

# Policy Guidance: Disability Waiver Request

- The Job Corps Scholars Program Funding Opportunity Announcement (FOA- ETA-20-03) provides that grantees should apply the participant eligibility requirements in the Job Corps Policy and Requirements Handbook (PRH), Chapter 1, Exhibit 1-1, “Job Corps Eligibility Requirements.”
- PRH Chapter 1, Exhibit 1-1, states that “[t]he upper-age limit must be waived for individuals with disclosed disabilities who meet all other eligibility requirements.” The applicant seeking a disability waiver request must meet all other eligibility criteria as outlined in the PRH Chapter 1, Exhibit 1-1. The Job Corps National Director reviews disability waiver requests of the upper age limit to grant approval.
- Grantees may only request documentation for disability that is needed to establish that the applicant has a disability. If an applicant provides insufficient documentation of a disability in response to the grantee’s request, the grantee should explain why the documentation is insufficient and allow the applicant an opportunity to provide the missing information in a timely manner. A grantee cannot ask for documentation when (1) the disability is obvious, or (2) the applicant has already provided the grantee with sufficient information to substantiate the disability.



# Policy Guidance: Disability Waiver Request cont'd

- As indicated in the FOA, grantees will use their respective institution's existing policies and procedures to obtain and maintain participants' disability records.
- Grantees will submit the waiver request to their designated federal project officer (FPO) for submission to the Office of Job Corps.
- The waiver request must include the following information:
  - Grantee Name
  - Participant Grantee Data Collection ID number
  - Participant's Voluntary Disclosure Statement
  - Any documentation collected, if necessary and appropriate
- Grantees must take reasonable measures to ensure that all data transmitted is secure and safeguards the participant's personally identifiable information.

