



Expedited Enrollment

Understanding System Processes in MyJobCorps

Objectives

- 1 Understand how Expedited Enrollment is triggered in MyJobCorps
- 2 Understand steps to complete a 'conditionally eligible' case
- 3 Know how Center staff and Admissions staff collaborate to complete Expedited Enrollment case processing

Contents Overview

I. Applicants

- How applicant data in MyJobCorps Portal triggers Expedited Enrollment criteria

II. Admissions Staff

- How to identify Expedited Enrollment Cases in MyJobCorps Gateway
- Reviewing and Validating Applicant Data in MyJobCorps Gateway
- Processing Eligibility Criteria 1-3 and 5-10 for Expedited Enrollment Cases
- Background Check Requests (Criterion 4) for Expedited Enrollment Cases
- Reviewing the Completed Eligibility Status in MyJobCorps Gateway

III. Center Staff

- Reviewing Conditionally Eligible applicant files
- Collecting and Reviewing Expedited Applicant Documentation
- Confirming Eligibility after a student arrives on Center

Applicants

Applicant data triggers Expedited Enrollment criteria in MyJobCorps Portal



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**

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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

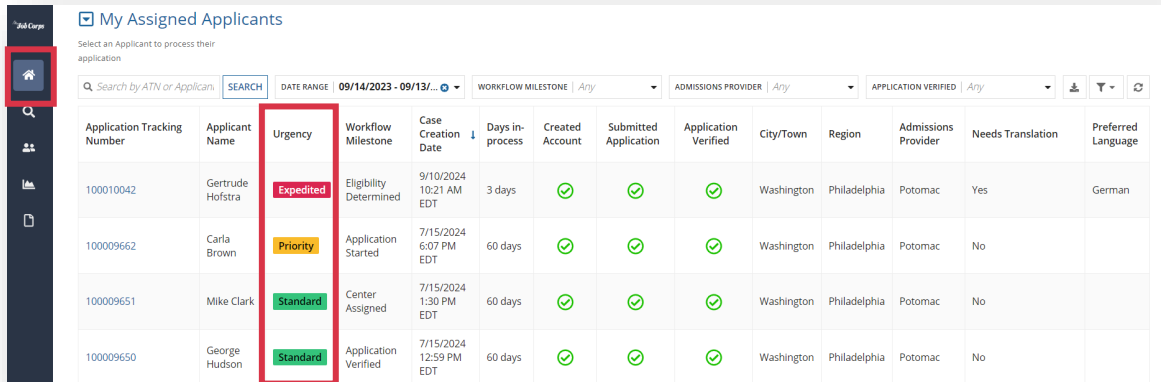
None of these apply

Admissions Staff

Identifying and Reviewing Expedited Enrollment Cases in MyJobCorps Gateway

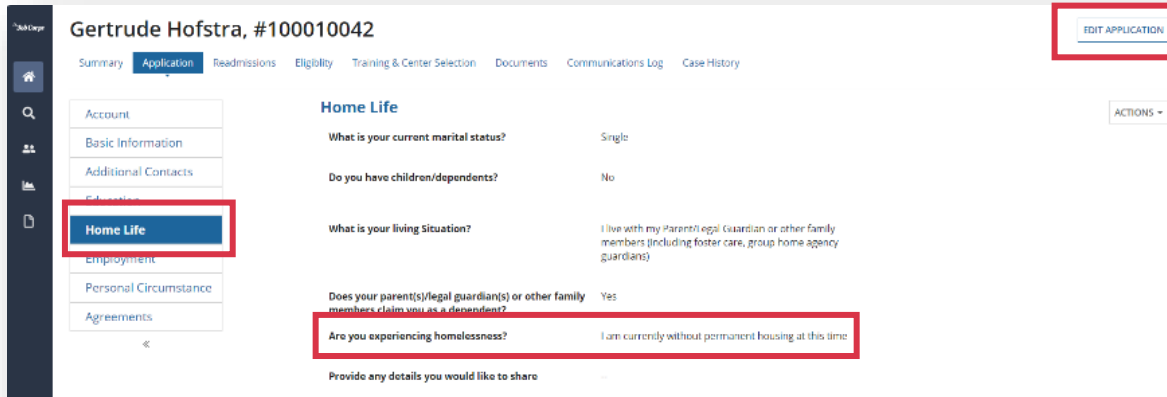
- When an applicant triggers Expedited Enrollment status, the urgency status in MyJobCorps Gateway changes from **Standard** to **Expedited**, for submitted applications.
- Admissions staff are responsible for **reviewing** and **verifying** applicant information.
- If corrections are needed, or to manually trigger Expedited Enrollment, Admissions staff can **edit** the application in Gateway.

