

MyJobCorps 4.0 Release Overview

→ New Features & Enhancements

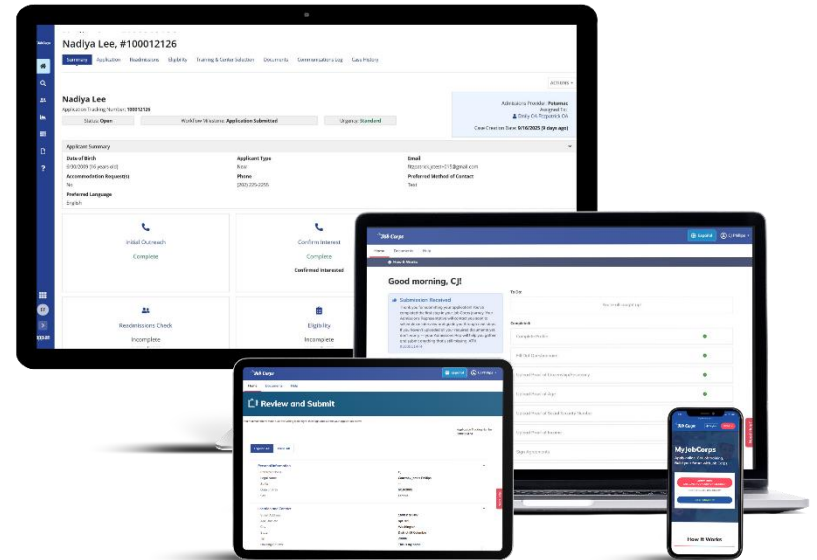
- Applicant File Review (Phased Release)
- Digital Health Questionnaire Collection from Applicants
- Constituent Issues from the National Content Center (NCC)
- New Alerts Feature
- Applicant Driver's License Information
- Search Using Contact Information

→ Support & Resources

→ System Demo

→ Q&A

MyJobCorps **4.0 Release** will be available for all applicants and existing Gateway users on **Friday, March 27**.



Job Corps Policy Guidance for Admissions Staff

Policy Guidance for Applicant File Review within Admissions Process

- Eligibility (1.2 R3 & Exhibit 1-1)
- Health Questionnaire (ETA Form 653) (1.2 R3.e)
- Voluntary Disclosure and Confidentiality (1.2 R3.b; Appendix 202)
- Supporting health documentation from ETA 653 disclosures (1.2 R3.e; 1.4 R1)
 - Release of Information
 - Chronic Care Management Plans
- Readmissions and Reapplications (1.2 R7-R8 and 1.5 R12)
- Expedited Enrollment (1.2 R5; Exhibit 1-3)

Best Practices when documenting your findings in MyJobCorps

- Do not modify Job Corps policy and/or OMB forms.
- Document actions taken (assist, collect, upload), not medical interpretation.
- Clearly identify application type (new, reapplication, readmission, expedited).
- Confirm all required items are uploaded.
- Limit entries to necessary information; protect confidentiality (Appendix 202).

Applicant File Review (Phased Center Onboarding)

