

MyJobCorps 4.1 Release Overview

→ New Features & Enhancements

→ Outreach and Admissions

- New Applicant SSN/TIN Verification Process
- Updated Background Check Workflow
- Integrated Collection of Parent/Guardian Digital Signatures
- Better Communications for Inactive or Withdrawn Applications

→ Center Enrollments

- Incorporated AFR Tracking Log in Gateway Reports
- New Enhancements Boosting the AFR Process
 - Disability documents on the Wellness tab
 - Reassigning a returned case to a different center
 - Workflow updates to the health review process

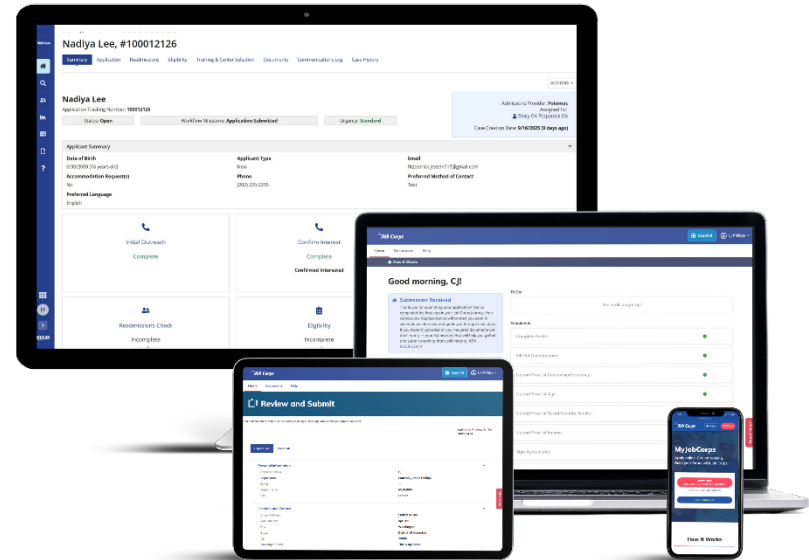
→ User Experience Improvements for All Users

→ Support & Resources

→ System Demo

→ Q&A

MyJobCorps **4.1 Release** will be available for all applicants and existing Gateway users on **Wednesday, August 19**.



4.1 Release

Center Enrollments

Incorporated AFR Tracking Log in Gateway Reports

Gateway now provides a system-generated AFR Tracking Log Report for AFR user roles on the Reporting tab. The report displays all cases undergoing center-based AFR and enables real-time monitoring of case progress.

How it works

- The AFR Tracking Log is accessible from the **Reporting** tab and is exportable to excel.
- The report displays all AFR steps and dates for real-time progress monitoring
- Cases are added to the AFR Tracking Log once they reach the **Center Assigned** workflow milestone.

Benefits

- Provides a single, up-to-date view of all cases in AFR review and have completed review
- Helps AFR users monitor workflow status and identify bottlenecks quickly
- Easily identify and access key data for maintained tracking logs

← Back to Reporting Home

AFR Tracking Log Report

CHTR - Potomac Job Corps Center | Urgency: Any | Reviewer: Any | Disposition: Outcome: Any | File Receipt Date Range: Any - Any

Application Tracking Number	File Receipt Date	File Review Due Date	Urgency	Student ID	Applicant	Assigned AFR Reviewer	Disposition / Outcome	Disposition Date	Days in Review	Regional Office Extension Requested	Date of Assignment	Date of Enrollment	Comments
10001722	11/26/2025	12/26/2025	Standard	2081892	Lia Pott	-	-	-	280	No	-	-	-
100012123	4/21/2026	5/21/2026	Expedited	2084804	Maria Crews	Emily Fitzpatrick	-	-	114	No	-	-	-
100012501	12/6/2025	1/6/2026	Standard	-	Berna Smith	-	-	-	247	No	-	-	-
100012512	5/1/2026	6/6/2026	Standard	2084723	Nicolas Klaus	Emily Fitzpatrick	Approved	5/7/2026	0	No	5/9/2026	-	No comments
100012529	4/7/2026	5/7/2026	Standard	2084856	Anthony Tony DeLucaDeLuca	Emily Fitzpatrick	-	5/13/2026	36	No	-	-	No comments
100012596	3/23/2026	4/22/2026	Standard	2084827	Tiana Tong	Emily Fitzpatrick	-	3/23/2026	0	No	-	-	Following clinician review and conversations with Tiana, Regional Review is needed due to extent of care required.
100012615	3/23/2026	4/24/2026	Expedited	2084639	Laura Johnson	Emily Fitzpatrick	-	3/23/2026	0	No	-	-	No comments
100012817	3/18/2026	4/17/2026	Expedited	2084804	Kelley Nelson	-	-	-	148	No	-	-	-
100013554	5/16/2026	4/18/2026	Standard	-	Manny Smith	Emily Fitzpatrick	Approved	-	-	No	5/15/2026	5/20/2026	No comments
100012025	3/19/2026	4/19/2026	Standard	2084806	Penelope Wintz	Patricia Vandenham	Approved	4/19/2026	28	No	4/20/2026	4/16/2026	-

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New AFR Process Enhancements

Center assignment and enrollment activities are enhanced to support Applicant File Review in Gateway.

