another;
    2. In a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
    3. Resides in a school district of more than 15,000 square miles and migrates 20 miles or more to a temporary residence to engage in a fishing activity.

**A runaway is an individual in foster care or an individual who was in foster care and has aged out of the foster care system.** An individual for whom state or local government payments are or were made or a ward of the state or court.

**Parent**: Father or mother or as otherwise defined by statute, such as through adoption or same sex relationships, or an individual who, by law, has custody, guardianship, or access rights in regard to a child and who may have corollary obligations to financially support a minor, typically by way of child support.

**Requires additional education:** The individual requires additional education, career and technical training, or workforce preparation skills to be able to obtain and retain employment that leads to economic self-sufficiency.

**A victim of a severe form of trafficking in persons** (as defined by section 103 of the Victims of Trafficking and Violence Protection Act of 2000 (22 U.S.C. 7102)):

1. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not yet attained 18 years of age; or
2. The recruiting, harboring, transportation, provision, or obtaining of a person for labor or service, through the use of force, fraud, or coercion for the purpose of subjecting to involuntary servitude, peonage, debt, bondage, or slavery.

Individuals meeting this definition need not meet the low-income requirement in Criterion 3.

| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| --- | --- |
| Basic Skills Deficient | One or more of the following source documents:   * School records; * Standardized test results; * Criterion-referenced test scores; or * Documented efforts to obtain school records or standardized test results. |
| School Dropout | One or more of the following source documents:   * 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; or * 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. |
| Homeless (including Migratory Children) | * A letter from caseworker or support provider; or * If the above is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support Form (sample provided in Criterion 3 above) describing how the applicant is being supported in the absence of any significant income. |

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| Parent | * Birth certificate indicating applicant as parent; * Court decree indicating child support; or * Any official government/school form indicating dependent children |
| Victims of severe forms of trafficking in persons | * Letter from a caseworker, former caseworker, or clinical professional attesting to the status of the applicant; or * Documented phone contact with a caseworker, former caseworker, or clinical professional attesting to the status of the applicant. |
| If the Job Corps Scholars application indicates the applicant has a high school diploma (HSD) or high school equivalency (HSE), the grantee must assess the applicant’s need for additional education, career and technical training, or workforce preparation skills.  Examples of the types of circumstances that would make the applicant eligible include:   * Lack of employability skills, including inability to retain jobs; and * Lack of prior work experience.   If the Job Corps Scholars application indicates the applicant does not have a HSD or HSE, then the applicant requires additional education. | If the application indicates the applicant has a HSD or HSE, the grantee must obtain proof of documentation. This may include a copy of:   * The HSE certificate or official HSE test scores. A copy of the HSE certificate or transcripts can be requested from the HSE administrator of the state in which the HSE was received. A complete list of HSE administrators can be found on [http://www.acenet.edu;](http://www.acenet.edu/) or * An HSD or official transcripts indicating graduation from a school; or * A foreign diploma. For information on acceptable foreign diplomas, refer to: NAFSA: Association of International Educators (A Guide to Educational Systems Around the World by Shelley Feagles) at [http://www.nafsa.org,](http://www.nafsa.org/) or the National Collegiate Athletic Association (NCAA Guide to International Academic Standards for Athletics Eligibility). * If school records are unavailable, the grantee must document attempts to obtain educational history.   If the application indicates the applicant does not have a HSD or HSE:   * In-school applicants may provide a letter from a school official indicating that the applicant would benefit more from Job Corps Scholars than from staying in school, or a documented phone call that provides the same information. |

***Grantees should follow the policies and practices implemented by their institution for obtaining applicant academic records.***

**Criterion 5: Selective Service**

A male applicant age 18 and older must comply with Section 3 of the Military Selective Service Act (50 USC App. 451) by registering with the Selective Service.

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| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| The grantee must ensure that all male applicants sign consent for Selective Service Registration.  This applies even if the applicant has documentation (e.g., Selective Service registration card, or letter of acknowledgment from Selective Service Board) that he is already registered with the Selective Service system. If the applicant is already registered, the computer data will show that the student is registered and will not register him again. Proof of registration may be found on [www.sss.gov](http://www.sss.gov). | * A copy of the consent should be completed, signed, and retained in each male applicant’s file. See sample Selective Service consent statement below. |

**Example of Written Consent Statement:**

*“I understand that, if I am required to be registered with the Selective Services System, I am authorizing Selective Services to register me at the age of 18. I further understand that if I am already registered, the automatic registration process will not register me again.”*

**Criterion 6: Educational and Training Needs**

The applicant’s educational and training needs can best be met through the Job Corps Scholars program relative to other available programs that can address the immediate and long-terms needs of the applicant.