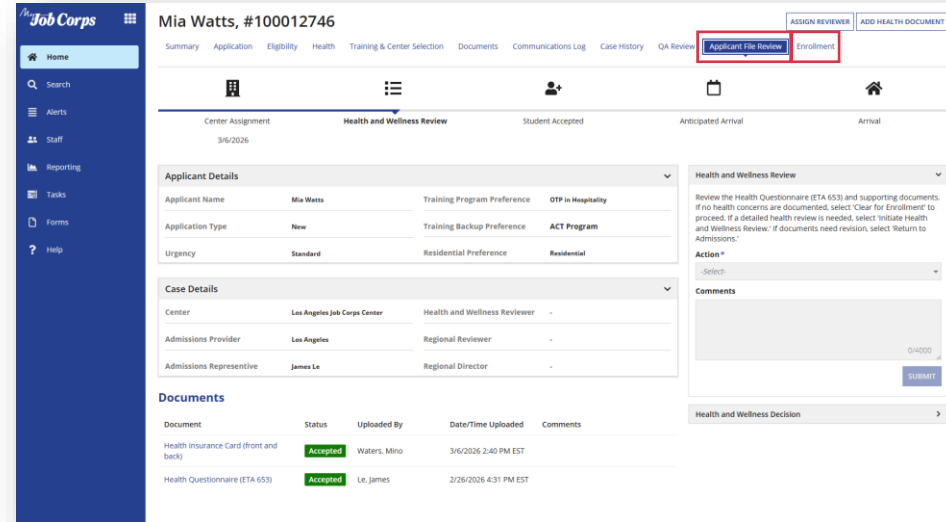
The Applicant File Review (AFR) process is transitioning from CIS to MyJobCorps. Staff responsible for AFR (center records, health and wellness) and Regional Review processes (regional health roles, regional directors) will onboard onto MyJobCorps in specific user roles based on their job responsibilities.

AFR in Gateway will streamline admissions and center processes, document management and collaboration between OA staff and centers.

NOTE: AFR Training is currently limited to Early Adopters.

How it works

- **Health and Wellness Directors (HWDs)** complete review of applicant's health care needs.
- **Records Managers (RMs)** plan for students' arrival, set anticipated arrival dates, and create student records in CIS.
- **Regional Disability Coordinator (RDC) & Regional Health Specialist (RHS)** complete a regional review and provide recommendations for the Regional Director.
- **Regional Director (RD)** makes the final decision to accept or reject the denial recommendation.



Benefits

- Central case management system for admissions and center enrollments.
- Clear workflow with date stamps on key milestones.
- Seamless integration with CIS, syncing planned arrivals to CIS to create students in downstream processes.
- Automatic documents sync from Gateway to E-Folder and Health E-Folder.

Digital Health Questionnaire Collection from Applicants

Applicants will be able to complete and submit their Health Questionnaire in Portal as part of their application process. After they submit their application information, they can work on the health questionnaire anytime, return later to submit, and upload supporting documents as needed. When their questionnaire is completed, they can digitally sign and submit it.

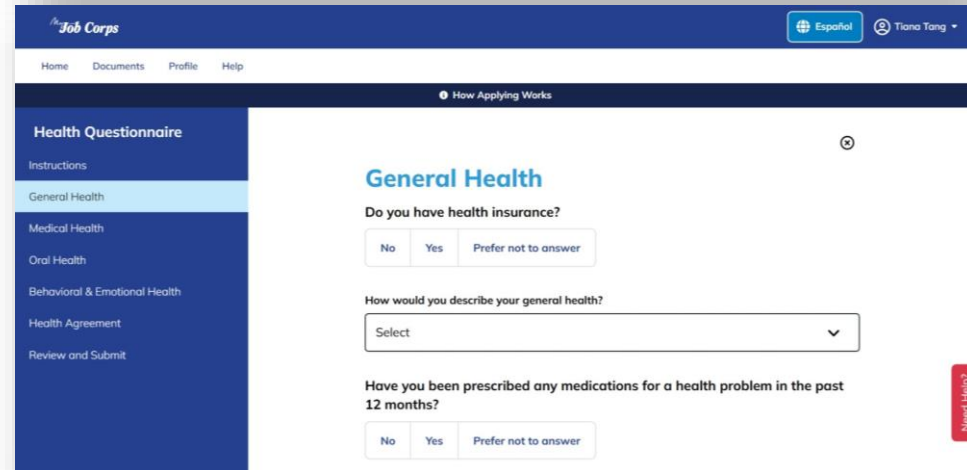
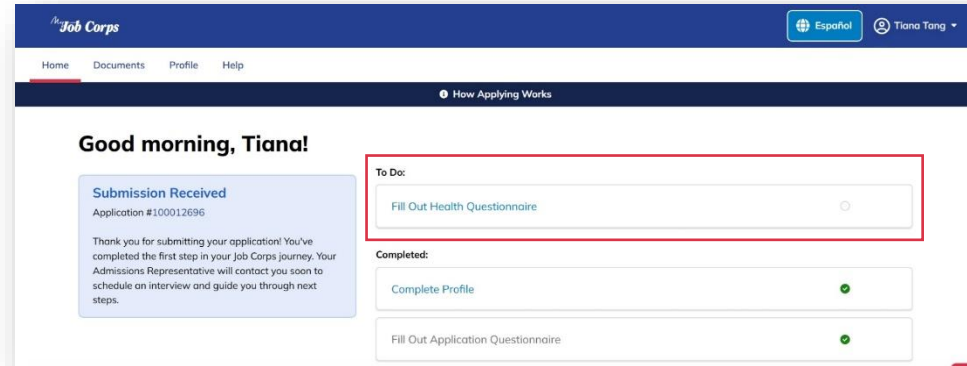
How it works for applicants

