



Expedited Enrollment Policy

/// Background

- Each year, an estimated 4.2 million youth and young adults experience **homelessness**, of which 700,000 are unaccompanied minors. On any given night, approximately 41,000 unaccompanied youth ages 13-25 experience homelessness.
- In 2022, the Biden-Harris administration released a federal plan for ending homelessness in America that starts with the ambitious goal of reducing homelessness 25% by 2025.



/// Background ..

- Last year, ETA leadership signed a memorandum updating Job Corps policy to allow for expedited enrollment for individuals experiencing homelessness and victims of severe forms of trafficking.
- The policy updates covered today also address the Workforce Innovation and Opportunity Act (WIOA) eligibility requirements prior to enrollment for all individuals eligible for expedited enrollment.



/// Key Policy Change

- Expedited enrollment means Job Corps accelerates: 1) **the application**, 2) **eligibility criteria review**, and 3) **applicant file review** for certain applicants.
- Enrollment is accelerated by **temporarily** satisfying certain eligibility criteria through an applicant's **self-attestation** until verified by an admissions staff (up to 90 days after arrival on center).



/// Policy Goals

- The new policy removes barriers to entry for the three groups identified in the Biden-Harris administration's plan. Applicants who are:
 - experiencing **homelessness**,
 - a victim of **severe trafficking**,
 - or a victim of **natural** and/or **man-made disasters**
- As a result of this policy, a Job Corps applicant **MAY** be enrolled within 10 business days of passing a background check versus a month or more under the standard enrollment process.



/// Self-Attestation for Job Corps Eligibility

- Allow individuals eligible for expedited enrollment to self-attest for the eligibility requirements in WIOA 144(a) because of the barriers to presenting documentation of eligibility at application and the urgency of processing their applications
- Admissions staff are expected to **verify these eligibility criteria**, along with supporting documentation, **within 90 days of enrollment**.
- The applicant is deemed **conditionally eligible** until all eligibility criteria are confirmed, including the medical applicant file review.
- If later deemed ineligible, including because verification was not received within 90 days of enrollment, the applicant will be separated from the program under Administrative Separation with Reinstatement (ASWR) with the ability to return within 12 months of separation.



/// Self-Attestation in PRH Exhibit 1-3

- See Exhibit 1-3

Number	Job Corps Eligibility Criteria	Assessment of Conditional Eligibility
1	U.S. Citizen/ Legal Resident/ Deferred Action Status	Self-attestation permitted. Must be verified within 90 days of enrollment.
2	Age	Self-attestation permitted. Must be verified within 90 days of enrollment.
3	Low Income	Self-attestation permitted. Must be verified within 90 days of enrollment.
4	Criminal History	Background check results required. <i>NO self-attestation.</i>
5	Barriers to Education and Employment	Expedited applicants (homeless/trafficked) automatically meet this criterion. Self-attestation also permitted.



/// Admissions Process Changes



All prospects must now complete the MyJobCorps Express Interest Tool (EIT), including standard, priority, and expedited.

Enrollment Type Changes

- Revising “**priority enrollment**” (See PRH Exhibit 1-2)
- Introducing “**expedited enrollment**” (See PRH Exhibit 1-3)



/// Admissions Process Changes- Priority

Priority (REVISED)

- Criteria: an applicant who is a **veteran of the U.S. armed forces** or an eligible **spouse of a veteran**, and who meets all eligibility requirements
- A “priority” applicant is offered the *immediate opportunity* to enroll in the program at a center where the applicant’s desired trade is available.



/// Admissions Process Changes- Expedited

Expedited (NEW)

- Criteria: an applicant who is **homeless**, a victim of **trafficking**, or a victim of **natural** and/or **man-made disasters**, and who meets all eligibility requirements
- Allows for **self-attestation of eligibility**, except criminal history check and AFR results, for applicants who have difficulty obtaining required documentation
- **MAY** be enrolled within 10 business days of passing a background check