| **Eligibility Requirement Details** | **Documentation Evidence** |
| --- | --- |
| The grantee must assess whether an applicant’s educational and training needs can best be met through the Job Corps Scholars program. | The grantee must document that the applicant’s educational and training needs can best be met through their program and the tools and/or methods that were used to arrive at that determination. |

**Criterion 7. Group Participation**

It can be reasonably expected that the applicant can participate successfully in group situations and activities.

| **Eligibility Requirement Details** | **Documentation Evidence** |
| --- | --- |
| The grantee must assess the likelihood that the applicant appears willing to function as a part of a group and can successfully participate in group situations and activities, including multi-cultural environments. | The grantee must document the applicant’s willingness to function as part of a group. If the applicant appears unwilling, that should be documented as well. |

**Criterion 7(a). Interference with Other Students’ Participation**

It can be reasonably expected that the applicant is unlikely to engage in actions that would potentially prevent other students from receiving program benefits.

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| **Eligibility Requirement Details** | **Documentation Evidence** |
| The grantee must assess from the applicant’s behavior whether the applicant would likely prevent other students’ participation. | The grantee must document that the applicant is not likely to engage in actions that would potentially prevent other students from participating and receiving program benefits.  Any behavior observed by the grantee that would indicate an applicant is likely to prevent other students from receiving benefits must also be documented.  . |

**Criterion 7(b). Maintenance of Sound Discipline and Positive Campus Culture**

It can be reasonably expected that the applicant’s behavior is compatible with the maintenance of sound discipline and positive center culture.

| **Eligibility Requirement Details** | **Documentation Evidence** |
| --- | --- |
| The grantee must assess whether the applicant’s behavior is compatible with the maintenance of sound discipline and positive campus culture. Appendix 102 provides additional information to consider when making this assessment. | The grantee must document that the applicant acknowledges compliance with the grantee’s code of conduct and disciplinary policies. |

**Criterion 7(c). Community Relations**

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.

| **Eligibility Requirement Details** | **Documentation Evidence** |
| --- | --- |
| Applicant can participate successfully in situations and activities in the community, and is not likely to engage in actions that would potentially impede satisfactory relationships between the Job Corps Scholars grant program and its surrounding communities. | The grantee must document that the applicant expresses a willingness to participate in community activities and refrain from engaging in actions that would potentially impede relationships between Job Corps Scholars and the community. |

**Criterion 8. Understanding and Agreeing to Comply with the Rules**

The applicant demonstrates a basic understanding of the rules of the grantee and the Job Corps Scholars program and the consequences of failure to follow the rules.

| **Eligibility Requirement Details** | **Documentation Evidence** |
| --- | --- |
| The grantee must assess an applicant’s understanding and willingness to abide with the Job Corps Scholars program and grantee’s rules and the consequences for not following those rules. | The grantee must document that the applicant expresses and demonstrates willingness to follow the rules. |

**Criterion 9: Disqualifying Convictions**

An applicant will not be admitted if convicted of the following:

* Murder, as described in section 1111 of Title 18, United States Code
* Child abuse
* A crime involving rape or sexual assault

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| **Eligibility Requirement Details** | **Documentation Requirements** |
| Background Check: A national criminal background check must be 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 sex-related crime). 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.** | Results of the national approved criminal background check must be kept in the student’s file  For applicants with a **disqualifying conviction**), you will document APPLICANT RECORDS SHOW DISQUALIFYING CONVICTION, whether or not the applicant is on probation, parole, or agency supervision or treatment, and regardless of when the crime or conviction occurred. The applicant is not eligible for Job Corps Scholars. |