All applicants will have the Health Questionnaire in their **To Do** list on the Portal dashboard.

- The Health Questionnaire unlocks in Portal after an applicant signs and submits their application.
- If an applicant selects **Yes** they have health insurance, a new action will display on their To Do list to upload it.
- When completed in Portal, the data will be transmitted to Gateway.

Benefits

- Streamline the application process for eligible applicants.
- Reduce time intensive back-and-forth with applicants to complete Health information.



Digital Health Questionnaire Collection

Admissions staff will be notified when applicants submit their Health Questionnaire and it's available in the Health tab. Staff can **only access Health after eligibility is completed**, which will allow them to review the applicant's responses, address any changes if needed, and obtain the auto-generated Form-653.

How it works

- **Confirm completion** of the Health Questionnaire from the **Home** and **Search** views, as well as from the **Summary** and **Health** tabs from the applicant's case.
 - Use the statuses to confirm what actions are necessary (e.g. supporting the applicant with questions or getting parent/guardian signature).
- **Review, Verify, and Edit** the Health Questionnaire
 - Support the applicant with updates by editing the questionnaire in Gateway.
 - Get notified if supporting documents or forms are required based on applicant responses.
 - Gateway automatically checks off each items in the Verify Health Questionnaire list. Check the box to confirm your review and select the Verify button.

REMINDER: A parent/guardian's signature is still required for minors and must be collected outside of MyJobCorps.

Application Tracking Number	Applicant Name	Age	Urgency	Applicant Type	Workflow Milestone	Submitted Application Questionnaire	Submitted Health Questionnaire	Admissions Provider	Preferred Contact Method	Phone Number	Email	Days in Queue
100012529	Anthony DeLuca	21	Standard	New	Application Verified	✓	✓	Potomac	Phone	(202) 888 2222	fitzpatrick.jctest+009@gmail.com	69 days
100012513	Nicolas Klaus	25	Standard	New	Application Verified	✓	✗	Potomac	Email	(202) 555 5000	fitzpatrick.jctest+019@gmail.com	96 days
100012126	Nadiya Lee	16	Standard	New	Application Verified	✓	✓	Potomac	Phone	(202) 555 5555	fitzpatrick.jctest+015@gmail.com	69 days

Tiana Tang, #100012696

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

General Health

Medical Health
Oral Health
Behavioral and Emotional Health

General Health

Do you have health insurance? No

How would you describe your general health? Good

Have you been prescribed any medications for a health problem in the past 12 months? No

Have you taken any non-prescription medication, herbs, supplements, vitamins, etc. in the past 12 months? No

Do you use equipment (e.g., wheelchair) or receive help getting around? Yes

Provide any details you would like to share have crutches right now

Do you need help with any of the following activities: bathing, getting dressed, eating, or managing medications? No

Do you have any known allergies (e.g., medication, food, seasonal etc.)? No

Verify Health Questionnaire

All items must be completed before you can verify the health questionnaire.

