

**JOB AID FOR JOB CORPS ADMISSIONS STAFF:
HOW TO VERIFY ELIGIBILITY FOR JUSTICE-INVOLVED APPLICANTS WHEN ADDITIONAL INFORMATION IS
NEEDED FOR CRITERION 4**

Beginning at the initial interview, Admissions Staff should speak candidly with applicants about eligibility under Criterion 4 and the need to provide supporting documentation if it appears that the applicant has:

- pending criminal court dates or proceedings, including active warrants
- current probation, parole, under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization, or
- fees or fines totaling more than \$500

Admissions staff must problem-solve with applicants to show final resolution for these issues, and upload supporting documentation to MyJobCorps in order for the applicant to be found eligible under Criterion 4. EACH CHARGE MUST BE ADDRESSED.

PENDING COURT INVOLVEMENT:

Warrants: Contact the state or local police department(s) where the charge(s) occurred to determine what needs to be done to resolve. Upload documentation showing that any warrants were resolved (cleared, lifted, recalled, dismissed, withdrawn, or otherwise satisfied).

Pending court dates: Upload documentation from a court or law enforcement agency (e.g. police, sheriff, probation, parole) in the same jurisdiction identified in the criminal history record; it must confirm that there are no pending court proceedings and/or that charges were dismissed. Acceptable: documents from a government agency with an identifying seal or on letterhead, clearly showing that there is nothing pending. Not acceptable: emails/email strings from private email addresses, internet searches from commercial sites. Ensure the date(s) and charge(s) on supporting documentation match the date(s) of the offense(s). **If there is a pending criminal court date, applicant must attend, and Admissions Staff must upload the final disposition.**

PROBATION/PAROLE/SUSPENDED SENTENCE/AGENCY SUPERVISION:

Upload official documentation of completion or discontinuation of probation OR:

Submit written approval by the Court or appropriate agency certifying:

1. It will approve of the applicant's participation in Job Corps and provide full release from its supervision and
2. That applicant's release does not violate applicable laws and regulations.

FEES/FINES >\$500: If applicant owes a total of more than \$500 (from one or more charges), you must upload receipts to show that the balance is under \$500.

Admissions staff, in conjunction with applicants, are responsible for the validity of supporting documentation. Insufficient or inaccurate documents could result in a fraudulent enrollment separation from the program.