



Expedited Enrollment

MyJobCorps System Processes for Admissions Staff

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Applicants

How applicant data in MyJobCorps Portal trigger Expedited Enrollment criteria



Homelessness

Any of the items marked in the "Home Life" section.



Victim of Human Trafficking

Selection marked in the "Personal Circumstances" section.



Natural or Man-Made Disaster

Selection marked in the "Personal Circumstances" section.

Screenshots of Applicant Portal.

Application

- Basic Information
- Additional Contacts
- Education
- Home Life**
- Court History
- Employment
- Personal Circumstances

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3 What best describes your current living situation?

- I live alone
- I live with unrelated individuals (including roommates, friends)
- I live with my Parent/Legal Guardian or other family members (including foster care, group home agency guardians)
- I live with my Spouse and/or am a Parent/Legal Guardian living with my child(ren)/dependent(s)

4 Do any of the following conditions apply to you? [Learn More](#)

- I am experiencing homelessness
- I am currently without permanent housing at this time
- I am temporarily staying with other people
- I am staying in emergency or transitional shelters
- I am staying in a motel, campground, car, park, abandoned building, bus or train stations, or other public or private place not designed for humans to live
- I am staying in substandard housing
- None of these apply to me

Application

- Basic Information
- Additional Contacts
- Education
- Home Life
- Court History
- Employment
- Personal Circumstances**

[← Return to Dashboard](#)

Personal Circumstances - Selection Overview

Please select all areas that apply to you.

<input type="checkbox"/> I was/am/will be in the foster care system	<input type="checkbox"/> I am a runaway	<input type="checkbox"/> I received free and/or reduced price lunch
<input type="checkbox"/> I receive public assistance	<input type="checkbox"/> I receive social security benefits	<input type="checkbox"/> I am in the military, a veteran, or a spouse of a veteran
<input type="checkbox"/> I have encountered a natural or man-made disaster	<input type="checkbox"/> I am a victim of human trafficking	

I am unsure if one or more of these apply

None of these apply

Admissions Staff

How to identify an Expedited Enrollment Cases in MyJobCorps Gateway

- If an applicant answered a question, or made a selection, in their submitted MyJobCorps Portal application that triggered Expedited Enrollment status, the urgency status in MyJobCorps Gateway will change from **Standard** to **Expedited**.
- Admissions Staff can identify Expedited within the following views:
 - The **Home** and **All Cases** view within in MyJobCorps Gateway.
 - The expedited flag is visible on the **Summary** tab within the Applicant Record when staff click into an Applicant's record.

Screenshot of Gateway Home screen

Application Tracking Number	Applicant Name	Urgency	Workflow Milestone	Case Creation Date	Days in-process	Created Account	Submitted Application	Application Verified	City/Town	Region	Admissions Provider	Needs Translation	Preferred Language
100010042	Gertrude Hofstra	Expedited	Eligibility Determined	9/10/2024 10:21 AM EDT	3 days	✓	✓	✓	Washington	Philadelphia	Potomac	Yes	German
100009662	Carla Brown	Priority	Application Started	7/15/2024 6:07 PM EDT	60 days	✓	✓	✓	Washington	Philadelphia	Potomac	No	
100009651	Mike Clark	Standard	Center Assigned	7/15/2024 1:30 PM EDT	60 days	✓	✓	✓	Washington	Philadelphia	Potomac	No	
100009650	George Hudson	Standard	Application Verified	7/15/2024 12:59 PM EDT	60 days	✓	✓	✓	Washington	Philadelphia	Potomac	No	

Screenshot of Applicant Record view

Gertrude Hofstra, #100010042

Summary | Application | Readmissions | Eligibility | Training & Center Selection | Documents | Communications Log | Case History

Application Tracking Number: 100010042

Status: **Open** | Workflow Milestone: **Eligibility Determined** | Urgency: **Expedited**

Admissions Provider: Potomac
Assigned To: Emily Fitzpatrick
Case Creation Date: 9/10/2024 (3 days ago)

Applicant Summary

Date of Birth 9/9/2007 (17 years old)	Phone (270) 888-0000
Accommodation Request(s) No	Email fitzpatrick.jctest+261@gmail.com
Language Translation Needs Yes (German)	Preferred Method of Contact Phone (Evening)

Admissions Staff

Reviewing and validating applicant data in MyJobCorps Gateway

- When applicants submit their MyJobCorps Portal application, their data is available in MyJobCorps Gateway within **Application tab**.
- Admissions staff are responsible for **reviewing** and **verifying** applicant information. Verification is typically performed through interviews with applicants and reviewing their submitted documents, if any were uploaded.
- If admissions staff need to make corrections for any data submitted by the applicant, they can unlock the case so the applicant can make edits in the MyJobCorps Portal or **edit** it on their behalf in MyJobCorps Gateway.