All fields in the questionnaire are complete. ✓

The Health Questionnaire (ETA 653) is signed. ✓

I confirm that I have reviewed the application and that all information is complete and accurate.

VERIFY

Health Questionnaire

Health Questionnaire (ETA 653) **Verification Required**

VIEW HEALTH QUESTIONNAIRE

Constituent Issues from the National Contact Center (NCC)

MyJobCorps is integrating with NCC to receive OA constituent issues from callers. Constituent issues originating from the NCC will sync with Gateway, which will automatically create a Task in the corresponding OA provider's queue – just like the constituent issues coming from the MyJobCorps Help Desk.

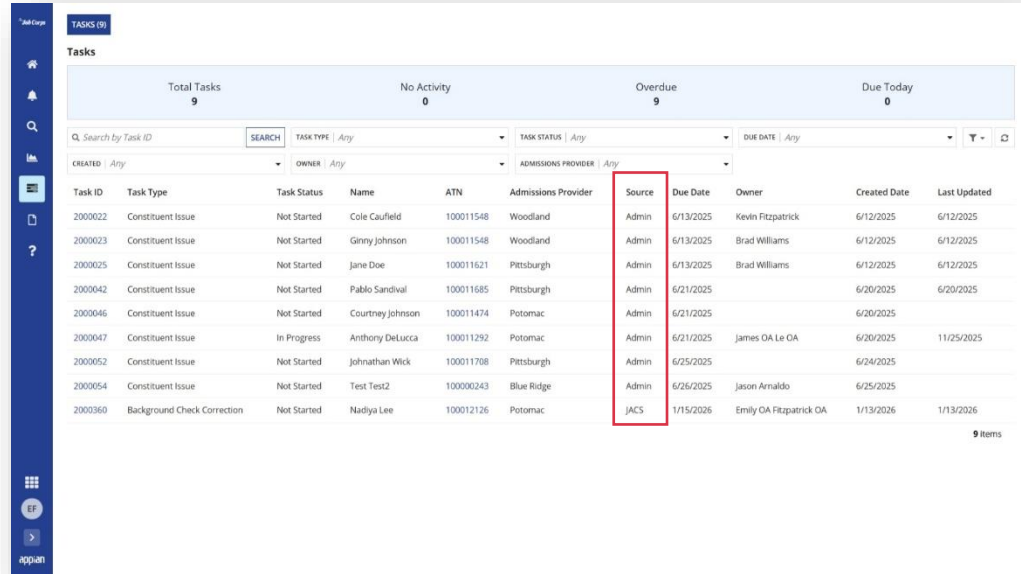
These tasks will work the same way as your other tasks in Gateway, which are categorized by type and assigned by OA Managers for resolution.

How it works

- OA Managers assign the Constituent Issue Task for resolution.
- Task owners can view where the task originates from in the **Source** column.

Benefits

- Unify all Constituent Issues in one place to increase efficiency in addressing an issue and ability to resolve the task.



The screenshot displays the 'TASKS' interface in MyJobCorps. At the top, there are summary statistics: Total Tasks (9), No Activity (0), Overdue (9), and Due Today (0). Below these are search filters for Task ID, Task Type, Task Status, Due Date, Created, Owner, and Admissions Provider. The main table lists tasks with columns for Task ID, Task Type, Task Status, Name, ATN, Admissions Provider, Source, Due Date, Owner, Created Date, and Last Updated. The 'Source' column is highlighted with a red box, showing values like 'Admin' and 'JACS'.