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	

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

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), legal guardian or other family members (including foster care, group home agency guardians)

Does your parent(s)/legal guardian(s) or other family members claim you as a dependent? 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 Eligibility Criteria 1-3 and 5-10 for Expedited Enrollment cases

- When processing eligibility, **criteria 1-3** must be marked as “conditionally eligible” (for self-attestation) or “eligible” (if documents are available) **before** requesting a background check.
- While waiting for the background check results, staff should **continue processing criterions 5-10**. These criterions must be marked as “conditionally eligible” (for self-attestation) or “eligible” (if documents are available) to continue to QA Review.

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 asking questions from others - like teachers, administrators, and other adults that hold authority?

9 Child Care (Arrangements) Confirmed Eligible

Confirm Criterion Result

Conditionally Eligible

--- Select an Option ---

Eligible

Conditionally Eligible

Not Eligible

EXIT CONTINUE

Admissions Staff

Requesting Background Checks (Criterion 4) for Expedited Enrollment cases

- Background check requests for Expedited Enrollment applicants are processed the same way as standard applicants.
- **All applicants must be eligible for Criterion 4, regardless of urgency status. 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](#)

Enily 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

Reviewing the Eligibility Status in MyJobCorps Gateway

- 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 defines the criteria that were marked as conditionally eligible.
- Admissions staff will proceed to submit 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 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



Completing Expedited Enrollment Cases

Center Staff

Reviewing Conditionally Eligible Applicants

Following the notification of an expedited case, proceed with file review.

Reminder: **Applicant File Review process is the same.** The timeline to complete file review for Expedited Cases is **21 days**.

Center Staff

Collecting and Reviewing Expedited Applicant Documentation

The Center Records Manager and Admissions Representative should **maintain open communication** to avoid duplicating efforts in collecting the same documentation.

- **Review the case note** for information regarding missing documents and which criteria were indicated as ‘conditionally eligible.’ This identifies what documents may still be required for the case.
- Missing documentation for all ‘conditionally eligible’ criteria must be collected and reviewed/approved **within 90 days of the applicant’s arrival date**, and the applicant’s eligibility status updated in Gateway.
 - Applicants can continue to upload documents directly to **MyJobCorps Portal**. If the applicant needs assistance, admissions staff can also upload documents into Gateway.
 - If the Center Records Manager collects documents directly, they should upload them to the E-Folder, notify the Admissions Representative, and provide the documents to the Admissions Representative.

Admissions Staff /// Center Staff

Updating Final Eligibility After a Student has Arrived on Center

After the Admissions Representative reviews documentation and confirms the final eligibility determination in Gateway:

- **Admissions Representative** sends an email to the Center Records Manager with this information. (see email template on right)
- **Center Records Manager** reviews and proceeds with updating CIS to align with final eligibility determination.



Email templates detailing applicant's final eligibility determination.

Admissions Staff /// Center Staff

Confirming Eligibility After a Student has Arrived on Center

If...	Actions Needed...
All documents are received and confirmed eligible	<ul style="list-style-type: none">• Admissions staff update the applicant's final eligibility in Gateway from "Conditionally Eligible" to "Eligible" and provide the updated documents to Center Records Manager.• Center Records Manager is notified of this change to take next steps in CIS.
All documents are received and confirmed NOT eligible	<ul style="list-style-type: none">• Admissions staff update the applicant's final eligibility determination from "Conditionally Eligible" to "Not Eligible."• Center Records Manager is notified of this change to take next steps in CIS.
All documents were NOT received during the 90-day period	<ul style="list-style-type: none">• Admissions staff update the applicant's final eligibility determination from "Conditionally Eligible" to "Not Eligible."• Center Records Manager is notified of this change to take next steps in CIS.