

Job Corps Applicant Screening and Readiness Questions Field Test
Pre-Participation Letter for Admissions Counselors

(Revised PRH Appendix 103)

Dear Job Corps Admissions Counselor:

The National Office of Job Corps is conducting a field test of the use of this instrument. This instrument is for purposes of field testing only.

You are being requested to participate in a test use of this instrument. Participation in this field test is voluntary. This instrument updates and revises the manner and order in which the Office of Job Corps conducts screening of applicants as related to reviewing certain background information, such as any criminal background, school discipline records, and documentation detailing behavior from other agencies or institutions. The purpose of the revised instrument is to improve the screening process for applicants of the Job Corps program, and to ensure that this process is consistently and fairly administered in accordance with applicable laws, regulations, and policies.

You will receive an "Information for Job Corps Contractors" (Admissions Counselors) form that describes the purpose of the field test, provides a Privacy Statement, a Public Burden Statement, an address for where to direct comments regarding the Burden Estimate, and also provides an opportunity for participants to ask questions before proceeding. Prior to administering use of this instrument, you will have an opportunity to ask any questions that you may have. All questions should be directed for your corporate project manager. Do not initiate the use of this instrument with a Job Corps applicant until any questions have been answered.

This letter, the field test instrument, and associated instructions are in compliance with 5 CFR 1320.8 Agency Collection of Information Responsibilities, including applicable disclosure elements.

Paperwork Reduction Act Public Burden Statement: Persons are not required to respond to this collection of information. Collections of information approved by OMB must display a currently valid OMB control number and expiration date. Public reporting burden for this collection of all information contained within this instrument, which is required to obtain or retain benefits (29 USC 2881), is estimated to average one hour for applicants and one hour for admissions counselors for a total of two hours for each application. This instrument is being tested among a total of 90 applications, rendering an estimated public reporting burden of 180 hours in total. This information collection is for program management. Please send any comments regarding this burden estimate to the U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Research, Room N5641. Attention: Michelle Ennis, 200 Constitution Avenue, NW, Washington, D.C. 20210. Please send any comments related to content, use, and effectiveness of this instrument to the U.S. Department of Labor, Employment and Training Administration, Office of Job Corps, Room N4463, Attention: Division of Educational Services, 200 Constitution Avenue, NW, Washington, D.C. 20210.

Thank you for your participation in this field test.

-National Office of Job Corps