Task ID	Task Type	Task Status	Name	ATN	Admissions Provider	Source	Due Date	Owner	Created Date	Last Updated
2000022	Constituent Issue	Not Started	Cole Caulfield	100011548	Woodland	Admin	6/13/2025	Kevin Fitzpatrick	6/12/2025	6/12/2025
2000023	Constituent Issue	Not Started	Ginny Johnson	100011548	Woodland	Admin	6/13/2025	Brad Williams	6/12/2025	6/12/2025
2000025	Constituent Issue	Not Started	Jane Doe	100011621	Pittsburgh	Admin	6/13/2025	Brad Williams	6/12/2025	6/12/2025
2000042	Constituent Issue	Not Started	Pablo Sandival	100011685	Pittsburgh	Admin	6/21/2025		6/20/2025	6/20/2025
2000046	Constituent Issue	Not Started	Courtney Johnson	100011474	Potomac	Admin	6/21/2025		6/20/2025	
2000047	Constituent Issue	In Progress	Anthony DeLucca	100011292	Potomac	Admin	6/21/2025	James OA Le OA	6/20/2025	11/25/2025
2000052	Constituent Issue	Not Started	Johnathan Witck	100011708	Pittsburgh	Admin	6/25/2025		6/24/2025	
2000054	Constituent Issue	Not Started	Test Test2	100000243	Blue Ridge	Admin	6/26/2025	Jason Arnaldo	6/25/2025	
2000360	Background Check Correction	Not Started	Nadiya Lee	100012126	Potomac	JACS	1/15/2026	Emily OA Fitzpatrick OA	1/13/2026	1/13/2026

New Alerts Feature

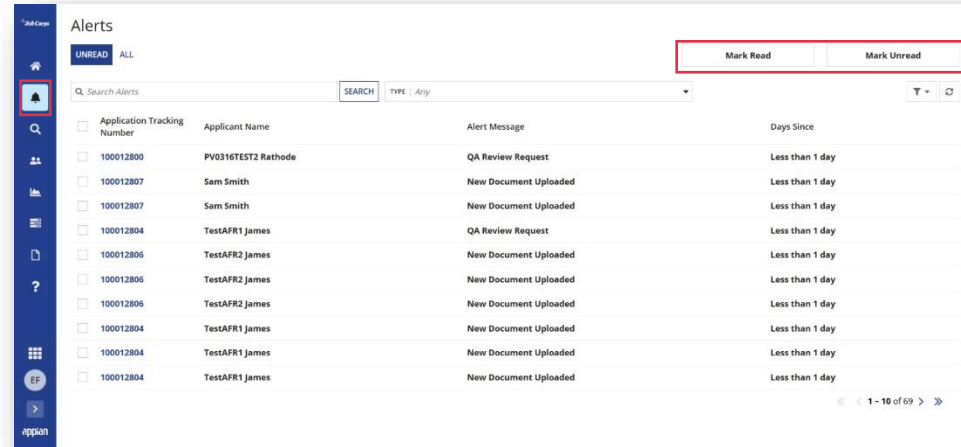
All Gateway users will have a new Alerts screen to get quick notifications for their cases. Alert notifications are designed based on the relevant activities for each user role in Gateway, so you'll only receive notifications about actions you need to take. Internal alerts such as "Applicant has uploaded a new document" will keep you up to date on important case activities.

How it works

- The **Alerts** tab, in the left navigation, will display a system generated alert for **assigned cases** based on the ATN.
 - From Alerts, review the 'Alert Message', the applicant it's related to, then select the ATN to open the case.
- Once you review an alert, you can **mark it as read**
 - Select the box left of the ATN and selecting the **Mark as Read** button.

Benefits

- Efficiently manage case actions and tasks without relying solely on email notifications.
- Get real-time updates and notifications as you're working in Gateway
- Ensure awareness and quick access to application updates



The screenshot displays the 'Alerts' section of the My Job Corps application. On the left, a vertical navigation menu includes an 'Alerts' icon (a bell) which is highlighted with a red box. The main content area is titled 'Alerts' and features a search bar and two buttons: 'Mark Read' and 'Mark Unread', both of which are also highlighted with red boxes. Below these elements is a table of alerts. The table has four columns: 'Application Tracking Number', 'Applicant Name', 'Alert Message', and 'Days Since'. The table contains ten rows of data, each representing an alert for a specific case.