Health and Wellness Reviewers

- Disability documents now display on the **Wellness** tab to assist in their reviews.
- Access a new **Pending Arrival Report**, from the Reporting tab, that includes new customizable filters like the milestone filter.

Center Records Managers

- Leverage a new selection and indicator to quickly identify cases they already reviewed for completeness.

OA Managers

- Can reassign a returned case to a different center, automatically resetting the AFR workflow.

Benefits

- Increase ease and efficiency in completing role-based AFR activities

Daniel Lewis, #100013270

Summary Application Background Check Eligibility Training & Center Selection Documents Communications Log Case History QA Review **Wellness** Enrollment

Center Assignment 8/13/2026 Health and Wellness Review 8/13/2026 **Health and Wellness Recommendation** Student Accepted Anticipated Arrival Actual

Applicant Details

Applicant Name	Daniel Lewis	Training Program Preference	Pharmacy Technician
Application Type	New	Training Backup Preference	Office Administrator, Culinary Arts
Urgency	Standard	Residential Preference	Residential

Case Details

Center	Potomac Job Corps Center	Regional Disability Coordinator	-
Admissions Provider	Potomac	Regional Health Specialist	-
Admissions Representative	Emily OA Fitzpatrick OA	Regional Director	-
Health and Wellness Reviewer	Emily OA Fitzpatrick OA	Extension Requested	Yes

Health Documents

Document	Status	Uploaded By	Date/Time Uploaded	Comments
Health Insurance Card (Front and back)	Accepted	Lewis, Daniel	8/13/2026 12:21 PM EDT	
Health Questionnaire (ETA 853)	Accepted	Fitzpatrick, Emily	8/13/2026 12:21 PM EDT	

Disability Documents

Document	Status	Uploaded By	Date/Time Uploaded	Comments
Individualized Education Program (IEP)	Accepted	Fitzpatrick, Emily	8/13/2026 12:21 PM EDT	

Health and Wellness Review

Review the Health Questionnaire (ETA 853) and supporting documents. If no health concerns are documented, select "Clear for Enrollment" to proceed. If a disabled health review is needed, select "Initiate Health and Wellness Review." If the applicant cannot be contacted, select "Return for Admission." Enter your comments associated with your selected action. Do not enter sensitive health information.

Action *

Initiate Health and Wellness Review

Comments

No comments

11/10/2026

Health and Wellness Recommendation

Pending Center Review

View applicants assigned to your center awaiting your review, including Health and Wellness.

Q Search by ATR, ATR, Applicant Name, Phone Number, or Email SEARCH URGENCY Any WORKFLOW MILESTONE Any

Items per page 10 | 25 | 50 | 100

Application Tracking Number	Case Milestone	Applicant Name	Urgency	Center Assignment Date	Case Milestone	Health and Wellness Reviewer	Center Records Manager	Admissions Provider	Days in Queue	File Pre-Checked
100013324	Center Assigned	Trey Young	Standard	8/13/2026 9:57 AM EDT	Center Assigned	Unassigned	Unassigned	Chicago Region USSA	Less than 1 day	
100013270	Center Assigned	Daniel Lewis	Standard	8/13/2026 12:19 PM EDT	Center Assigned	Unassigned	Emily OA Fitzpatrick OA	Potomac	Less than 1 day	✓
100012836	Returned by Health	Jing Simane	Standard	3/18/2026 8:00 PM EDT	Returned by Health	Emily OA Fitzpatrick OA	Emily OA Fitzpatrick OA	Potomac	167 days	
100012723	Center Assigned	Marla Crews	Expedited	4/21/2026 12:36 PM EDT	Center Assigned	Emily OA Fitzpatrick OA	Emily OA Fitzpatrick OA	Potomac	114 days	✓

4.1 Release

Outreach and Admissions

New Applicant SSN/TIN Verification Process

All Assigned Admissions Representatives and OA Managers will have new SSN/TIN actions in Gateway to verify or update an applicant's SSN/TIN.