Screenshots of a submitted application in Gateway

Gertrude Hofstra, #100010042

Summary Application Readmissions Eligibility Training & Center Selection Documents Communications Log Case History

Account
Basic Information
Additional Contacts
Education
Home Life
Personal Circumstance
Agreements

Personal Circumstance

I was/am/will be in the Foster Care System	No
I am a runaway	No
I receive free or reduced-price school lunch	No
I receive public assistance	No
I receive social security benefits	No
I am in the military, a veteran, or a spouse of a veteran	No
I have encountered a natural or man-made disaster	Yes
I am a victim of Human Trafficking	Yes

Natural and Man-Made Disaster
Are you experiencing any of the following circumstances? natural

Natural/Man-Made Disaster Details -

EDIT APPLICATION

ACTIONS -

Gertrude Hofstra, #100010042

Summary Application Readmissions Eligibility Training & Center Selection Documents Communications Log Case History

Account
Basic Information
Additional Contacts
Home Life
Employment
Personal Circumstance
Agreements

Home Life

What is your current marital status?	Single
Do you have children/dependents?	No
What is your living Situation?	I live with my Parent(s) legal Guardian or other family members (including foster care, group home agency guardians)
Does your parent(s)/legal guardian(s) or other family member(s) allow you to attend school?	Yes
Are you experiencing homelessness?	I am currently without permanent housing at this time

Provide any details you would like to share -

EDIT APPLICATION

ACTIONS -



Processing Expedited Enrollment Cases in Gateway

Admissions Staff

Processing Expedited Enrollment cases in MyJobCorps Gateway for Criteria 1-3

- During or after an interview with the applicant, Admissions staff can proceed to assessing eligibility in MyJobCorps Gateway.
- The following screens indicate how to mark an applicant as “conditionally eligible” for criteria 1-3. These three criteria must be marked as “conditionally eligible” (for self-attestation) or “eligible” (if documents are available) before requesting a background check.

Gertrude Hofstra, #100010042

Eligibility Criteria 1-3

1. Residency Status
2. Age
3. Low Income

Gertrude Hofstra, #100010042

Criterion 1

Residency Status

Preliminary Eligibility MEETS

U.S. Citizen

Lawfully-admitted Permanent Resident (PR)/Green Card.

Authorized by the DHS to work in the U.S.–

Refugee.

Asylee or Parolee.

Deferred Action for Childhood Arrivals (DACA) recipient.

None of the Above.

Observations of Readiness

Applicant responses to Observations of Readiness questions should not be recorded with in the MyJobCorps Gateway unless they constitute a significant concern that may render the applicant ineligible - such responses must be entered within the Communications Log with a type of Observations of Readiness

1. Why do you want to enroll in Job Corps at this time?
2. Who referred you to Job Corps? How did you find out about it?
3. Do you have any questions about the Job Corps program at this time?
4. What have you been doing since you left school?
5. Where do you see yourself in a year, in three years, in five years?
6. How do you feel about taking direction from others – like teachers, administrators, and other adults that hold authority?

Confirmed Eligible

Confirm Criterion Result

Conditionally Eligible

--- Select an Option ---

Eligible

Conditionally Eligible

Not Eligible

Admissions Staff

Requesting Background Checks for Expedited Enrollment cases in MyJobCorps Gateway for Criteria 4

- Admissions staff should request background checks for Expedited Enrollment applicants the same way they do for Standard applicants.
- When background check results are available, Admissions staff will automatically receive the result in MyJobCorps Gateway. They should immediately confirm the result in the Background Check Determination box and use the dropdown to indicate either Eligible or Not Eligible. **There is not an option for conditionally eligible for Background Checks.**

Gertrude Hofstra, #100010042

Criterion 4

Criminal Background Check

Preliminary Eligibility

The applicant has signed the Release of Criminal History Record Information ✓

The parent/guardian has signed the Release of Criminal History Record Information ✓

[REQUEST BACKGROUND CHECK](#)

Emily Fitzpatrick requested a background check on 7/15/2024 1:41 PM EDT

Application Information

First Name	Gertrude
Middle Name	Ann
Last Name	Hofstra
Suffix	-
Has Social Security Number?	Yes
Social Security Number	*****
Sex	Female
Birth City	Arlington
Birth County	Arlington County
State or Territory of Birth	Virginia
Alternative Name #1	Annabelle Hofstra

Background Check Determination

JACS Tracking #	1008993
Request Date	7/15/2024 1:41 PM EDT
Status	-
JACS Result	Eligible: No Criminal Convictions Present
Result Date	7/16/2024 2:46 PM EDT
Details	-
Criterion Result	Eligible

