

Non-Substantiative Change Request

OMB Control Number 1205-0025 – Job Corps Application Data

Expiration Date: 04/30/2026 (OJC will start the internal revision process in April 2025 for submission to DCCC by August 2025)

Proposed Changes

To apply the implementation of Executive Order 14168 Defending Women to the ETA 652 Job Corps Applicant Data Collection Form based on the guidance provided.

- In Section A: Job Corps Applicant Information:
 - Remove “Gender Identity” and all options
 - Remove “Pronouns” and all options
 - Added “Male” and “Female” as options for “Sex”

To update the ETA 652 Job Corps Applicant Data Collection Form to address the Executive Order with DEI compliance.

- In Section C: Acknowledgement of Expectations:
 - Removed line 3: “I understand that I will be living in a diverse and inclusive environment and sharing a dormitory with other students”. As a result, numbers 4, 5, 6 and 7 are now 3, 4, 5 and 6.

Purpose of Collection

WIOA authorizes the collection of information from Job Corps applicants to determine eligibility for the Job Corps program. 29 U.S.C. §§ 3194-3195.

Applicant and student data are maintained in accordance with the Department of Labor’s (Department) Privacy Act System of Records Notice (SORN) DOL/GOVT-2 Job Corps Student Records.

In accordance with 5 CFR 1320, DOL is seeking approval for data collection to obtain necessary information from each applicant to the Job Corps program.

The ETA 652, Job Corps Applicant Data Sheet, is critical to the screening process. This form is completed by the admissions representative in collaboration with each applicant to determine the applicant’s eligibility for the Job Corps program in accordance with WIOA and Job Corps policy and to collect socio-demographic and employment barriers information for program planning, evaluation, and data reporting purposes. Data generated from the form is collected electronically by the Job Corps Admissions Representative via interview, generally at the admissions representative’s work site.

This revised ETA 652 requires the collection of information from the ETA 655, including a “Statement from Court or Other Agency”. Job Corps can also obtain a National Crime Information Center (NCIC) report. Participant Individual Reporting data, captured through the

ETA 652, is also included in a PIRL data file, as required by DOL. Information gathered through these forms is used to determine an applicant's eligibility for the Job Corps program, or to fulfill WIOA data collection and maintenance requirements. Any personally identifiable information gathered through these forms is used for eligibility and reporting program outcomes.