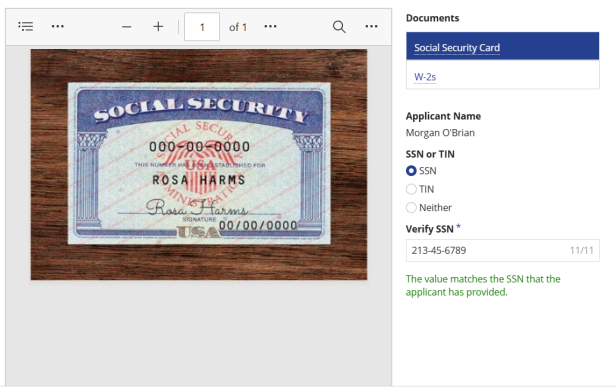
We've updated the Verify SSN process to ensure accuracy across the Readmissions Check and the Background Check, ensuring an applicant file is sent to center with the most accurate information.

1. The applicant identify and SSN/TIN are verified as part of the Application Verification Checklist
2. Readmissions Check uses SSN/TIN to confirm if an applicant's previous enrollment history with Job Corps.
3. Background check uses the applicant's SSN/TIN to confirm an applicant is free from disqualifying convictions.

Benefits

- Prevent accidental SSN/TIN changes tied to document approval
- Ensure all downstream checks re-run with updated information to reduce delays
- Improve auditability and transparency within the case history

Verify SSN or TIN



Documents

- Social Security Card
- W-2s

Applicant Name
Morgan O'Brian

SSN or TIN
☒ SSN
☐ TIN
☐ Neither

Verify SSN *
213-45-6789 11/11

The value matches the SSN that the applicant has provided.

CANCEL SAVE

New Applicant SSN/TIN Verification

Verifying an Applicant's SSN/TIN

Verification is no longer completed in the Document Center using the SSN Card – Now Verification is completed using the Actions menu, ensuring changes are intentional and accurately tracked.

How it works

To verify an applicant's SSN/TIN:

1. Select the **Actions** menu from the case
2. Select **Verify SSN/TIN**
3. Type the SSN/TIN exactly as displayed on the document
4. Select **Save**

The **Verify Application** check list will show this action as completed and **Case History** will log an event.

Note: You will need to accept the Proof of SSN/TIN document as a separate action in the Documents Center.

The screenshot shows the 'Profile' page for Daniel Lewis, #100013270. The 'Actions' menu is open, and the 'Verify SSN/TIN' option is highlighted with a red box. The profile information includes: Legal First Name: Daniel, Middle Name: James, Legal Last Name: Lewis, Suffix: , Preferred Name: , Date of Birth: 11/19/2003 (17 years old), Preferred Language: English, Sex: Male, Submitter Type: Applicant, Disclosed Disability: , Street Address (optional): , Apt. Unit, Suite, Etc. (optional): , City: Washington, State: District of Columbia, ZIP Code: 20001.

The screenshot shows the 'Verify SSN or TIN' dialog box. The 'Documents' section shows a Social Security Card for Morgan O'Brian, #100013270. The 'Verify SSN *' field is filled with 213-45-6789, and the 'Verify TIN' field is filled with 11/11. The 'Verify SSN *' field is highlighted with a red box. The dialog box also includes a 'Documents' section with a 'Social Security Card' document and a 'Verify SSN *' field with the value 213-45-6789. A message states: 'The value matches the SSN that the applicant has provided.'

New Applicant SSN/TIN Verification

Updating an Applicant's SSN/TIN

Important: Updating an applicant's SSN/TIN will automatically reset their Readmissions Check, EC4 and the Background Check.

How it works

1. Update or correct an applicants SSN/TIN by selecting the **Actions menu**
2. Select **Update SSN/TIN**
3. In the pop-up, review the provided document, indicated document type, and verified SSN/TIN
4. Make necessary update to the indicated document type (ie SSN, TIN, or neither).
5. Re-type the SSN/TIN to update and overwrite the verified number
6. Select **Save**

Note: You will not be able to update or correct an applicant's SSN/TIN while a background check is being processed.

Case History will display a logged event when the SSN/TIN is updated.

The screenshot shows a web interface for updating an applicant's SSN or TIN. The main area displays a Social Security Card for Rosa Harms, born 00-00-0000, with SSN 000-00-0000. The card is set against a wooden background. To the right, a sidebar contains the following information:

- Update SSN or TIN** (Warning icon): Updating an applicant's SSN will automatically reset their Readmissions Check, and some eligibility criteria including the Background Check.
- Documents**: Social Security Card
- Applicant Name**: Lam Eastwood
- SSN or TIN? ***:
 - ☒ SSN
 - ☐ TIN
 - ☐ Neither
- Verified SSN**: 123-99-3111
- Re-type SSN to Update, ***:
 - Input field: 123-99-3111
 - Character count: 11/11

At the bottom, there are 'CANCEL' and 'SAVE' buttons.