Confirm Criterion Result

Eligible

[EXIT](#) [SAVE AND CLOSE](#)

Confirm Criterion Result

Eligible

--- Select an Option ---

Eligible

Not Eligible

Admissions Staff

Processing Expedited Enrollment cases in MyJobCorps Gateway for Criteria 5-10

- While waiting for the applicant's background check results, Admissions staff should continue with eligibility processing for criteria 5-10 in MyJobCorps Gateway.
- The following screens indicate how to mark an applicant as “conditionally eligible” for criteria 5-10. These criteria must be marked as “conditionally eligible” or “eligible” (if documents are available) to continue to QA Review.

Gertrude Hofstra, #100010042

Eligibility Criteria 5-10

5. Barriers to Education and Employment

6. Selective Service Registration

7. Education and Training Needs

8. Group Participation

8a. Non-Interference with Other Students

8b. Maintenance of Sound Discipline

8c. Community Relations

9. Child Care Arrangements

10. Authorization for Use and Disclosure ...

Gertrude Hofstra, #100010042

Criterion 5

Barriers to Education and Employment

Preliminary Eligibility MEETS

Victim of Human Trafficking

The applicant has not completed High School (dropped out).

The applicant is experiencing or has experienced homelessness

The applicant is a runaway or is/was/will be part of the foster care system.

The applicant is a parent/guardian.

The applicant requires additional education *

Yes

No

The applicant is basic skills deficient *

No

Yes

Form(s)

Form 1-02 Records Release Authorization

Observations of Readiness

Applicant responses to Observations of Readiness questions should not be recorded with in the MyJobCorps Gateway unless they constitute a significant concern that may render the applicant ineligible - such responses must be entered within the Communications Log with a type of Observations of Readiness

1. Why did you leave school?
2. What subjects did you like?
3. What didn't you like about school?
4. Why do you want to come back to a school setting now?
5. Tell me about what you would do to gain respect as a new student on center.

Confirm Criterion Result

Conditionally Eligible

--- Select an Option ---

Eligible

Conditionally Eligible

Not Eligible

Admissions Staff

Reviewing the completed eligibility status in MyJobCorps Gateway for Criteria 1-10

- If Admissions staff indicate Conditionally Eligible for at least one criteria, **the overall eligibility status will display as “Conditionally Eligible” on the Eligibility page.** The Admissions Representative should enter a case note that clearly defines the criteria that were marked as conditionally eligible.
- Admissions staff will proceed to submitting the case for Quality Assurance (QA) review by their OA Manager.
- When the OA Manager assigns the case to center, they **must send an email to the Center Records Manager** indicating that an expedited case has been submitted and routed to their queue.

Gertrude Hofstra, #100010042

Summary Application Readmissions **Eligibility** Training & Center Selection Documents Communications Log Case History

Eligibility

#	Criterion	Determination
0	Readmissions	Permitted to Proceed
1	Residency Status	Conditionally Eligible
2	Age	Confirmed Eligible
3	Low Income	Conditionally Eligible
4	Criminal Background Check	Confirmed Eligible
5	Barriers to Education and Employment	Confirmed Eligible
6	Selective Service Registration	Confirmed Eligible
7	Educational and Training Needs	Confirmed Eligible
8	Group Participation	Confirmed Eligible
8a	Non-interference with other Student's Participation	Confirmed Eligible
8b	Maintenance of Sound Discipline and Positive Center Culture	Confirmed Eligible
8c	Community Relations	Confirmed Eligible
9	Child Care (Arrangements)	Confirmed Eligible
10	Authorization for Use and Disclosure of Health Information	Confirmed Eligible

Overall Status: Conditionally Eligible

Admissions Staff

Confirming eligibility after a student has arrived on center

- Admissions staff should continue to work with applicants to collect and review/approve any missing documentation for these criteria within **90 days** of the applicant's arrival date; **updating the eligibility status** for each 'conditionally eligible' criteria in Gateway.

If...	Then...
All documents are received and confirmed eligible	Update the applicant's final eligibility in Gateway from "Conditionally Eligible" to "Eligible" and provide the updated documents. Using the provided template, notify the Center Records Manager of this change so they can take next steps in CIS.
All documents are received and confirmed NOT eligible	Update the applicant's final eligibility determination from "Conditionally Eligible" to "Not Eligible." Using the provided template, notify the Center Records Manager of this change so they can take next steps in CIS.
All documents were NOT received during the 90-day period	Update the applicant's final eligibility determination from "Conditionally Eligible" to "Not Eligible." Using the provided template, notify the Center Records Manager of this change so they can take next steps in CIS.