**Criterion 10: Court Involvement And/Or Agency Supervision**

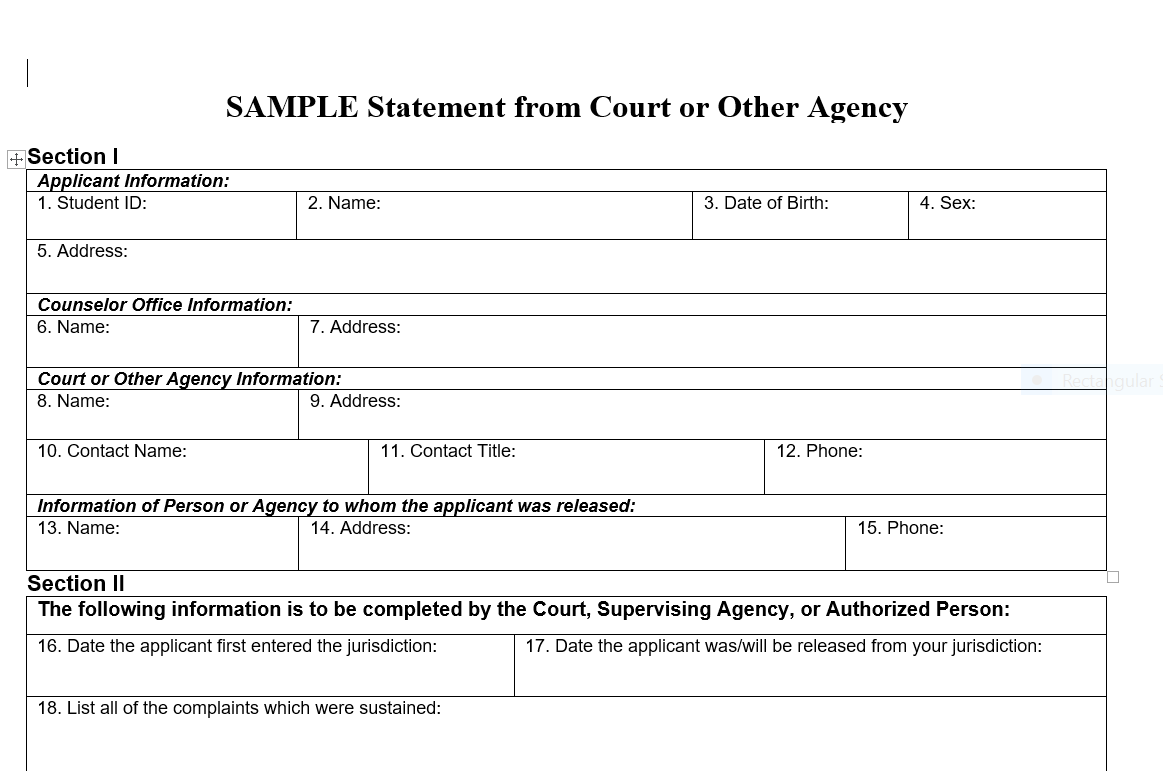
The applicant who is on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization may be considered eligible only if the court or appropriate agency certifies in writing its approval of the applicant’s release from supervision, 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 must meet the applicable criteria relative to court fines and restitution in the chart below.

No individual shall be denied a position solely on the basis of individual contact with the criminal justice system, except for the disqualifying felony convictions of murder (as described in section 1111 of Title 18, United States Code), child abuse, or a crime involving rape or sexual assault.

| **Eligibility Requirement Details** | **Documentation** |
| --- | --- |
| Conduct background check. If background check reflects applicants with **one or more criminal convictions** but it is unclear whether the applicant is on probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization, the grantee must obtain this information from the court or agency. The applicant may be considered eligible only if the court or appropriate agency certifies 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 must meet the applicable criteria relative to court fines and restitution in the chart below.    Lack of Information: If courts/agencies refuse or fail to supply information, and the applicant (1) indicates that there has been past history with the courts, and (2) admits an offense, the grantee should make a reasonable judgment of eligibility consistent with the type of offense admitted to by the applicant. The grantee must continue attempts to attain this information from the appropriate agency/agencies and must continue to document the attempts.  Fraudulent Enrollment: Where courts refuse to disclose juvenile history and applicant denies any court involvement, the grantee should emphasize that concealing a criminal history is grounds for immediate discharge from the program for fraudulent enrollment. | * All background check information should be   maintained in the student’s folder.   * Information received from courts or agency must be kept in the student’s file. See sample form below. |
| Is the applicant facing pending criminal court action? | If yes, the pending criminal court action must be documented and the applicant is ineligible until the court makes a final adjudication of the matter.  If no, a Discharge Summary may be accepted in lieu of a form ETA 655 from institutions where applicants were assigned because of court action. For all applicants for whom it is applicable, items indicating receipt of or attempt to obtain court information must be documented. See sample documentation below. |
| Is the applicant:   * On probation; or * On parole; or * Under a suspended sentence; or * Under the supervision of any agency as a result of court action or institutionalization? | If yes, for the applicant to be eligible, the  court or appropriate agency must certify in writing:   * The approval of the applicant’s release from its supervision * That the applicant’s release does not violate applicable laws and regulations * That the applicant has responded positively to supervision   That it will permit the applicant to leave the local area or state while enrolled in Job Corps Scholars |
| Does the applicant have court fines or court-?  ordered restitution in excess of $500? | If yes, one of the three criteria below must be met and  documented in writing:   * The applicant settles the court fine or court- ordered restitution; or * The court agrees to suspend the obligation during the applicant’s enrollment in Job Corps Scholars. * The Grantee permits entry  |  | | --- | |  | |

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**Sample Support Documentation:**