Updated Background Check Workflow in Gateway

Background checks are now associated with the **applicant** rather than an individual application. This change eliminates duplicate JACS requests, improves visibility into an applicant's background check history, and makes troubleshooting easier. A new **Background Check** tab is now available for requesting background check and reviewing any previous valid request.

How it works

- A background check is initiated **once per applicant**, rather than once per application.
- The **Background Check** tab becomes available after the **Readmissions Check** returns a result and **Eligibility Criteria 1–3** are marked **Eligible**.
- If the applicant has a previously completed background check (regardless of center), Admissions Representatives can view the results from the **Background Check** tab.

Note: You will continue to determine eligibility on the EC4 screen under the Eligibility tab.

Benefits

- Eliminates duplicate background checks for the same applicant by providing a complete history of all background check requests in one location.
- Improves transparency and simplifies troubleshooting with access to full request details.

The top screenshot shows the 'Background Check' tab selected in the Gateway system. A red box highlights the 'REQUEST BACKGROUND CHECK' button. The bottom screenshot shows the same interface after a request is submitted. A red box highlights the 'REQUESTS' table and the applicant profile details.

Top Screenshot: Background Check Tab

Summary Application **Background Check** Eligibility Training & Career Selection Documents Communications Log Case History

Application has been verified.
Application has signed the Release of Criminal History Records Information.
Person/Location has signed the Release of Criminal History Records Information.
Social Security Number has been verified.
Eligibility Criteria 1-3 are in the Eligible or Conditionally Eligible status within the specific case.

REQUEST BACKGROUND CHECK

Tracking #	Request Date	Expiration Date	Status	In Archive?
No background checks available.				

Applicant Profile:

Status: SubPENDING
Request Date: 7/20/2024 3:28 PM EDT
Requested By: Emily GKA@pilotchix.com

Applicant Number: 202033463
First: Daniel
Middle: James
Last: Lewis
Suffix: -
Date of Birth: 7/17/1984
Sex: Male

Use Social Security Number: Yes
Social Security Number: *****
Birth Country: United States
Birth City/State: Baltimore
Birth State or Territory: -
Birth Country: Baltimore City

Information displayed is what was sent to JACS at the time of the request.

Bottom Screenshot: Background Check Tab (After Request)

Summary Application **Background Check** Eligibility Training & Career Selection Documents Communications Log Case History

Application has been verified.
Application has signed the Release of Criminal History Records Information.
Person/Location has signed the Release of Criminal History Records Information.
Social Security Number has been verified.
Eligibility Criteria 1-3 are in the Eligible or Conditionally Eligible status within the specific case.

REQUEST BACKGROUND CHECK

Tracking #	Request Date	Expiration Date	Status	In Archive?
0010000	7/20/2024	-	Submitted	Yes

Applicant Profile:

Status: SubPENDING
Request Date: 7/20/2024 3:28 PM EDT
Requested By: Emily GKA@pilotchix.com

Applicant Number: 202033463
First: Daniel
Middle: James
Last: Lewis
Suffix: -
Date of Birth: 7/17/1984
Sex: Male

Use Social Security Number: Yes
Social Security Number: *****
Birth Country: United States
Birth City/State: Baltimore
Birth State or Territory: -
Birth Country: Baltimore City

Information displayed is what was sent to JACS at the time of the request.

Important: Completing the Background Check Corrections task automatically submits the corrected background check request to JACS.

Updated Background Check Workflow in Gateway

Background Check Corrections

The new **Background Check Corrections** process streamlines corrections and eliminates manual background check resubmission steps.

How it works

- If JACS returns a **Corrections Needed** status, Admissions Representatives (ARs) will receive an Alert, Task, and see the status on the **Background Check** tab.
- ARs can select the background check under **Requests** table to view the full request details. A **Corrections Needed** section will appear on the right side of the screen, where they can open the associated **Task ID**.
- To complete the Corrections Needed Task:**
 - The **AR** reviews the request and updates the required information.
 - The **AR** changes the task status to **In Progress** and **adds a comment** describing the updates made.
 - The **OA Manager** (OAM) reviews the changes, select the **Verified by OA Manager** check box, and **Save**.
 - When saving the task status updates to **Completed** and the **OAM** is prompted to resubmit the background check.
 - Completing the **Background Check Corrections** task automatically resends the corrected background check request to JACS.