Application Tracking Number	Applicant Name	Alert Message	Days Since	
<input type="checkbox"/>	100012800	PV0316TEST2 Rathode	QA Review Request	Less than 1 day
<input type="checkbox"/>	100012807	Sam Smith	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012807	Sam Smith	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012804	TestAFR1 James	QA Review Request	Less than 1 day
<input type="checkbox"/>	100012806	TestAFR2 James	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012806	TestAFR2 James	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012806	TestAFR2 James	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012804	TestAFR1 James	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012804	TestAFR1 James	New Document Uploaded	Less than 1 day
<input type="checkbox"/>	100012804	TestAFR1 James	New Document Uploaded	Less than 1 day

Types of Alert Notifications

Alert	System Event	OAM	AR
Admissions & Eligibility			
Case Reassigned	OAM reassigns case to AR/OAM (not self-assign)		Yes
Contact Information Change	Applicant updates address or phone in Portal		Yes
Readmit Waiver Result Received	RD approves/denies readmit waiver		Yes
Action Required: OA Manager Requested Revisions	OAM returns case for revisions		Yes
Background Check Result Received	JACS sends background check result to Gateway		Yes
Action Required: Background Check Corrections Needed	JACS sends correction request to Gateway	Yes	Yes
Readmit Waiver Request	AR requests a Readmit Waiver	Yes	
QA Review Request	AR requests QA review	Yes	
New Document Uploaded	Applicant uploads document post-submission		Yes
Applicant File Review (AFR) Alerts			
Health Review Completed	HWR completes the health review (Clear for Enrollment)	Yes	Yes
Regional Review Alerts			
Recommendation for Denial Rejected	RD rejects denial recommendation	Yes	Yes

Applicant Driver's License Information

Applicants will be able to provide their driver's license information when they complete their application so the information can be used to determine future education and training needs.

How it works

- In Portal, when applicants select **Yes** they have a state/territory driver's license, they are required to provide driver's license details.
- In Gateway, view the applicant's driver's license details from the **Basic Information** section of the **Application** tab.
 - View the status of the license, state, license number, and expiration date.
 - While this information is required in Portal; it displays as Optional in Gateway.

Benefits

- Ensure additional applicant details are collected efficiently at one time.

Application

- Basic Information ✓
- Additional Contacts ✓
- Education ✓
- Home Life ✓
- Employment ✓
- Personal Circumstances ✓
- Career Interests ✓

Do you have a valid U.S. state/territory issued driver's license?
 Yes No

From which state/territory was your driver's license issued?
Issuing State
District Of Columbia

Driver's License Number [Learn more](#)
[Text Input Field]

Driver's License Expiration Date
mm/dd/yyyy

[Need Help?](#)

Rena Smith, #100012501

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

Profile

Basic Information

Additional Contacts

Education

Home Life

Employment

Personal Circumstance

Agreements

What is your race and/or ethnicity? Some Other Race

Residency Status U.S. Citizen

Social Security Number ***** [Show SSN](#)

Birth Country Germany

Birth City Stuttgart

Have you ever used any other names? No

Do you have a valid U.S. state/territory issued driver's license? Yes

From which state was your driver's license issued? District of Columbia

Driver's License Number

Driver's License Expiration Date

[EDIT APPLICATION](#)

[ACTIONS](#)

Search Using Contact Information

Admission staff will be able to search for a case using the applicant's phone number and/or email address.

How it works

- From the Search or the Home view, select the search bar and enter the **applicant's phone number or email address**.
- Adjust any additional filters such as 'Show Duplicates' or case status.

Note: When searching using an applicant's phone number, enter only the numbers (no dashes or hyphens; e.g. 2024557822).

Benefits

- Increase ease and reduce time spent of locating applicant cases.