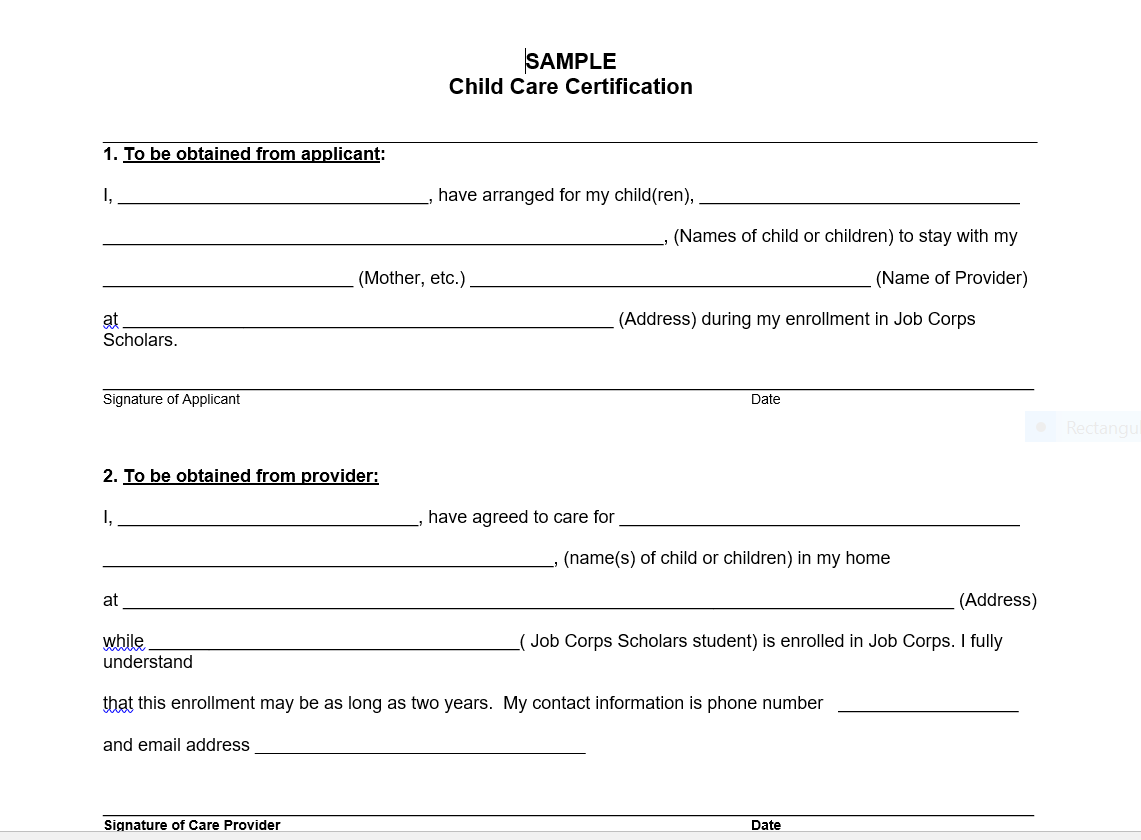


**Criterion 11. Child Care (as applicable)**

An applicant with dependent children who provides primary or custodial care must have established suitable arrangements for the care of any dependent children for the proposed period of enrollment. This applies to weekend and evening times, as well as class times, for all applicants that intend to live on campus.

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| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| The grantee must determine that suitable arrangements for the care of any dependent children have been made for the proposed period of enrollment. | Source documentation specifying the care provider and the child(ren) for whom the care has been arranged. See sample certification below. |

**Sample Support Documentation:**

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**Criterion 12. Authorization for Use and Disclosure of Health Information**

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.”*

**Criterion 13. Parental Consent**

An applicant must have parental/legal guardian consent to participate when the applicant is an unemancipated minor. Legal guardians (e.g., social workers, probation officers, other family members) must have official documents legally granting custodianship, with respect to a particular state’s laws.

Exceptions to this requirement occur when an applicant:

* Is considered to be emancipated according to applicable laws of the state; or
* Is younger than 18 years of age and married.

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| **Eligibility Requirement Details** | **Sample Documentation Evidence (not limited to the below)** |
| **The grantee must obtain the consent to participate from the parent/legal guardian when the applicant is an unemancipated minor.**  Only signatures of parents or legal guardians should be obtained. If minor applicant lives with other family members who have not obtained legal guardianship status, such as grandparents, siblings, uncles, or aunts, they may not consent to the applicant’s enrollment until guardianship has been obtained.  If only one parent has legal custody for the minor applicant, only that parent’s consent is needed; if both parents share custody, consent of both is needed, although signature of consent is needed from only one. Consent of the second parent is assumed if no documented objection is raised. If a parent refuses to provide consent not out of objection to the applicant participating in the program but because of disinterest in being involved, the applicant must be emancipated by a court to be eligible for the program. | * Parent/guardian written and signed consent * Emancipation papers for all applicants claiming to be emancipated; or * Marriage license for married applicants under 18 years of age. |

**Resources and Sample Forms:**

*Forms may be adapted for use by Job Corps Scholars grantees*