The screenshot displays the 'Background Check' tab for a user named Brenda Smith (#100013337). The interface includes a navigation bar with tabs for Summary, Application, Readmissions, Background Check (selected), Eligibility, Training & Center Selection, Documents, Communications Log, and Case History. A sidebar on the left contains icons for home, search, people, tasks, and documents. The main content area shows a status summary on the right and a 'Requests' table below. The status summary indicates 'Corrections Needed' with a 'Request Date' of 8/5/2026 6:35 PM EDT and 'Requested By' Lausch Peyton. A red box highlights the 'Corrections Needed' section, which lists 'Requested Corrections' as 'Verify SSN', 'Task ID' as '2000670', and 'Task Status' as 'Not Started'. Below this, the 'Applicant Number' is listed as '201003519' with first, middle, and last names. The 'Requests' table has columns for Tracking #, Request Date, Expiration Date, Status, and Is Active?. A row is highlighted with Tracking # 1012722, Request Date 8/5/2026, Status 'Corrections Needed', and Is Active? 'Yes'. Below the table, a 'Resend Background Check?' dialog box is shown with a red box around it, containing the text 'Please confirm you want to send an updated background check with the necessary corrections.' and buttons for 'CANCEL' and 'CONFIRM'. The bottom section of the interface shows a 'Comments' table with columns for Author, Role, Comment, and Date Entered. A comment is visible from Emily OA Manager, stating 'Completed the SSN correction' on 8/18/2026 11:56 AM EDT.

Reminder: Monitor background check status using either the Background Check tab or Background Check Requests Report.

Proof of Identity Category in the Document Center

Documents that were previously in the Proof of Age and Proof of Residency category, now display in the new consolidated category, Proof of Identity.

The consolidated category provides a view of all the associated identity documents in one area, streamlining document review when assessing eligibility criteria 1-3.

How it works

- The **Document Center** displays the **Proof of Identity** category, that includes all I-9 related documents.
- When reviewing **eligibility criteria 1 and 2**, the applicable Proof of Age or Proof of Citizenship/Residency document(s) display on the criterion pop-up.

Benefits

- Streamlines identity documentation review
- Integrates with JACS to make more efficient updates and corrections

Document	Status	Modified By	Date/Time Uploaded	Comments
Authorization for Release of Criminal History Report	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Job Corps Applicant and Parent or Guardian Consent Record (ETA Form 852)	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Zero Tolerance for Violence Certification (ETA Form 652)	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	
Applicant Consent Statement (ETA Form 852)	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	
Acknowledgment of Expectations (ETA Form 852)	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	
Authorization for Use and Disclosure of Your Health Information (HIPAA 652)	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Informed Consent to Receive Mental Health and Wellness Treatment	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Consent for Pre-employment Interviews	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Right to use Photographs, Licenses or Moving Images Release	Parent/Guardian Signature Required	Chance, Trey	8/4/2026 1:38 PM EDT	
Job Corps Applicant Information (ETA Form 852)	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	
Equal Opportunity Notice	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	
Privacy Act	Accepted	Chance, Trey	8/4/2026 1:38 PM EDT	

12 Items

Proof of Identity

Document	Status	Uploaded By	Date/Time Uploaded	Comments
School ID card with a photograph	Verification Required	Chance, Trey	8/4/2026 1:24 PM EDT	
Social Security Card	Verification Required	Chance, Trey	8/4/2026 1:24 PM EDT	
Driver's License	Verification Required	Chance, Trey	8/4/2026 1:24 PM EDT	

Trey Chance, #100013321

Criterion 1

Residency Status

Preliminary Eligibility

U.S. Citizen

Lawfully admitted Permanent Resident (ITP/Green Card)

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

Residence:

Asylum or Parole:

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 within 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?

Proof of Citizenship/Residency

Document	Status	Uploaded By	Date/Time Uploaded	Comments
School ID card with a photograph	Accepted	Chance, Trey	8/4/2026 1:50 PM EDT	
Social Security Card	Accepted	Chance, Trey	8/4/2026 1:50 PM EDT	