The screenshot shows the 'Search' interface in the My Job Corps system. At the top, there is a search bar with the placeholder text 'Search by AIN, AIN, Applicant No.' and a 'SEARCH' button. Below the search bar, there are several filter options: 'DATE RANGE: Any - Any', 'WORKFLOW MILESTONE: Any', 'CASE STATUS: Any', 'ASSIGNED TO: Fitzpatrick.emily.e@doj... | - | + | T | A | C', 'ADMISSIONS PROVIDER: Any', 'SUBMITTED APPLICATION: Any', 'SUBMITTED HEALTH QUESTIONNAIRE: Any', 'SHOW DUPLICATES: No', and 'CENTER STATUS: Any'. The main part of the interface is a table with the following columns: Application Tracking Number, Applicant Name, Age, Urgency, Case Status, Workflow Milestone, Case Creation Date, Submitted Application Questionnaire, Submitted Health Questionnaire, City/Town, State, Admissions Provider, Assigned To, Initial Contact Date, Confirmed Interest Date, Round for QA Review Date, and Center Status. The table contains 12 rows of data, each representing an applicant case.

Application Tracking Number	Applicant Name	Age	Urgency	Case Status	Workflow Milestone	Case Creation Date	Submitted Application Questionnaire	Submitted Health Questionnaire	City/Town	State	Admissions Provider	Assigned To	Initial Contact Date	Confirmed Interest Date	Round for QA Review Date	Center Status
100012696	Tiana Tanya	20	Standard	Open	Application Started	2/10/2025 11:19 AM EST	⊗	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	N/A	N/A	N/A	
100012529	Anthony DeLuca	21	Standard	Open	Application Verified	12/17/2025 12:29 PM EST	⊙	⊙	Washington	District of Columbia	Potomac	Emily Fitzpatrick	1/7/2026	1/7/2026 4:50 PM EST	N/A	
100012513	Nicolas Klaus	25	Standard	Open	Application Verified	12/11/2025 12:16 PM EST	⊙	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	12/11/2025	12/11/2025 12:53 PM EST	N/A	
100012501	Rena Smith	25	Standard	Open	Center Assigned	12/9/2025 11:38 AM EST	⊙	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	12/9/2025	12/9/2025 11:44 AM EST	12/9/2025 12:12 PM EST	Pending Center Review
100012260	Reese Smith	25	Standard	Open	Center Assigned	10/28/2025 10:59 AM EDT	⊙	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	10/28/2025	10/28/2025 11:10 AM EDT	10/28/2025 12:04 PM EDT	Pending Center Review
100012253	Reese Smith	19	Standard	Inactive	Interest Expressed	10/28/2025 10:40 AM EDT	⊗	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	N/A	N/A	N/A	
100012126	Nadiya Lee	16	Standard	Open	Application Verified	9/16/2025 12:25 PM EDT	⊙	⊙	Washington	District of Columbia	Potomac	Emily Fitzpatrick	9/18/2025	1/7/2026 5:28 PM EST	N/A	
100012123	Marla Crews	19	Expedited	Open	Application Verified	9/16/2025 11:10 AM EDT	⊙	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	9/29/2025	9/29/2025 1:28 PM EDT	N/A	
100012116	Marla Crews	19	Standard	Closed	Denied	9/16/2025 10:37 AM EDT	⊙	⊗	Washington	District of Columbia	Potomac	Emily Fitzpatrick	9/16/2025	9/16/2025 10:47 AM EDT	9/16/2025 11:01 AM EDT	
100012108	Kristen	17	Standard	Closed	Interest	9/15/2025	⊗	⊗	Washington	District of Columbia	Potomac	Emily	9/16/2025	N/A	N/A	

Support and Resources

Resources

Check out the [4.0 New Feature Release](#) article to easily access: an overview of the 4.0 release, the recorded training, the training slides, the 4.0 Release Notes, and links to related user guides; Refer to the updated [Known Issues](#) article for bugs and resolutions.

Office Hours

Register to join [Office Hours](#) via the link provided your email or on the Help Center.

- Office Hours for 4.0 will be hosted **April 9th at 1pm ET.**

Questions?