/// Implementation Learning Objectives



Memorize the 3 applicant groups who qualify



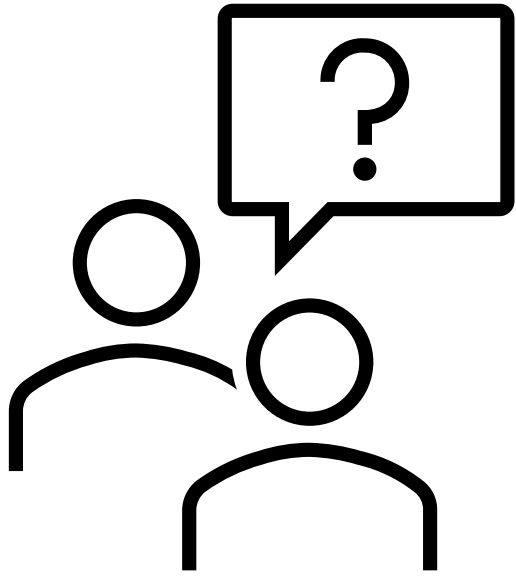
Get familiar with changes to document verification and review timelines



Know where to go in PRH for more details



/// Who qualifies for Expedited Enrollment?



Please respond to the
Microsoft Teams poll.

/// Who qualifies for Expedited Enrollment?

Applicants who are:

- experiencing **homelessness**; or
- a victim of **severe trafficking**; or
- a victim of **natural and/or man-made disasters**;

and who meet all eligibility criteria.



Expedited Cases in MyJobCorps

My Assigned Applicants

Select an Applicant to process their application

Search by ATN or Applicant: SEARCH

DATE RANGE: 09/14/2023 - 09/13/...
WORKFLOW MILESTONE: Any
ADMISSIONS PROVIDER: Any
APPLICATION VERIFIED: Any

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 MyJobCorps Gateway screen (admissions case management tool)



/// Expedite OA Process- Admissions Staff



The goal is arrival on center within 10 days of receiving criminal history results.

- ✓ Self-attestation if needed per policy
- ✓ Initiate background check ASAP
- ✓ Don't wait for background check results to begin interview
- ✓ Record a case note listing criteria of "conditional eligibility"

/// Expedite OA Process- AFR

- **Applicant File Review (AFR)** remains critical, but it's shortened to **21 days** (instead of 30 days)
- If AFR findings require **Regional review**, that process is shortened to **45 days** (instead of 60).
- 90-day documentation verification clock starts upon arrival on center



/// Expedite OA Process- Managers



- OA manager must send an email to the Center Records Manager identifying expedited applicants (who are “conditionally eligible”) pending arrival on center.
- Center Records Manager is responsible for keeping track of the 90-day timeline for eligibility verification

/// Eligibility Verification- Case Notes

- Admissions staff are responsible for verifying documentation of expedited applicants in MyJobCorps *after* arrival on center (within 90 days).
- Verify homelessness, trafficking, and disaster victim by authorized agency communication (e.g. email, phone call, documents)
- Must include agency name, caseworker's name, title, contact info



IMPORTANT: Record these details in case notes. Upload related documents to MyJobCorps, including “Statement of Support” if necessary.



Eligibility Verification- Upload Tool

Screenshot of MyJobCorps Gateway – Upload Document tool

Gertrude Hofstra #100010042

Upload Document

Select the Document Type*

Select the Document Type

Search

- Documentation of Homelessness
- Documentation of Receipt of Public Assistance
- Documentation of School Dropout
- Documentation of School Free/Reduced-Price Lunch
- Documentation of Service-Connected Disability Rating
- Documentation of Victim of Human Trafficking
- Documented Efforts by AR to Obtain School Records or Standardized Test Results
- Driver's License
- Emancipation Papers
- Employment Authorization Card
- Employment verification letter

Accept or Reject the Document

Accept this Document
I have viewed the file that the applicant has uploaded, and verify that it is acceptable documentaion

Reject this Document
I do NOT accept the document that the applicant has uploaded (reason selected below)

CANCEL SAVE

IMPORTANT: Record eligibility details in case notes. Upload related documents to MyJobCorps, including “Statement of Support” if necessary.



/// Eligibility Verification



- Expedited applicants can upload documents to MyJobCorps portal *after* arrival on center for verification.
- Admissions staff must **record a case note when eligibility has been fully verified**; it's no longer “conditional.”
- OA manager must do **another QA review** based on new documentation to verify eligibility, and then notify the Center Records Manager.

/// Questions?



Do you have a policy question?

Next up...

MyJobCorps 3.2 updates