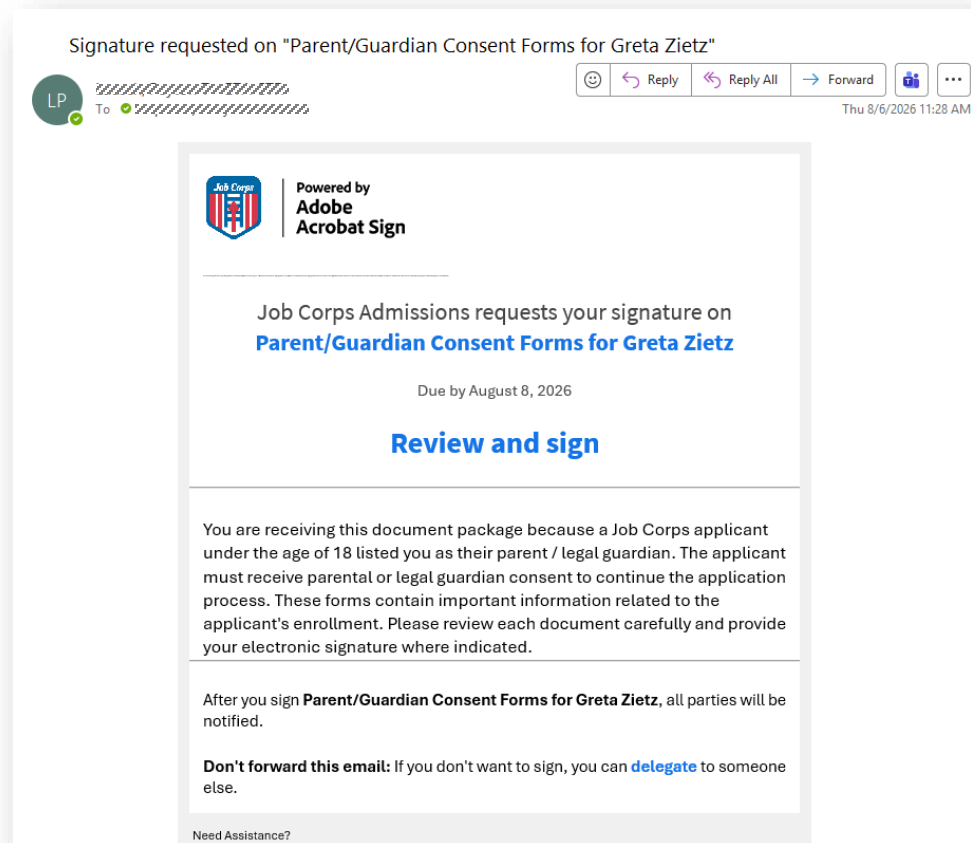
Integrated Collection of Parent/Guardian Signatures

Parents or guardians can now sign required minor-applicant Agreements digitally through AdobeSign integrating with MyJobCorps. Signature requests are triggered automatically when the application is submitted.

Real-time signature status updates display directly in Gateway as document status updates and Case History events.

Benefits

- Simplifies collection of minor-applicant consent forms
- Reduces case delays and manual follow-up steps
- Improved application completeness and timeliness for minors
- Ensures real-time visibility into signature progress



Integrated Collection of Parent/Guardian Signatures Applicant and Guardian Experience

How it works in Portal

- Minor-applicants indicate are required to indicate which **Alternative Contacts** is their **legal guardian**.
- Before submitting the completed application, the applicant **must select a legal guardian** to send Agreements to and confirm their email address in the text box.
- When the application is submitted, AdobeSign automatically sends the Agreements for guardian consent.
 - The selected parents/guardian(s) will receive an email notification to complete Parent/Guardian Consent forms (in AdobeSign).

Note: If both Alternative Contacts are indicated as a Legal Guardian, the applicant can select one or both to send Agreements to – only one is required to sign.

- AdobeSign will send daily reminders, for the next **14 days**, until signatures are completed or it expires.
- After Agreements are signed, the parent/guardian will receive a confirmation email.

The screenshot displays the MyJobCorps portal interface. On the left, a sidebar menu lists application sections: Basic Information, Alternative Contacts (highlighted with a green checkmark), Education, Home Life, Employment, Personal Circumstances, and Career Interests. The main content area is titled 'Alternative Contacts' and asks if the user is married, legally emancipated, or qualified as an unaccompanied youth under the McKinney-Vento act. Below this, a yellow box states 'Parent/Guardian Contact Info Needed' with a warning icon, explaining that users under 18 need permission from a parent or guardian. The 'Parent/Guardian' section prompts the user to fill in their parent, guardian, or other legal representative's information, including a checkbox for 'Is this your legal guardian?' and a 'Relationship' dropdown menu.

Below the main content area, the 'Parent/Guardian Signature Request' section is shown. It explains that some agreements require a parent or guardian signature and that an email will be sent to the specified contact(s). A note states that if the email(s) entered for the alternative contact(s) below need change, the user should click a link to update the email(s). A red box highlights the first entry, Cheryl Lewis, who is the mother. The entry shows a checked checkbox, her name, relationship, email address (fitzpatrick.jctest+010@gmail.com), and a text box to confirm the email address. Below this, the second entry, Benjamin Chance, is shown with an unchecked checkbox, his name, relationship, email address, and a text box to confirm the email address.

At the bottom of the page, the 'Information Submission' section is partially visible.

Integrated Collection of Parent/Guardian Signatures For Admissions

Gateway shows the signature status as soon as the document is signed, on the Agreements section of the Application tab and in the Document Center. Additional Contacts shows who the indicated Legal Guardian and who is the selected Signer.

How it works in Gateway

1. From the case, select the **Actions** menu
2. Select **Manage Parent Signatures**
3. In the pop-up, review the forms requiring signature, who they were sent to, and their status.
 - You can resend or void signature requests and will receive an Alert if a signature request cannot be delivered.
 - Agreements pending signature display **Awaiting Parent/Guardian Signature** status
 - Voided or Expired requests display **Parent/Guardian Signature Required** status
 - When signed, Agreements update to **Accepted**

Trey Chance, #100013321

Additional Contacts

Do you have a secondary contact?	Yes
Relationship	Mother
First Name	Cheryl
Last Name	Leach
Email Address	freemancelym@jagov.gov
Phone Number	-
Is this your legal guardian?	Yes
Is Signer?	No
Do you have an additional secondary contact?	Yes
Relationship	Father
First Name	Benjamin
Last Name	Chance
Email Address	freemancelym@jagov.gov
Phone Number	-
Is this your legal guardian?	No

Verify Application

All items must be completed before

Interest has been confirmed

All required tests in the application

All agreements are signed

SNVTIN has been verified

Confirm that I have reviewed and accepted the terms and conditions

Manage parent signatures

Greta Zietz, #100013341

Manage Parent Signatures

Greta Zietz - ATN 100013341

Agreements - Accepted

RESEND VOID REQUEST

Included Files (6)

- Authorization for Release of Criminal History Record (ETA Form 652)
- Consent for Pre-enrollment Interview
- Job Corps Applicant and Parent or Guardian Consent Record (ETA Form 652)
- Authorization for Use and Disclosure of Your Health Information (Form 6-02)
- Right to use Photographic Likeness or Moving Images Release
- Informed Consent to Receive Mental Health and Wellness Treatment

Sent: 8/6/2026 Recipient: Lausch.Peyton.T@doj.gov Reminders: 0

CLOSE

Integrated Collection of Parent/Guardian Signatures Updating Designated Signatory

If the designated signer or their email address needs to be updated, either:

- **Have the applicant completes the updates in Portal**
 1. From the **Actions** menu select **Unlock the Portal**
 2. The applicant will complete the updates for **Alternative Contacts** and confirm the selected signers email address when re-submitting their application.
 3. AdobeSign will automatically send the Agreements to the selected signer for consent.
- **Edit the application yourself in Gateway**
 1. From the **Actions** menu select **Edit the Application**
 2. Complete the edits for the **Additional Contacts** section of the application and **Save**.
 3. Select the **Actions** menu and select **Manage Parent Signature**.
 4. From the pop-up, select **Resend** to send the Agreements to the updated email or signer.

Reminder: Only the Legal Guardian(s) indicated as the Signatory will receive the Signature request from AdobeSign.

Trey Chance, #100013321

Manage Parent Signatures

Trey Chance - ATN 100013321

Agreements: **Signature Request Undeliverable**

Included Files (6)

- ☐ Authorization for Use and Disclosure of Your Health Information (Form 602)
- ☐ Authorization for Release of Criminal History Record (ITA Form 602)
- ☐ Job Corps Applicant and Parent or Guardian Consent Record (ITA Form 602)
- ☐ Informed Consent to Receive Mental Health and Wellness Treatment
- ☐ Consent for the assessment interview
- ☐ Right to use Photographic Likeness or Moving Images Release

Send 8/6/2026 Email could not be delivered. Verify the address and resend.

RESEND VOID REQUEST

CLOSE

Additional Contacts

A legal guardian must be selected as a signatory to save the application.

Do you have a secondary contact?

☒ Yes

☐ No

Relationship

First Name Cheryl

Last Name Lewis

Email Address fspgnc00000000@gmail.com

Phone Number 015

Legal Guardian?

☒ Yes

☐ No

Relationship

First Name

Last Name

Email Address

Phone Number

Do you have an additional secondary contact?

☒ Yes

☐ No

Relationship

First Name

Last Name

Email Address

Phone Number

Applicant Notification of Withdrawn Application

Applicants will now be notified when their case is withdrawn or when the case goes inactive.

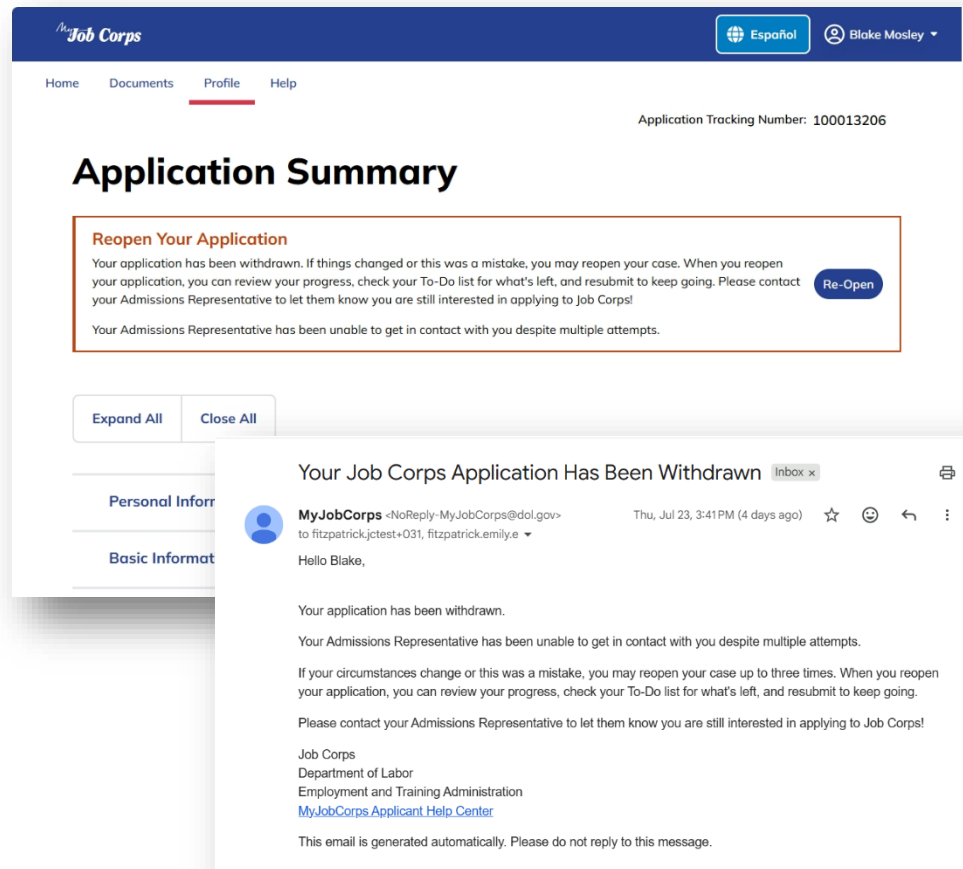
Applicant's will receive notifications sharing the specific withdrawal reason, helping applicants understand what happened and reducing unnecessary reapplications.

How it works

- Applicants receive an email notification when their case is withdrawn or becomes inactive.
- A banner in the Portal displays the exact withdrawal reason entered by staff or auto-applied by the system

Benefits

- Reduces confusion and repeat submissions from applicants
- Improves clarity and communication during application processing
- Helps applicants take informed next steps



The screenshot displays the MyJobCorps portal interface. At the top, the header includes the MyJobCorps logo, a language selector for 'Español', and a user profile for 'Blake Mosley'. The main navigation bar contains links for 'Home', 'Documents', 'Profile' (which is highlighted), and 'Help'. On the right side of the page, the 'Application Tracking Number: 100013206' is displayed. The central content area features a section titled 'Application Summary'. Below this title is a prominent orange-bordered box with the heading 'Reopen Your Application'. The text inside this box explains that the application has been withdrawn and provides instructions on how to reopen it, including a 'Re-Open' button. Below the orange box, there are two buttons: 'Expand All' and 'Close All'. To the left of the main content, there is a sidebar with links for 'Personal Information' and 'Basic Information'. Overlaid on the bottom right of the portal screenshot is an email notification from 'MyJobCorps'. The email subject is 'Your Job Corps Application Has Been Withdrawn'. The body of the email states: 'Your application has been withdrawn. Your Admissions Representative has been unable to get in contact with you despite multiple attempts. If your circumstances change or this was a mistake, you may reopen your case up to three times. When you reopen your application, you can review your progress, check your To-Do list for what's left, and resubmit to keep going. Please contact your Admissions Representative to let them know you are still interested in applying to Job Corps!'. The email also includes the contact information for the Job Corps Department of Labor, Employment and Training Administration, and a link to the 'MyJobCorps Applicant Help Center'. It concludes with a note: 'This email is generated automatically. Please do not reply to this message.'

Support and Resources

Resources

Check out the [4.1 New Feature Release article](#) to easily access: an overview of the 4.1 release, the recorded training, the training slides, the 4.1 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 will be hosted:

- [Thursday, August 20th at 1 pm ET](#)
- [Tuesday, August 25th at 1pm ET](#)

Questions?
